

North Carolina Central University Policy Updates

Degrees with Distinction

Baccalaureate

Effective Fall 2012, North Carolina Central University's degrees with distinction for graduating students will be based on the completion of requirements as follows:

Cum Laude – a cumulative grade point average of 3.2-3.499

Magna Cum Laude – a cumulative grade point average of 3.5-3.799

Summa Cum Laude - a cumulative grade point average of 3.8-4.000

First degree transfer students, who have earned a minimum of 60 semester hours at NCCU, and meet the cumulative GPA requirements stated above, will be awarded a Degree with Distinction.

First degree transfer students, who have earned between 30 - 59 semester hours at NCCU, will be awarded a Degree with Distinction if the average of GPAs from all institutions previously attended, **and at NCCU** meet the cumulative GPA requirements stated above.

Second degree students, who have earned a minimum of 30 semester hours at NCCU, and meet the cumulative GPA requirements stated above, will be awarded a Degree with Distinction.

Academic Progression Policy

Effective Fall 2012, students must have a cumulative GPA of 2.000 or greater. If a student's cumulative GPA falls below a 2.000, the student will be dismissed. A student who is not maintaining a minimum 2.000 cumulative GPA is not making satisfactory academic progress. This policy has been established to enable students to complete his/her undergraduate work within a reasonable period of time. Students expecting to graduate in eight semesters (four years) must average 15 to 16 completed hours each semester.

Academic Progression Appeals Process Conditions for Possible Appeal

The University recognizes that there may be extenuating circumstances beyond a student's control which impacted his/her inability to meet the GPA requirements stipulated by the Academic Progression Policy. To that end, the University will permit a student to appeal his/her dismissal from the University when that dismissal is directly attributable to extenuating circumstances that occurred during the fall or spring semester immediately preceding the student's dismissal from the University.

Definition of Extenuating Circumstances

An "extenuating circumstance" is defined by the University as a situation which is beyond the student's control and which could not have been prevented by the student. Such circumstances include, but are not limited to, the following:

- a car accident which causes serious injury to the student resulting in hospitalization and/or creating health challenges which prohibit the student from being able to meet academic requirements;
- a serious, life-threatening, or life-altering illness to the student or an immediate family member for whom the student must assume legal responsibility due to the condition;
- an official documentable military deployment;
- a natural disaster which negatively impacts the student's well-being due to total destruction of home or other essential familial provisions.

Authentic Appropriate Documentation

- The University reserves the right to consider other situations in addition to those enumerated herein in determining whether or not the alleged extenuating circumstance(s) directly impacted the student's ability to maintain the required GPA.
- A student must have official written documentation which explicitly substantiates and corroborates the assertion of the extenuating circumstances.
- An extenuating circumstance is not one that is characterized by a repeated pattern of behavior which has compromised the student's academic standing over time.
- An extenuating circumstance should be an exceptional one-time occurrence.

Procedures for Filing an Appeal

A student may elect to appeal the dismissal decision by submitting a written petition to the Dean of their School or College within seven (7) calendar days of receiving *formal notice of dismissal* from the University. A student's appeal must include the following:

1. a completed Academic Progression Appeals Policy form;

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2. a clear and concise petition personally typed and developed by the student to delineate the appeal and the extenuating circumstances that will justify the request;
3. an official/authentic/formal document providing proof of the extenuating circumstance(s) which the student contends caused his/her inability to maintain the required GPA;
4. a letter of support from the student's department chair;
5. a letter of support from the student's academic advisor.

Protocol

1. Upon receipt of the complete appeals packet including all five of the above documents from the student, the Dean shall conduct a thorough review and render a decision in the case.
2. The Dean shall decide to either "approve" or "deny" the dismissal. The Dean will submit this decision in writing, with her/his signature affixed, to the Provost's Office within seven calendar days following the date of the student's submission of the appeals package. Only the Dean is authorized to make the decision and sign the documenting attesting to that determination. No designee can sign for the Dean (i.e. Associate Dean, Department Chair, etc.)
3. Once received by the appropriate official in the Provost's Office, the Dean's decision will be formally communicated to the University Registrar's Office for implementation.
4. Each Dean must submit a narrative "Summary Report" which provides details of the student appeals submitted, a brief description of the extenuating circumstances which were considered in each case, decisions rendered in each case, as well as specific student profile information (i.e. GPA, classification, major, number of credit hours earned thus far, etc.).
5. A student who is allowed to be readmitted to the University will be required to adhere to a formal "Academic Improvement Plan" developed collaboratively with his/her academic advisor, signed by the student, and kept on file in the Dean's Office for periodic review and possible institutional audit.
6. A re-admitted student may be dismissed from the University if the student fails to increase his/her GPA by the end of the semester immediately following the decision to re-admit. Students are required to maintain their GPA in accordance with the provisions of the educational plan pursuant to the Academic Progression Policy.
7. A student is permitted "ONLY ONE APPEAL." No Exceptions!

Academic Forgiveness Policy for Undergraduate Students

Philosophy

Students often drop out of College after a semester or more of poor academic performance. Upon attempting to resume their education at a later date, they find their previous academic performance hinders their admission to programs, application for scholarship(s), and overall grade point average. Academic forgiveness seeks to respond to those students who want an opportunity to start over with a clean slate and those who can demonstrate they are now prepared to be academically successful.

Definition

Academic forgiveness is the process by which undergraduate students may seek to remove the impact of unsatisfactory grades earned at North Carolina Central University. Once academic forgiveness is granted, all grades earned by the student prior to the point of readmission will not be calculated in the student's GPA; however, these grades shall remain a part of the student's permanent academic record.

Eligibility

The following students may apply for academic forgiveness:

- a) currently enrolled undergraduate students who return to NCCU after at least a five-year absence; or
- b) currently enrolled undergraduate students who return to NCCU after a two-year absence who have received an associate's degree.

Any student who applies for academic forgiveness must have: (a) completed a minimum of twelve (12) consecutive credit hours from NCCU during the first semester the student is readmitted; (b) a minimum GPA of 2.5; and (c) a 100% satisfactory completion rate (grade of C or better) for all course work taken at NCCU after being readmitted to the University.

General Information

- A. Academic forgiveness shall only apply to grades obtained at NCCU; it does not apply to course work from other postsecondary institutions.
- B. A student may only receive academic forgiveness once. Academic forgiveness is non-reversible. After receiving academic forgiveness, a student cannot later request that the University include the grades earned prior to receiving academic forgiveness in the calculation of his/her GPA.

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- C. Students must be enrolled in courses during the Fall, Spring or Summer semester when they apply for academic forgiveness.
- D. Academic forgiveness does not apply to individual courses; rather, academic forgiveness will be applied to all grades earned by the student prior to receiving approval for academic forgiveness. A student will not be permitted to request that academic forgiveness only be applied to unsatisfactory grades. Academic forgiveness will also be applied to any satisfactory grades earned during the period for which academic forgiveness is requested.
- E. Academic forgiveness does not impact a student's financial aid eligibility.
- F. Course work completed by the student prior to being readmitted to the University will not count towards admission to or completion of his/her current or future degree programs.
- G. A student whose application for academic forgiveness is denied will be dismissed from the University. (See Readmission Policy for more information.)

Procedure

- A. The student must first obtain an application for Academic Forgiveness, a degree audit, and a copy of his or her transcript.¹
- B. After obtaining the above documentation, **but no later than one week following the ending of the final exam period of the first semester of the student's readmission to the University**, the student must then take the completed application, the degree audit, and a copy of his/her transcript to his/her advisor.
- C. The advisor shall review the student's degree audit and transcript. The advisor will make a recommendation to the student regarding whether or not he/she should apply to receive academic forgiveness. The academic advisor shall complete an advisor's approval/disapproval form regarding the student's application for academic forgiveness and indicate whether or not he/she approves or disapproves of the student's request for academic forgiveness. If the advisor and the student agree that academic forgiveness would be beneficial to the student, the student will forward the academic forgiveness application to the department chair and/or dean of the college or school in which the student is enrolled for approval.
- D. Upon receiving approval from the department chair and/or dean, the student must submit the completed academic forgiveness application to the **Chair** of the Admissions Standards Committee. The student must include the academic advisor's approval/disapproval form with his/her academic forgiveness application which is provided to the Admissions Standards Committee. The Admissions Standards Committee will send its recommendation

¹ The application for Academic Forgiveness, degree audit and transcript may be obtained from the Office of the Registrar.

regarding the student's academic forgiveness application to the Provost for approval. The decision of the Provost is final.

Amendments to the Student's Transcript

- A. When academic forgiveness is approved, the Office of the Registrar will make the following adjustments to the student's transcript:
1. The transcript will be divided into two sections indicating the point of academic forgiveness. The transcript will clearly show the: (a) course work completed by the student prior to academic forgiveness; and (b) course work completed by the student after receiving academic forgiveness.
 2. The words "Academic Forgiveness" will be included on the transcript.
 3. All previous course work, whether completed at NCCU or at another institution, will remain on the student's permanent record.
 4. The student will not receive credit for any course completed at NCCU prior to the point of readmission. However, the course titles and grades from these courses will remain on the transcript.
 5. Calculation of the student's cumulative GPA will include only courses taken following his/her readmission to the University and after the approval of academic forgiveness.
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