

FOSTERING UNDERGRADUATE STUDENT SUCCESS

ACADEMIC STANDING POLICY

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Beginning Fall 2014, Undergraduate students' academic standing will be based on both grade point average (GPA) and Satisfactory Academic Progress (percentage of hours completed each term).

GOOD ACADEMIC STANDING

All Undergraduate students must meet the following requirements to remain in Good Academic Standing:

- Maintain a minimum cumulative GPA of 2.0.
- Earn 67% of their semester hours each semester (term).
- Earn a minimum 67% of their cumulative hours attempted.
- Failure to meet any of these requirements each semester (term) will result in academic probation, suspension, or dismissal.

RATIO OF ATTEMPTED TO COMPLETED SEMESTER HOURS

- All Undergraduate students must complete 67% of all credit hours attempted including accepted transfer hours.

CUMULATIVE GRADE POINT AVERAGE

- After the first academic year at NCCU (to include one fall, spring, and summer term), all undergraduate students must maintain a 2.0 cumulative NCCU grade point average.
- Undergraduate students who do not achieve a 2.0 semester GPA after the first semester at NCCU, or a 2.0 cumulative GPA after the first academic year at NCCU will be placed on academic probation for one semester.
- Academic probation is a one semester opportunity to return to good academic standing.
- If a 2.0 semester or cumulative GPA is not achieved at the end of the probation semester, the student will be suspended from NCCU for a period of two semesters, after which the student may apply to be readmitted to the University on probation.
- If the student again does not achieve the 2.0 semester or cumulative GPA at the end of the probation semester after readmission, the student will be dismissed from NCCU.

- A dismissed student may appeal the dismissal to the Dean of his/her academic College.

DROP/ADD POLICY

- Undergraduate students may add and drop courses using the registration system, during the first 5 business days of the fall and spring semesters. After the first 5 days of classes, the adding or dropping of a course is contingent upon extenuating circumstances and will require the approval of the advisor, instructor, department chairperson and academic dean. Nontraditional terms and sessions will have customized add/drop dates.

FULL-TIME UNDERGRADUATE COURSE LOAD

- IT IS RECOMMENDED THAT UNDERGRADUATE STUDENTS ENROLL IN AT LEAST 15 HOURS TO GRADUATE IN A TIMELY MANNER.
- A minimum full-time course load for an Undergraduate student during fall and spring semesters is 12 credit hours and 6 credit hours in the summer.
- The maximum course load for which an Undergraduate student may register during fall and spring semesters is 18 credit hours and 12 credit hours during the summer.
- Undergraduate students may petition the Dean for permission to exceed the maximum course loads.

CLASSIFICATION OF STUDENTS

Undergraduate students at North Carolina Central University are classified according to the number of semester hours they have earned, including hours transferred from other institutions.

CREDIT HOURS	CLASSIFICATION
Fewer than 30 hours	Freshman
30-59 hours	Sophomore
60-92 hours	Junior
93 or more hours	Senior



COURSE WITHDRAWAL WITHOUT EXTENUATING CIRCUMSTANCES POLICY

Every Undergraduate student is allowed to withdraw from any class for any reason (and receive a grade of WC*) after the end of the add/drop period and until the published deadline for withdrawing from class (es), not to exceed 16 credit hours. Once the 16 credit hour limit has been reached, a student will not be allowed to withdraw from a course without extenuating circumstances. Students who discontinue going to class without properly withdrawing from a course will receive a grade of NW.

WITHDRAWAL WITH EXTENUATING CIRCUMSTANCES POLICY

Undergraduate students may request a withdrawal with extenuating circumstances for serious and compelling reasons, such as accident or serious illness, where the cause of withdrawal was due to circumstances clearly beyond the student’s control. Extenuating

EXTENUATING CIRCUMSTANCES	SUGGESTED DOCUMENTATION
Medical/Psychological Circumstances	Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University
Personal/Family Emergency	Medical documentation or statement from physician on letterhead including dates of service
Death of a Family Member	Copy of an obituary, funeral program, or certified death certificate Statement of the relationship between the student and the deceased to accompany the obituary or funeral program
Domestic Violence/Sexual Assault	Copy of police report or court/legal documents Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University
Serious Car Accident	Copy of police report Medical documentation or statement from physician on letterhead including dates of service Documentation from repair company indicating seriousness of accident
Changes in Employment/ Unexpected Financial Difficulty	Statement from Employer indicating employment change/termination Financial/Bank statements
Military Service/ Deployment	Military orders showing dates of deployment, training, or service

COURSE REPEAT POLICY

Beginning Fall 2014 Undergraduate students are allowed four course repeats without penalty.

- The lower grade is excluded from GPA calculation.
- After four courses, all grades will be in the GPA computation.
- If a student receives a C or better, the student may not repeat, but may audit without credit.
- Students who attended NCCU prior to fall 2014 are allowed five course repeats, with all grades included in the cumulative GPA calculation after the fifth course repeat is taken.
- Transcripts will include all attempts to complete a course, and all attempts will be included in calculations of satisfactory academic progress and tuition surcharge.

Note: 16 Credit hours includes W and WC grades.

WC* = Student initiated withdrawal

