College of Arts and Sciences
NC Central University

Academic Advising Handbook

The Academic Advising Handbook contains information about the advising processes and procedures in the College of Arts and Science for faculty and students. It also contains helpful resources to guide students during their period of study in the college to facilitate successful completion of degree requirements and timely graduation.
PREFACE

Student success is the most significant priority in the College of Arts and Sciences (CAS). The College is committed to the graduation of each student in four years or less. The College recognizes that proper academic advising is central to this goal. This academic advising manual is a guide for students and faculty in the College of Arts and Sciences. It is not meant to replace the University Catalog but to supplement it in providing specific information about academic advising process and the resources available to help students achieve success at North Carolina Central University (NCCU).

Every student is responsible for meeting degree requirements and for the successful completion of the degree program. Students have the responsibility to be proactive in keeping abreast of the current graduation requirements for their degree program. To that effect, we urge students to become familiar with the university catalogue that contains major academic policies, procedures, and regulations that guide their academic progress during their matriculation at NCCU. We also urge students to become very familiar with the academic program for their course of study, to get to know their faculty and chair and to form friendships and networks with fellow students especially those in their departments and college.

Students should work hard, stay focused, and with the guidance of the faculty they will reap the benefits of successfully completing their degrees and graduating from NCCU so that they can have productive lives and make meaningful contributions to the global community.

Dr. Carlton Wilson, Dean
College of Arts and Sciences
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INTRODUCTION

The College of Arts and Sciences (CAS) resulted from the merger of the College of Liberal Arts (CLA) and the College of Science and Technology (CST) following the restructuring process approved by the NCCU Board of Trust in February 2012 and the UNC Board of Governors in June 2012 with effective implementation in July 1, 2012.

The merger required the unification of forms, processes, and procedures for the new college. In particular, the need to streamline the advising process was critical to help students successfully complete degree requirements for their majors and graduate in a timely manner.

The CAS consists of the following departments and programs:

- Army ROTC (Military Science)
- Aerospace Studies
- Art
- Biological and Biomedical Sciences
- Chemistry and Biochemistry
- CREST/NASA Centers
- Computer Science and Business
- Environmental Earth & Geospatial Sciences
- Global Studies Program
- History
- **Interdisciplinary Studies Program**
- Language and Literature
- Mass Communication
- Mathematics and Physics
- Music
- NC-Health Careers
- Pharmaceutical Sciences
- Theatre and Dance
- **Women and Gender Studies Program**

The CAS personnel directory with names and contact information for the dean’s office staff, department chairs, program directors and their administrative assistants is located in Appendix I.
ACADEMIC ADVISING IN THE COLLEGE OF ARTS AND SCIENCES

Overview

We aim to have a fairly uniform pattern of advising in the CAS.

CAS freshmen and sophomores are advised in the University College (UC). Tenured, tenure-track, and fixed-term (at the chairs’ discretion) faculty members serve as primary advisors to CAS juniors and seniors.

Ms. Joyce Murphy serves as secondary advisor to all CAS students and primary advisors to at-risk CAS students (those with excessive hours above 168, or GPA of about 2.0 and/or course completion rate below 67 %) who need close monitoring to ensure that they make satisfactory academic progress. Ms. Natacha Janvier-Derilus serves as academic advisor and recruiter in the Pharmaceutical Sciences Department (the academic arm of the Bio-Manufacturing Research Institute and Technology Enterprise—BRITE).

Getting to Know Our Students

Students do well when they have a sense of belonging to the department and college. The departments in the college work closely with the UC to get to know our freshmen, sophomores and new transfer students. The Week of Welcome, the Orientation Sessions, and the Open House provide opportunities for bringing faculty and students together.

Through the collaborative working relationship fostered between the Academic Advisors in the UC and the CAS Academic Advisors, monitoring our UC students is facilitated and their transitioning from the UC to the various CAS departments is made as smoothly and as seamlessly as possible.

All CAS departments host “meet and greet” sessions each semester – informal gatherings for new students and faculty to meet and get to know each other. At the sessions, faculty members discuss the courses that they teach and their research areas so that students can sign up for independent studies or research with the appropriate faculty. The sessions also provide means to discuss and inform students about the wide range of resources available to support them: tutorial support, research and internship opportunities, study skill sessions, discipline-based clubs and societies, peer-mentoring, etc.

Assigning Students to Faculty Advisors

Department chairs or their designee assign student advisees to faculty. It is strongly recommended that each department have a director of student advising. In some cases, a student may request assignment to a specific faculty member, or a faculty member may request assignment of a specific student if the student and faculty have developed a mentoring or research relationship.

Assignments are made as equitable as possible so that all faculty members have the appropriate number of advisees. Unless a student specifically requests a change, the student has the same advisor until they graduate.
Faculty and advisee lists are posted in the department’s office so that students know their faculty advisor. A recommendation has been made for faculty to post their advisee list on their door along with their office hours at the start of each semester.

**Frequency of Meeting of Students and Faculty Advisors**

Students are required to meet with their faculty advisors at least twice during the semester to be advised, to review, select and schedule classes for the following semester and to review progress towards the degree. The meeting can be more frequent for at risk students who need very close advising and supervision of their progress. The meeting with faculty advisors is often on a routine basis for upperclassmen because the students are in upper division courses taught by faculty in their majors.

Seniors are required to meet with their faculty advisor to review the senior checklist and conduct a degree audit to ensure readiness for timely graduation. It is required that seniors meet as early as the second semester of the junior year, but no later than the beginning of the first semester of the senior year. Faculty members should contact their advisees by email to schedule appointments for advising. Following advising, an advising form with the recommended course(s) is completed, signed and dated by both student and advisor. The student is given the original of the advising form while a copy is retained in the student’s file. The student must contact the advisor to make any changes in the schedule of courses and have the changes documented in writing and inserted in their file.

**Alternate/ Registration PINs**

Freshmen and sophomores are not given their registration PINs under any circumstances. They are advised and enrolled in their classes by their academic advisors in the University College. With juniors and seniors, there is some flexibility in giving them registration PINs. Faculty use their discretion in giving registration PINs to upperclassmen. In giving registration PINs to upperclassmen faculty must make sure that the students know how to use the self-service BANNER system, are conversant with their degree requirements and are proactive in taking the courses that will lead to their timely graduation. Otherwise, the faculty should not give registration PINs but must register the students in the appropriate courses.

For those students who are given their alternate PINs, the PIN is given only after they have been advised and course selection has been recommended by the advisor, agreed to by both parties and documented with the completion and signing of the Academic Advising Form. The original copy of the signed Academic Advising Form is given to the student while a copy is maintained in the student’s departmental file.

**Maintaining Student Academic Records**

The department is the basic academic unit for students. As students transition from the UC, their files are transferred to the departments. Hardcopy files of students’ academic record are to be maintained in the departmental office. The files should contain copies of advising forms, add/drop forms, over-ride forms, and other forms executed for and by the student during their
period of study. The files should also contain a copy of the Academic Plan of Study for the students and other relevant documents for ensuring progress towards the degree.

Departments are also encouraged to move towards maintaining electronic copies of student files.

**Mentoring and Career Advising (Professional Development)**

Mentoring and career advising occurs both during the advising sessions and informally throughout the year. Mentoring includes research supervision; professional development; support for attendance to and presentations at meetings/conferences; help with applications into internship programs, graduate and professional schools; referral and recommendations for employment opportunities; and making available other resources that support student success.

**CAS Academic Advising Procedures**

The mission of the CAS Faculty Advisor is to work with upperclassmen (juniors and seniors), transfers, second-degree and graduate students to ensure quality academic advising.

The faculty advisor is the primary advisor to the CAS students; whereas the college’s academic advisors serve as secondary advisors. An Academic Success Plan must be completed each semester for each student in the college by the advisors using the University’s recommended form for the process. The completed and signed form is maintained in the student’s academic record at the departmental level.

**Role of Faculty as Primary Advisors**

As primary academic advisors, faculty members have the responsibility to:

- provide course advising and selection that will lead to the proper registration of students
- complete an Academic Success Plan for each student every semester to monitor progression to degree completion
- educate students on core curriculum and review program degree requirements
- conduct at-risk assessment of advisees who are in danger of not completing the intended major: based on low GPA (below 2.3) and a combination of high attempted hours and course failures
- provide first degree course assessment to 2nd degree students
- sign off on drop/add form
- sign off on change of major forms
- initiate excessive hours review and appeals (in consultation with the chair)
- initiate academic progression review and appeals (in consultation with the chair)
- conduct degree audits and help students with graduation application and preliminary clearing for graduation
- provide career advising and mentoring

**Role of Secondary Advisors**
The CAS Secondary Advisors serve as supplemental advisors to the upperclassmen (juniors and seniors), transfers and second degree students. They also serve as primary advisors to at-risk students who need close monitoring to ensure satisfactory academic progress. As secondary academic advisors, CAS advisors have the responsibility to:

- educate students on core curriculum and review program degree requirements
- conduct an at-risk assessment of advisees who are in danger of not completing the intended major: based on low GPA (below 2.3) and a combination of high attempted hours and course failures
- provide first degree course assessment to 2nd degree students
- sign off on drop/add form
- sign off on change of major forms
- conduct excessive hours review and appeals (in consultation with the student’s chair)
- conduct academic progression review and appeals (in consultation with the student’s chair)

**Transition from the University College to the CAS**

Incoming freshmen, sophomores and new transfers will be advised by University College Advisors assigned to the CAS prior to being transitioned to their major departments. The transition process involves assigning the transitioning students to faculty advisors for the junior and senior years.

The transition process consists of the following:

- receipt of student folders
- assignment of faculty advisors to each student (by department)
- review degree requirements for each student based on their course of study
- development of academic plan of study for each student
- discussion of career goals with each student
- discussion of internship opportunities and their importance with each student

**Process for Handling Academic Forms**

Most forms processed for students require the advisors’ signatures, and those of the students’ Chair and Academic Dean. These include Add/Drop, Withdrawal, Overload, Change-of Major, Permission to Take Courses at Another Institution, Inter-Institutional Form, Graduation Application and Clearance Forms; etc. Once all signatures have been obtained the completed forms must be taken to the Registrar’s Office for processing.

For certain circumstances such as Excessive Hours Appeals, very late registrations, etc., additional approval may be required from the Office of the Provost.

**Academic Standing Policy**

The undergraduate student’s academic standing is based on both the grade point average (GPA) and Satisfactory Academic Progress (percentage of hours completed each term). All undergraduates 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
• Earn a minimum of 67% of their cumulative hours attempted
• Failure to meet any of these requirements each semester will result in academic probation, suspension, or dismissal.

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.

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 semester or cumulative GPA of 2.0 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, the student will be dismissed from NCCU.

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

Excessive Hours Policy

Any student who has attempted more than 168 hours toward a single undergraduate degree will be dismissed from the University. Students who are working toward two undergraduate degrees simultaneously may register for hours in excess of 168 only with special permission from the appropriate dean. Attempted hours also include courses graded “WC”, “NW”, “NF”, and “I”. Deans also may make exceptions in cases where students have transferred more than 44 hours from other institutions. In these cases, only transfer hours that apply towards the NCCU major will count towards the 168 hours attempted.

Academic Appeal Process

Students dismissed from the university for excessive attempted hours (more than 168 hours) or for a GPA less than 2.0 can appeal for reinstatement. The Academic Progression Appeal Form is used to initiate appeal for reinstatement following dismissal for low GPA. The Excessive Hours Appeal form is used to initiate appeal for reinstatement following dismissal for excessive attempted hours over 168.

In both situations, the appeal process begins with the student.

• student will complete the portion of the relevant appeal form that requires the student’s personal information
• write an appeal letter requesting reinstatement and explaining the extenuating circumstances that lead to either the low GPA or the excessive hours
• provide documentations (medical, legal, family emergencies, etc.) to support their appeal and
• submit the completed appeal form, the appeal letter and supporting document to his advisor
The advisor will
• review the student’s academic record
• recommend an academic plan of study for the student upon reinstatement
• initiate a plan of study agreement with the student
• write a letter of support for the student
• provide the student’s unofficial transcript and
• forwards the package to the chair
The chair will
• review the submitted package
• write a letter of support for the student and
• forward the package to the Dean’s office

The package received in the Dean’s office must include the following:
• Appeal Form completed by the student
• letter requesting reinstatement and explaining the extenuating circumstances that lead to either the low GPA or the excessive hours
• supporting document(s)
• academic plan of study
• signed academic plan of study agreement
• student’s unofficial transcript, and
• letters of support from the advisor and/or the chair

The Associate Dean reviews the appeal package and if meritorious, recommends approval to the Dean. Once signed by the Dean, the Excessive Hours Appeal package is forwarded to Provost’s Office for review and approval. If approved, the Provost’s Office informs the Registrar’s Office to reinstate the student.

The Dean has the authority to approve or deny the Academic Progression Appeal. The Dean’s decision is forwarded to the Provost’s Office from where the Dean’s decision is formally communicated to the Registrar’s office for the reinstatement of the student.

A reinstated student must adhere to their agreed upon Academic Plan of Study. A student is permitted “ONLY ONE APPEAL” under either the Academic Progression Policy or the Excessive Hours Policy. No exceptions.

Academic Forgiveness Policy

Academic forgiveness is the process by which previously enrolled students may seek to remove the negative impact of unsatisfactory grades previously earned at NCCU. All previous grades (?) are not calculated in the GPA, but remain a part of the permanent academic record.

There are two policies for academic forgiveness. The earlier policy allows students returning to NCCU after at least a five-year absence to have their previous grades excluded from their GPA at the point in which academic forgiveness is approved. The newer policy applies to students who left NCCU due to low GPA, went to a community college and earned an associate degree and then returned to NCCU to complete the four-year degree. This newer policy is not time-limited since students can apply for academic forgiveness as soon as they have earned the
associate degree. Under both policies, the previous grades are not calculated in the GPA but remain a part of the student’s permanent academic record.

The process requires the student to seek readmission to complete a minimum of twelve semester hours with a minimum GPA of 2.5. Then the student completes the application for Academic Forgiveness in consultation with his/her academic advisor and chair. The application is reviewed by the student’s academic Dean and forwarded to the Admissions Standards Committee for review and recommendation for approval to the Provost. The decision of the Provost is final. Details of the process are in the university catalogue.

**Graduation**

Students meet the requirements for bachelor’s degree by successfully completing:

- The General Education Curriculum (GEC) requirements
- The approved course of study in a major area
- A minimum of 124 semester hours of course credits (some programs may require up to 128 hours)
- A minimum cumulative grade point average of 2.0
- In most degree programs grades of “C” or higher are required for all courses in the major
- The Community Service requirement for graduation is 120 hours
- The final 30 semester hours of course credit must be completed at NCCU.

Graduation exercises are held biannually in May and December and diplomas are awarded only at those times. However, graduation is certified at the end of the term in which all academic requirements are completed and that term will appear on the student’s transcript, as well as the diploma.

**Application for Graduation**

Application for graduation must be completed and filed in the Office of the Registrar on or before the dates specified in the University Calendar of Events. Applications received after the deadline will not be handled until the next term and diplomas will be delayed accordingly.

The faculty advisors, chairs, deans, and the registrar try, in advising and registering students, to make certain that every student who intends to graduate from NCCU registers for those courses which are required for the degree. However, the final responsibility for meeting the graduation requirements as set forth in the University Catalog rest with the students.

Only those students who have satisfactorily completed all of the requirements for their respective degrees, including all financial obligations, and who have been officially certified for graduation will be allowed to participate in the May and December Commencement exercises.

**Requirements for a Double Major and Second Degree**

Undergraduate students may major in two separate disciplines with the permission of the chair of each of the departments and the appropriate dean(s) and on the condition that they meet the requirements for each major. Students who meet the requirements for a double major will
receive a diploma for each degree. At the time of graduation, the official transcript will indicate both majors.

A student who already holds a bachelor’s degree may receive a second baccalaureate degree if he/she fulfills all requirements for the second degree and major and completes a minimum of 30 hours in residence beyond the requirements for the first degree.

**Degrees with Distinction**

NCCU awards Latin honors to graduating students based on the completion of requirements for the baccalaureate degrees 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 3.8-4.00

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.
Appendix I: Directory of the College of Arts and Sciences

Dean’s Office

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<thead>
<tr>
<th>Personnel</th>
<th>Names</th>
<th>Location</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Dr. Carlton Wilson</td>
<td>Suite 115 Farrison-Newton</td>
<td>919-530-6794</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Dr. Veronica Nwosu</td>
<td>Suite 1209 Mary Townes</td>
<td>919-530-5055</td>
</tr>
<tr>
<td>Budget Analysis</td>
<td>Ms. Michelle Terry</td>
<td>Suite 115 Farrison-Newton</td>
<td>919-530-6795</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Mrs. Ethel Benkin</td>
<td>Suite 115 Farrison-Newton</td>
<td>919-530-6796</td>
</tr>
<tr>
<td>Building /Facilities &amp; Safety Manager</td>
<td>Mr. Ira Nobel Swain</td>
<td>3206 Mary Townes Sci. Bldg.</td>
<td>919-530-6496</td>
</tr>
<tr>
<td>Academic Advisor &amp; Recruiter</td>
<td>Mrs. Natacha Janvier-Derilus</td>
<td>1026 BRITE Bldg.</td>
<td>919-530-7717</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Mrs. Joyce Murphy</td>
<td>1243 Mary Townes Sci. Bldg.</td>
<td>919-530-6394</td>
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Departments and Programs

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<th>Names</th>
<th>Location</th>
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<tbody>
<tr>
<td>Army ROTC (Military Science)</td>
<td>Major Keirya LangKamp</td>
<td>06 W. Duke Bldg., Box 90752</td>
<td>919-660-3086</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:krl29@duke.edu">krl29@duke.edu</a>)</td>
<td></td>
<td>919-539-7195</td>
</tr>
<tr>
<td></td>
<td>Ms. Madeline M Keels</td>
<td>103 Taylor Education Bldg.</td>
<td></td>
</tr>
<tr>
<td>Aerospace Studies</td>
<td>Lt. Col Jesse Hunt</td>
<td>Duke University., Box 90139</td>
<td>919-660-1860</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:jwh51@duke.edu">jwh51@duke.edu</a>)</td>
<td>Durham, NC 27708</td>
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<tr>
<td></td>
<td>Leia Wright</td>
<td></td>
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<tr>
<td></td>
<td>(<a href="mailto:wright058@duke.edu">wright058@duke.edu</a>)</td>
<td></td>
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<tr>
<td>Art Department</td>
<td>Prof. Connie Floyd,</td>
<td>121 Fine Arts Bldg.</td>
<td>919-530-7045</td>
</tr>
<tr>
<td></td>
<td>Chair (<a href="mailto:cfloyd@nccu.edu">cfloyd@nccu.edu</a>)</td>
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<tr>
<td></td>
<td>Ms. Ellen Whitworth</td>
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<tr>
<td></td>
<td>Administrative Assistant</td>
<td></td>
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<tr>
<td>Biological &amp; Biomedical</td>
<td>Dr. Gregory Cole, Chair</td>
<td>2242 Mary Townes Sci. Bldg.</td>
<td>919-530-6034</td>
</tr>
<tr>
<td>Sciences Department</td>
<td>(<a href="mailto:gcole@nccu.edu">gcole@nccu.edu</a>)</td>
<td></td>
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<tr>
<td></td>
<td>Ms. Darlene Laws</td>
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<tr>
<td></td>
<td>Administrative Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry &amp; Biochemistry</td>
<td>Dr. Kizhanipuram Vinodgopal, Chair (<a href="mailto:kvinodg@nccu.edu">kvinodg@nccu.edu</a>)</td>
<td>3102 Mary Townes Sci. Bldg.</td>
<td>919-530-6456</td>
</tr>
<tr>
<td>Department</td>
<td>Mrs. Pamela Harper, Administrative Assistant</td>
<td>3102 Mary Townes Sci. Bldg.</td>
<td>919-530-6462</td>
</tr>
<tr>
<td>CREST/NASA Centers</td>
<td>Dr. Branislav Vlahovic, Director (<a href="mailto:vlahovic@nccu.edu">vlahovic@nccu.edu</a>)</td>
<td>1203 Mary Townes Sci. Bldg.</td>
<td>919-530-7253</td>
</tr>
<tr>
<td></td>
<td>Mr. Sergei Shendrick, Administrative Assistant</td>
<td>1203 Mary Townes Sci. Bldg.</td>
<td>919-530-6432</td>
</tr>
<tr>
<td>Computer Science and Business</td>
<td>Dr. Donna Grant, Program Coordinator</td>
<td>Room 103 Willis Commerce Bldg.</td>
<td>919-530-7373</td>
</tr>
<tr>
<td>Department</td>
<td>Chair/Contact Information</td>
<td>Office Location</td>
<td>Phone</td>
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<tr>
<td>Environmental, Earth &amp; Geospatial Sciences</td>
<td>Dr. Gordana Vlahovic, Chair (<a href="mailto:gvlahovic@nccu.edu">gvlahovic@nccu.edu</a>)</td>
<td>2202 Mary Townes Sci. Bldg.</td>
<td>919-530-5172</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant (Vacant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language &amp; Literature Department</td>
<td>Dr. Wendy Rountree, Chair (<a href="mailto:wrountree@nccu.edu">wrountree@nccu.edu</a>)</td>
<td>305 Farrison-Newton Bldg.</td>
<td>919-530-7461</td>
</tr>
<tr>
<td></td>
<td>Ms. Sandra Howard, Administrative Assistant</td>
<td>305 Farrison-Newton Bldg.</td>
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</tr>
<tr>
<td>History Department</td>
<td>Dr. Jim Harper, Chair (<a href="mailto:jcharper@nccu.edu">jcharper@nccu.edu</a>)</td>
<td>206-A Edmonds Classroom Bldg.</td>
<td>919-530-6271</td>
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<td>Mrs. Yolanda Robinson, Administrative Assistant</td>
<td>204 Edmonds Classroom Bldg.</td>
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<td>Mass Communication Department</td>
<td>Dr. Calvin Hall, Chair (<a href="mailto:calvin.hall@nccu.edu">calvin.hall@nccu.edu</a>)</td>
<td>211 Farrison-Newton Bldg.</td>
<td>919-530-5115</td>
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<td>Mathematics &amp; Physics Department</td>
<td>Dr. Sung-Sik Kwon, Chair (<a href="mailto:skwon@nccu.edu">skwon@nccu.edu</a>)</td>
<td>3214 Mary Townes Sci. Bldg.</td>
<td>919-530-5112</td>
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<td>Music Department</td>
<td>Dr. Ralph Barrett, Chair (<a href="mailto:rbarrett5@nccu.edu">rbarrett5@nccu.edu</a>)</td>
<td>211 Edwards Music Bldg.</td>
<td>919-530-7213</td>
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<td></td>
<td>Ms. Marsha Harris, Administrative Assistant</td>
<td>212 Edwards Music Bldg.</td>
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<td>Dr. Kaye Thompson-Rogers, Director (<a href="mailto:krogers@nccu.edu">krogers@nccu.edu</a>)</td>
<td>1241/1242 Mary Townes Sci. Bldg.</td>
<td>919-530-5001</td>
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<tr>
<td>Pharmaceutical Sciences Department</td>
<td>Dr. Andy Li, Chair (<a href="mailto:pli@nccu.edu">pli@nccu.edu</a>)</td>
<td>2025 BRITE Bldg.</td>
<td>919-530-6872</td>
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<td>Mrs. Stephanie Cooper, Administrative Assistant</td>
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<tr>
<td>Theatre and Dance Department</td>
<td>Dr. Stephanie Howard, Chair (<a href="mailto:smhoward@nccu.edu">smhoward@nccu.edu</a>)</td>
<td>106 Farrison-Newton Bldg.</td>
<td>919-530-7342</td>
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<td></td>
<td>Mrs. Martha McAllister, Administrative Assistant</td>
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# Appendix II: Campus Resources Available to Students

<table>
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<tr>
<th>Resource</th>
<th>Contact Information</th>
<th>Services Provided</th>
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<tbody>
<tr>
<td>Academic Support Services in the University College</td>
<td>Wallecia Ely (919) 530-6932</td>
<td>Tutoring support</td>
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<tr>
<td>CREST/NASA Centers</td>
<td>Ms. Olga Bondareva; (919) 530-6997; <a href="mailto:Obondareva@nccu.edu">Obondareva@nccu.edu</a></td>
<td>Tutorial Services including Online Chat Services</td>
</tr>
<tr>
<td>Mathematics and Physics Department</td>
<td>Dr. Sung-Sik Kwon, Interim Chair, (919) 530-5112; <a href="mailto:skwon@nccu.edu">skwon@nccu.edu</a></td>
<td>Tutoring Services</td>
</tr>
<tr>
<td>Pharmaceutical Sciences/BRITE</td>
<td>Ms. Natacha Janvier-Derilus (919) 530-7717; <a href="mailto:njanvierderilus@nccu.edu">njanvierderilus@nccu.edu</a></td>
<td>Tutoring Services</td>
</tr>
<tr>
<td>Supplemental Instruction in the University College</td>
<td>Dr. Daysha Lawrence, Director (919)530-6973</td>
<td>Supplemental Instruction Program</td>
</tr>
<tr>
<td>The Writing and Speaking Studio</td>
<td>Karen Keaton Jackson, Ph.D. (919) 530-6035</td>
<td>Proficiency in oral and written communications</td>
</tr>
<tr>
<td>BRITE (Bio-manufacturing Research Institute and Technology Enterprise)</td>
<td>BRITE Director (919) 530-7001</td>
<td>Research opportunities in Pharmaceutical Sciences</td>
</tr>
<tr>
<td>Julius L. Chambers Biomedical/Biotechnology Research Institute (JLC-BBRI)</td>
<td>Faye Calhoun, Associate Director: (919) 530-7025; <a href="mailto:fcalhoun@nccu.edu">fcalhoun@nccu.edu</a></td>
<td>Research opportunities in Bio medical Sciences</td>
</tr>
<tr>
<td>CREST &amp; NASA Centers</td>
<td>Dr. Branislav Vlahovic, Professor, &amp; Director (919) 530-7253; <a href="mailto:vlahovic@nccu.edu">vlahovic@nccu.edu</a></td>
<td>Research opportunities in Physics and Computational Sciences</td>
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<tr>
<td>Center for Innovation in Health Disparities Research</td>
<td>Dr. Ricardo Richardson, Cancer Program Director : (919) 530-6421; <a href="mailto:mrrichardson@nccu.edu">mrrichardson@nccu.edu</a></td>
<td>Research opportunities in health Disparities</td>
</tr>
<tr>
<td>NC Health Careers Access Program</td>
<td>Dr. Kaye Thompson-Rogers, Director, (919) 530-5001</td>
<td>Access to health careers; pre-professional health society</td>
</tr>
<tr>
<td>Career Services Office</td>
<td>Catrina S. DosReis, Acting Director: (919) 530-6198; <a href="mailto:cdosreis@nccu.edu">cdosreis@nccu.edu</a></td>
<td>Internships, Jobs/Career Development, Interviewing skills, Resume preparation, Job search techniques, etc.</td>
</tr>
<tr>
<td>Student Health &amp; Counseling Services</td>
<td>Appointments- (919) 530-6317, General Information – (919) 530-6317, Mental Health – (919) 530-7646, Immunizations/Medical Records – (919) 530-5003</td>
<td>Urgent care, Counseling and mental health, Alcohol and drug prevention and intervention, Women’s health, etc.</td>
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<tr>
<td>Academic Community Service Learning Program</td>
<td>Calleen Herbert, Interim Director: Phone: (919) 530-6143;<a href="mailto:cherbert@nccu.edu">cherbert@nccu.edu</a></td>
<td>Coordinates and records service learning and community service hours requirements for graduation</td>
</tr>
<tr>
<td>Student Disability Services</td>
<td>Ms. Keisha Lee, Director: (919) 530-6325; <a href="mailto:studentdisabilityservices@nccu.edu">studentdisabilityservices@nccu.edu</a></td>
<td>Provides students with documented disabilities equal accessibility by facilitating reasonable accommodations</td>
</tr>
<tr>
<td>Office of International Affairs</td>
<td>Brenda Lewis, Program Manager International Affairs: (919) 530-7712; <a href="mailto:blewis@nccu.edu">blewis@nccu.edu</a></td>
<td>Handles matters relating to international students and faculty including travel visas and Study Abroad</td>
</tr>
<tr>
<td>Office of Student Transfer Services</td>
<td>Denettia Shaw, Director: (919) 530-6687; <a href="mailto:dshaw9@nccu.edu">dshaw9@nccu.edu</a></td>
<td>Facilitates transfer of students from other institutions to NCCU.</td>
</tr>
<tr>
<td>University Testing</td>
<td>Cynthia Duarte, Director: (919) 530-7368; <a href="mailto:cduarte@nccu.edu">cduarte@nccu.edu</a></td>
<td>The program provides test preparation for the four major graduate and professional school tests: GMAT, GRE, LSAT, and MCAT.</td>
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Appendix III: Four Year Plans of all CAS Undergraduate Degree Programs
## Four-Year Curriculum Plan for Art Studies Concentration

### Freshman Year

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<tr>
<th>Course Prefix/Number</th>
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<th>Course Prefix/Number</th>
<th>Course Title</th>
<th>Credit</th>
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<td>3</td>
<td>ART      1200</td>
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<td>3</td>
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<tr>
<td>ARTF     2110</td>
<td>Drawing I</td>
<td>3</td>
<td>ARTF     2120</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ARTF     2310</td>
<td>Design I</td>
<td>3</td>
<td>ARTF     2320</td>
<td>Design II</td>
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Total | 17 | Total | 17 |

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<td>ARTF     3140</td>
<td>Figure Drawing II</td>
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<td>HUM       3020</td>
<td>Arts and Humanities I or II</td>
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<td>SOC/SC    3410</td>
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Total | 15 | Total | 17 |

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<td>Modern Art</td>
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<td>3</td>
<td>MSCM     3580</td>
<td>Video Production</td>
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<td>EDU       4520</td>
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Total | 15 | Total | 15 |

### Senior Year

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<td>ARTF     3980</td>
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<td>ART       1250</td>
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Total | 15 | Total | 15 |

TOTAL MINIMUM CREDIT HOURS: 124
# Four-Year Curriculum Plan for Studio Art Concentration

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**TOTAL MINIMUM CREDIT HOURS: 124**
### Four-Year Curriculum Plan for Visual Communications Concentration

**Freshman Year**

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<td>Survey of Art</td>
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**Sophomore Year**

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<td>ARTV</td>
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<td>Intro Computer Graphics I</td>
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**Junior Year**

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**Senior Year**

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**Total** 17 17 15 18 16

**Total Minimum Credit Hours: 124**
Four-Year Curriculum Plan in: Biological and Biomedical Sciences
Bachelor of Science in Biological & Biomedical Sciences (General Biology)

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Total MINIMUM CREDIT HOURS: 120

Students must complete the curriculum with a minimum GPA = 2.0 in Major and 2.0 Overall;

Students must achieve a minimum grade of “C” in all BIOLOGY required courses and elective courses in the BIOLOGY major.

Students must achieve a minimum grade of “C” in CHEM 3100 & 3330, MATH 1100 & 1200, MATH 2400 or BIOL 4200, and PHYS 2110.
### Four-Year Curriculum Plan in: Biological and Biomedical Sciences

#### Bachelor of Science in Biomedical Sciences & Biomedical Sciences (Pre-Medicine and Pre-Dentistry)

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<td>BIOL 1201</td>
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**Total** | **15** | **Total** | **16**

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<td><strong>Credit</strong></td>
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**Total** | **15** | **Total** | **16**

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<td><strong>Credit</strong></td>
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**Total** | **14** | **Total** | **15**

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<td>Biology Electives</td>
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<td>BIOL</td>
<td>Adv. Human Anatomy or Adv. Human Physiology</td>
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| | **General Elective** | 3 | **Total** | **15** | **Total** | **14**

**Total MINIMUM CREDIT HOURS: 120**

Students must complete the curriculum with a minimum GPA = 3.00 in Major

Students must achieve a minimum grade of “C” in all BIOLOGY required courses and elective courses in the BIOLOGY major.
### Four-Year Curriculum Plan: Bachelor of Science in Biology (Comprehensive Science Licensure)

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<td><strong>Course</strong></td>
<td><strong>Course Title</strong></td>
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<td>College Algebra/Trig I</td>
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<td>=MATH 1200</td>
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<td><strong>Course</strong></td>
<td><strong>Course Title</strong></td>
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<th>Spring</th>
<th>Credit</th>
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<td>8-11</td>
<td>EDU 4102</td>
<td>Meth &amp; Math in Comp Sci</td>
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Total MINIMUM CREDIT HOURS: 124

### Distribution of Hours

* Core Curriculum Courses
+ Core Biology Courses
++ Required electives in the major
= Required courses in Chemistry, Physics, and Mathematics

△ Requires formal admission to the Teacher Education Program (TEP). Admission requirements: 2.5 GPA, passing scores on PRAXIS I (Reading, Writing, and Mathematics), completion of GEC courses, and C’s or better in ENG 1110, 1210, and 1250. Candidates must be admitted to the TEP by August to student teach in spring semester and January to student teach in the fall semester.
Four-Year Curriculum Plan: Chemistry  
Bachelor of Science in Chemistry (ACS CERTIFIED)

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<td>*Biol 1202</td>
<td>Principles of Biology II</td>
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TOTAL MINIMUM CREDIT HOURS: 120-125

Distribution of Hours
* Core Curriculum Courses/GEC requirements – 48
+ Required Chemistry Courses for ACS Certified B.S. Degree in Chemistry – 45-47
& Advanced Chemistry Course elective for ACS Certification – 9-10
# Chemistry/Biology and/or General Electives 12-14
= Required cognitive course for ACS Certified B.S. degree in Chemistry – 8

Many courses listed in the first year of this plan are specific to this degree program and may not fulfill degree requirements for other programs at the university. Students are advised that changing their program of study from this major to another major, after the first year, can extend the time until graduation by a semester or more.
# Four-Year Curriculum Plan: Chemistry

**Bachelors of Science in Chemistry (Concentration in Biochemistry)**

## Freshman Year

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**Total** 16 Total 16

## Sophomore Year

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**Total** 14 Total 15

## Junior Year

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<td>Health</td>
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**Total** 16 Total 15

## Senior Year

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**Total** 17 Total 15

**TOTAL MINIMUM CREDIT HOURS: 124 semester hours**

**Distribution of Hours**

* Core Curriculum Courses/GEC requirements – 48
+ Required Chemistry Courses for Biochemistry concentration – 48
& Advanced Biology Courses for Biochemistry concentration – 23
= Required cognitive course for Biochemistry concentration 8
Four-Year Curriculum Plan: Chemistry
Bachelor of Science in Chemistry

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<td>*PEDU 1541</td>
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<td>+CHEM 2020</td>
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<td>Chem. Res. Literature (WI)</td>
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TOTAL MINIMUM CREDIT HOURS: 124

**Distribution of Hours**

* Core Curriculum Courses/GEC requirements – 48
+ Required Chemistry Courses for B.S. degree in Chemistry – 44-45
& Advanced Biology Courses or Advanced Chemistry Elective for B.S. degree in Chemistry – 22-23
# Chemistry/Biology and/or General Electives 3-4
= Required cognitive course for B.S. degree in Chemistry – 8
Four-Year Curriculum Plan: Chemistry
Bachelor of Science in Chemistry (Pre-Medicine, Pre-Dentistry, and Pre-Pharmacy)

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<td>&amp;BIOL 2200</td>
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TOTAL MINIMUM CREDIT HOURS: 124 semester hours

Distribution of Hours
* Core Curriculum Courses/GEC requirements – 48
+ Required Chemistry Courses for B.S. degree in Chemistry
  (Pre-Med, Pre-Dent., Pre-Pharm) 44-45
& Advanced Biology Courses and Advanced Chemistry Electives for B.S. degree in Chemistry
  (Pre-Med, Pre-Dent, Pre-Pharm) – 20-21
# Chemistry/Biology and/or General Electives 3-4
= Required cognitive course for B.S. degree in Chemistry -8
### Four-Year Curriculum Plan: Chemistry

Bachelor of Science in Chemistry (Concentration in Forensic Science)

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**TOTAL MINIMUM CREDIT HOURS:** 124 semester hours

**Distribution of Hours**

* Core Curriculum Courses/GEC requirements – 48
+ Required Chemistry Courses for B.S. degree in Chemistry (Forensic Science Concentration) – 49
= Required cognitive courses for B.S. degree in Chemistry (Forensic Science Concentration) – 31
### Four-Year Curriculum Plan in Computer Science and Business:

**Freshman Year**

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<th>Course Prefix/Number</th>
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**Sophomore Year**

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<td>+COMP 2810</td>
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<td>+ACCT 2500</td>
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<td>+ACCT 2400</td>
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<td>+CIS 2500</td>
<td>Tech &amp; System Software</td>
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<td>+CSB 2000</td>
<td>Into to Comp Sci/ Business</td>
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<td>+COMP 2615</td>
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**Junior Year**

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<td>+CIS 4600</td>
<td>System Analysis &amp; Design</td>
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<td>+CIS 3440</td>
<td>Database Management Sys</td>
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<td>+CIS 3520</td>
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<td>+ECON 2200</td>
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<td>3</td>
<td>&amp; E elective II</td>
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<tr>
<td>*CSB 3000</td>
<td>Computer &amp; Business Ethics</td>
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<td>+COMP 4850</td>
<td>Intro to Operating Systems</td>
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**Senior Year**

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<td>Principles of Marketing</td>
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TOTAL MINIMUM CREDIT HOURS: 124

*GEC General Education core Curriculum Courses: 43

+ Computer Science and Business Required Courses: 72

& Computer Science and Business Electives: 12

SI= Speaking Intensive: 9

WI= Writing Intensive: 6

**Placement scores will determine if students are required to complete MFL I or II before MFL III and MATH 1000 before the GEC Math Mathematics Requirements**

**Distribution of Hours**
Four-Year Curriculum Plan: English  
Bachelor of Arts in English (Concentration in Education)

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<thead>
<tr>
<th>Freshman Year</th>
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<th>Credit</th>
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<tr>
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<tr>
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<td>Orientation to Teaching</td>
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<td>*PHIL 2210</td>
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<td>Educational Psychology</td>
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<td>Techniques in Critical Reading</td>
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<td>^^EDU 3010</td>
<td>Human Growth &amp; Development</td>
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<td>African American Literature II</td>
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<td>^ENG 4320</td>
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**TOTAL MINIMUM CREDIT HOURS: 124**

**Distribution of Hours**

*  GEC Requirements: 39 hours
^  English Major Courses: 45 hours
^^ English Methods & Education Courses: 42 hours
** Based on Placement Results
## Four-Year Curriculum Plan: English Bachelor of Arts in English (Concentration in Literature)

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<td>^^ENG 4110</td>
<td>19th Century Novel (or ENG 4120 20th Century Novel)***</td>
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<td>^^ENG 4320</td>
<td>English Drama (or ENG 4420 Contemporary Drama)***</td>
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**Distribution of Hours**

* GEC Requirements: 39 hours
^ English Core Courses: 42 hours
^^ Literature Concentration Requirements & Electives: 18 hours
General Electives: 25-27
** Based on Placement Results
*** Only one of the two courses in the novel (ENG 4110 & ENG 4120) and one of the two courses in drama (ENG 4320 & ENG 4420) are required; the others may be used as Literature Concentration Electives.
**** Literature Concentration Electives (2 required): ENG 2350; ENG 2410; ENG 2510; ENG 3430; ENG 3505; ENG 3605; ENG 3700; ENG 3800; ENG 4200; ENG 4210; ENG 4700; ENG 4320 or 4420; ENG 4110 or 4120.

**TOTAL MINIMUM CREDIT HOURS: 124**
### Four-Year Curriculum Plan: English

**Bachelor of Arts in English (Concentration in Writing)**

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**TOTAL MINIMUM CREDIT HOURS: 124**

**Distribution of Hours**

* GEC Requirements: 39 hours
^ English Writing Core Courses: 24 hours
^^ Writing Concentration Requirements & Electives: 33 hours
*** Writing Concentration Electives: ENG 3300; ENG 4800; MSCM 3510; MSCM 3520; MSCM 3530; MSCM 3540; MSCM 3560; DRAM 3040.
Four-Year Curriculum Plan in Environmental and Geographic Science – Environmental Science Concentration

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<td># ENSC 3950</td>
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TOTAL MINIMUM CREDIT HOURS: 124

Distribution of Hours
* General Education Curriculum Course (SI) = Speaking Intensive (WI) = Writing Intensive
# Environmental and Geographic Science Core Course
% Environmental Science Concentration Core Course
= General Electives
# Four-Year Curriculum Plan in Environmental and Geographic Science – Earth Science Concentration

## Freshman Year

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<td>*# CHEM 1100</td>
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<td>English Comp I</td>
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<td>*# HIST 1320</td>
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<tr>
<td>* MFL 1192</td>
<td>Mod Foreign Language II</td>
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<td>*# MATH 1200</td>
<td>College Alg. &amp; Trig II</td>
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<td>* UNIV 1100</td>
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## Sophomore Year

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<tr>
<td>% GEOG</td>
<td>INT GEOG Elective</td>
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<td>%</td>
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<td>Climatology</td>
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<td>Geospatial Statistics</td>
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**TOTAL MINIMUM CREDIT HOURS: 124**

**Distribution of Hours**

* General Education Curriculum Course (SI) = Speaking Intensive (WI) = Writing Intensive
# Environmental and Geographic Science Core Course
% Environmental Science Concentration Core Course
= General Electives
### Four-Year Curriculum Plan in: Environmental and Geographic Science – Environmental Health Science Concentration (EHAC-Accredited): To be discontinued

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<td>College Alg. &amp; Trig I</td>
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| Summer | | |
|--------|------|
| Course Prefix/Number | Course Title | Credit |
| % ENSC 4510 | Environ Sci. Internship | 3 |

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<tr>
<td># ENSC 3950</td>
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TOTAL MINIMUM CREDIT HOURS: 124

Distribution of Hours
* General Education Curriculum Course  (SI) = Speaking Intensive  (WI) = Writing Intensive
# Environmental Science Core Course
% Environmental Health Science Concentration Course
= General Electives
## Four-Year Curriculum Plan in History

### Freshman Year

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Total 16

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Total 15

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Total 15

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Total 15

**TOTAL MINIMUM CREDIT HOURS: 124**

## Distribution of Hours

*GEC General Education core Curriculum Courses

+History Required Courses/History Concentration Courses

& General Electives

SI= Speaking Intensive

WI= Writing Intensive

**Placement scores will determine if students are required to complete MFL I or II before MFL III and MATH 1000 before the GEC Math Mathematics Requirements
Four-Year Curriculum Plan in Comprehensive Social Studies

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TOTAL MINIMUM CREDIT HOURS: 124

Distribution of Hours

+History Required Courses
*GEC General Education core Curriculum Courses
= Comprehensive Social Studies Required Courses
& General Electives
SI= Speaking Intensive
WI= Writing Intensive
**Placement scores will determine if students are required to complete MFL I or II and MATH 1000
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**TOTAL:** 124 hours

**NOTES:**
- Mass Communication Majors must pass all major courses with a grade of C or better.
- As of Fall 2016, the University requires a minimum of 120 hours for students to complete degree requirements.
- MSCM Elective=Any non-required Mass Communication course at the 2000 level or above as well as selected English courses. (Contact adviser for specific courses.)
### Four-Year Curriculum Plan in: Mass Communication, Media Studies Concentration

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**TOTAL:** 124 hours

**NOTES:**
- Mass Communication Majors must pass all major courses with a grade of C or better.
- As of Fall 2016, the University requires a minimum of 120 hours for students to complete degree requirements.
- MSCM Elective=Any non-required Mass Communication course at the 2000 level or above as well as selected English courses. (Consult with adviser for specific courses.)
- Media Criticism – Choose two of the following MSCM 2470, MSCM 2470, MSCM 3430, MSCM 3500
- Media Production – Choose one of the following MSCM 3505, MSCM 3525, MSCM 3560, MSCM 3570, MCRM 3580
### Four-Year Curriculum Plan in: Mass Communication, Journalism Concentration

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**Total:** 18

**TOTAL:** 124 hours

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# Four-Year Curriculum Plan in: Mass Communication, Public Relations Concentration

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## Four-Year Curriculum Plan in: Mathematics

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**TOTAL MINIMUM CREDIT HOURS: 124**

*Or its equivalent, MATH 1100 followed by MATH 1200.

**Students with special preparation and permission of the department may be exempt from the prerequisite.

### Distribution of Hours

| # | Core Curriculum Courses       | -- 42 |
| + | Mathematics Required Course   | -- 22 |
| † | Computer Science Required Courses | -- 6  |

**Applied Option:** MATH 4210 and MATH 4220; MATH 4210 and MATH 4220; 1 algebra elective from list (i) below, 1 additional elective from list (ii) below

**Algebra Option:** MATH 4420 and 4430, or 3500 and 4430, or 4430 and 4440; 1 applied elective from list (ii) below, 1 additional elective from list (iii) below

**Analysis option:** MATH 4310 and MATH 4320; 1 algebra elective from list (i) below, 1 applied elective from list (ii) below (i) algebra electives: MATH 3500, 4420, 4430 (ii) applied electives: MATH 3410, 4210, 4520, 4530; (iii) other electives: any 3000 or 4000 MATH except 3100, 4200, 4940
### Four-Year Curriculum Plan in: Mathematics Secondary Education Licensure

#### Freshman Year

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**TOTAL MINIMUM CREDIT HOURS: 124**

A GPA of 2.5 or higher is required both overall and in the Department of Mathematics and Computer Science for admission to the Teacher Education Program and to student teach.

**Distribution of Hours**

- # Core Curriculum Courses: 33
- + Mathematics Required Course: 40
- † Computer Science Required Courses: 9
- @ Mathematics Secondary Education Required Courses: 30
### Four Year Curriculum Plan in: Bachelor of Music - Ethnomusicology

#### Freshman Year

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**Total minimum hours:** 124
## Four Year Curriculum Plan in: Bachelor of Music - Music Industry: Business Track

### Freshman Year

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**Total:** 16

### Sophomore Year

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**Total:** 15

### Junior Year

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**Total:** 15

### Senior Year

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**Total:** 15

**Total minimum hours:** 124
### Four Year Curriculum Plan in: Bachelor of Music/ Music Industry: Media Communications Track

#### Freshman Year

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<th>Credit</th>
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<th>Course Title</th>
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<td>MUSL 1220</td>
<td>Harmony I</td>
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**Total minimum hours:** 124
# Four Year Curriculum Plan in: Bachelor of Music - Instrumental Performance

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**Total minimum hours: 124**
## Four Year Curriculum Plan in: Bachelor of Music - Jazz

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**Total** 16 16

### Sophomore Year

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### Four Year Curriculum Plan in: Bachelor of Music - Vocal Performance

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## Four-Year Curriculum Plan in: Pharmaceutical Sciences

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### Sophomore Year

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TOTAL MINIMUM CREDIT HOURS: 124

Distribution of Hours

- General Education courses – 24
- Core curriculum courses (Pharmaceutical Sciences) – 33
- Other required courses (Science & Math) – 55
- Elective – 3
- Bioethics will satisfy the GEC Humanities II requirement – 3
- The 6 (credits) PHRM Seminars satisfy 1 Social Science requirement:
  - Seminar I: Overview of the Drug Industry, credit hours: 1
  - Seminar II: FDA Regulations, credit hours: 1
  - Seminar III: Good Manufacturing Practice I, credit hours: 1
  - Seminar IV: Good Manufacturing Practice II, credit hours: 1
  - Seminar V: Intellectual Property & Patent Law, credit hours: 1
  - Seminar VI: Teamwork Dynamics, credit hours: 1
### Four-Year Curriculum Plan in Physics

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**TOTAL MINIMUM CREDIT HOURS:** 124

**Distribution of Hours**
- Core Curriculum Courses - 69
- Non-departmental Required Courses - 27
- Physics Electives - 13
- Electives - 15

## Four-Year Curriculum Plan in Physics - Specialization, Comprehensive Science Licensure

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**TOTAL MINIMUM CREDIT HOURS: 124** Minimum GPA = 2.5 in Major and 2.5 Overall

*Core Curriculum Courses - 51
% Non-departmental Required Courses - 70
# Physics Electives - 6
<Possible Physics Electives:
↓Requires formal admission to the Teacher Education Program (TEP)
Four-Year Curriculum Plan in Physics (General)

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TOTAL MINIMUM CREDIT HOURS: 124

Distribution of Hours
* Core Curriculum Courses - 69
% Non-departmental Required Courses- 27
# Physics Electives - 13
& Electives – 15
< Possible Physics Electives:
PHYS 3070-Electricity and Magnetism II, PHYS 3200-Data Acquisition, PHYS 3120-Mechanics II, PHYS 3290 Environmental Physics, PHYS 3510-Nanotechnology, PHYS 4220- Mathematical Physics, PHYS 4230- Lasers and Applied Optics, PHYS 4250- Science Instrumentation, PHYS 4310- Quantum Mechanics II, PHYS 4320- Nuclear and Particle Physics, PHYS 4330- Solid State Physics, PHYS 4410- Computational Physics II, PHYS 4900 Senior Thesis. Any 3000-4000 Level math or computer science course
(SI) = Speaking Intensive; (WI) = Writing Intensive
# Four-Year Curriculum Plan in Physics, Engineering Physics Concentration

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TOTAL MINIMUM CREDIT HOURS: 124

* Core Curriculum – 72
% Non-Departmental Required Courses – 24
# Physics Electives – 13
& Electives – 15
(SI) = Speaking Intensive; (WI) = Writing Intensive
< Possible Physics Electives:
## 3-PLUS-2 NCCU Physics Curriculum Plan (Dual Degree Plan NCCU Physics-NCSU Electrical Engineering)

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## TRANSFER CREDITS FROM NC STATE TO SATISFY FOLLOWING (30 cr hrs)

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**TOTAL MINIMUM CREDIT HOURS:** 124 (94-NCCU plus 30-NC STATE)

Distribution of Hours:
- * Core Curriculum - 72
- % Non-Departmental Required Courses – 24
- # Physics Electives – 13
- & Electives – 15

(SI) = Speaking Intensive; (WI) = Writing Intensive

Possible Physics Electives:

Many 3000-4000 science courses may be approved.
### 3-PLUS-2 NC STATE Electrical Engineering Curriculum Plan (Dual Degree Plan NCCU-NCSU)

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### TRANSFER CREDITS FROM NCCU TO SATISFY FOLLOWING (55 cr hrs)

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**TOTAL MINIMUM CREDIT HOURS: 122 ( 68-NC STATE plus 55-NCCU)**

**Notes:**
- ECON 2300 should be taken at NCCU; it transfers as EC 201.
- ENG 2200 should be taken at NCCU; it transfers as COM 110.
- E 101 substitute will be met via transfer of unused science.
- E 115 could be taken online while at NCCU via the NCSU NDS program.
- GK and USD must be met in transferred GEP’s or taken at NCSU.
### 3-PLUS-2 NCCU Physics Curriculum Plan (Dual Degree Plan NCCU Physics-NCSU Mechanical Engineering)

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**TRANSFER CREDITS FROM NC STATE TO SATISFY FOLLOWING (30 cr hrs)**

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**TOTAL MINIMUM CREDIT HOURS:** 124 (94-NCCU plus 30-NC STATE)

Distribution of Hours
* Core Curriculum - 72
% Non-Departmental Required Courses – 24
# Physics Electives – 13
& Electives – 15
(SI) = Speaking Intensive; (WI) = Writing Intensive
< Possible Physics Electives:

Many 3000-4000 science courses may be approved.
# 3-PLUS-2 NC STATE Mechanical Engineering Curriculum Plan (Dual Degree Plan NCCU-NCSU)

### SUMMER

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### Plus Year 1

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<td>ECE 331</td>
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<td>MAE 416</td>
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### TRANSFER CREDITS FROM NCCU TO SATISFY FOLLOWING (55 cr hrs)

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**TOTAL MINIMUM CREDIT HOURS:** 126 (74-NC STATE plus 52-NCCU)

**Notes:**
- ECON 2300 should be taken at NCCU; it transfers as EC 201.
- Ethics: PHIL 2210 should be taken at NCCU; it transfers as PHI 375.
- E 101 substitute will be met via transfer of unused science.
- E 115 could be taken online while at NCCU via the NCSU NDS program.
- GK and USD must be met in transferred GEP’s or taken at NCSU.
# Four-Year Curriculum Plan in: Spanish without Licensure

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<td>*ENG 1210</td>
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<td>*SPAN 1152</td>
<td>GEC Spanish III</td>
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<td>Intermediate Spanish I</td>
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<tr>
<td>*MATH 1080</td>
<td>Math: Lib Arts &amp; Soc. Sci.</td>
<td>3</td>
<td>*SOCI GEC</td>
<td>Social Science II</td>
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<td>*SCI GEC</td>
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<td><strong>Course Title</strong></td>
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<td>+SPAN 3080</td>
<td>Syntax &amp; Composition</td>
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<td>+SPAN 3210/3220</td>
<td>Survey of Spanish Lit Beg/Since 1700 OR</td>
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<tr>
<td>+SPAN 3100</td>
<td>Oral &amp; Written Expression I</td>
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<td>+SPAN 3300</td>
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<td>+SPAN 3110/3120</td>
<td>Span/Latin Cult &amp; Civ</td>
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<td><strong>Course Title</strong></td>
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**TOTAL MINIMUM CREDIT HOURS: 124**

SPAN 4230 Special Topics (3); SPAN 4700 Study Abroad Programs (variable credit)

**Distribution of Hours**
- *Core Curriculum Courses: 42*
- +Required Spanish Courses: 33
- =Required Area Electives: 15
- <Electives: 34
## Four-Year Curriculum Plan in: Spanish with Licensure

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**TOTAL MINIMUM CREDIT HOURS: 124**

**Distribution of Hours**

- *Core Curriculum Courses 42*
- +Required Spanish Courses 33
- % Education 35
- <Electives 14
Four-Year Curriculum Plan in: Theatre, Concentration in Theatre Performance

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**TOTAL MINIMUM CREDIT HOURS: 124**

**Distribution of Hours:**
* (SI) = Speech Intensive
* (WI) = Writing Intensive
* Core Curriculum Courses: 88
+ Performance Courses: 6
% Non-Departmental Required Courses: 13
& Electives: 18
### Four-Year Curriculum Plan in: Theatre, Concentration in Dance Performance

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**TOTAL MINIMUM CREDIT HOURS: 124**

Distribution of Hours

* (SI) = Speech Intensive
* (WI) = Writing Intensive
* Core Curriculum Courses: 81
+ Dance Performance Courses: 33
% Non-Departmental Required Courses: 10
& Electives: 3
## Four-Year Curriculum Plan in: Theatre, Technical Theatre

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Total: 16

### Junior Year

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Total: 15

### Senior Year

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Total: 15

TOTAL MINIMUM CREDIT HOURS: 124

**Distribution of Hours**

* (SI) = Speech Intensive
* (WI) = Writing Intensive
* Core Curriculum Courses: 88
+ Technical Courses: 15
% Non-Departmental Required Courses: 11
& Electives: 11
Four-Year Curriculum Plan in: Theatre, Concentration in Communications

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<th>Spring</th>
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<td>*PEDU 1541</td>
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<td>*UNIV 1100</td>
<td>First Year Seminar</td>
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<td>*DRAM 2040</td>
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**Sophomore Year**

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**Junior Year**

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<td>*DRAM 2130</td>
<td>Dramatic Lit I</td>
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<tr>
<td>*DRAM 3040</td>
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<tr>
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<td>Intro to Mass Com</td>
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<tr>
<td>+MSCM 3560</td>
<td>Writing for Radio/TV</td>
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**Senior Year**

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**TOTAL MINIMUM CREDIT HOURS: 124**

**Distribution of Hours**

* (SI) = Speech Intensive
* Core Curriculum Courses: 85
* (WI) = Writing Intensive
* Communications Courses: 27
% Non-Departmental Required Courses: 9
& Electives: 3
## Four-Year Curriculum Plan in: Theatre, General Theatre

### Freshman Year

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<th>Course Title</th>
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<td>*PEDU 1541</td>
<td>Fitness</td>
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<td>*DRAM 2050</td>
<td>Voice and Diction (SI)</td>
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### Sophomore Year

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<td>Society and Behavior</td>
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<td>*HIST 1320</td>
<td>World Societies</td>
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<tr>
<td>*DRAM 2110</td>
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<td>*DRAM 2060</td>
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<td>*DRAM 3220</td>
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<td>*DRAM 3020</td>
<td>Dramatic Lit II</td>
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<td>*DRAM 2160</td>
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<td>+DRAM 2100</td>
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<td>+DRAM 4140</td>
<td>African-American Drama</td>
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TOTAL MINIMUM CREDIT HOURS: 124

**Distribution of Hours**

* (SI) = Speech Intensive  
* (WI) = Writing Intensive  
* Core Curriculum Courses: 86  
+ General Theatre Courses: 14  
% Non-Departmental Required Courses: 9  
& Electives: 15
## Four-Year Curriculum Plan in: Theatre, K-12 Education

### Freshman Year

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<td>*PEDU 1541</td>
<td>Fitness</td>
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<td>*DRAM 3330</td>
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<td>*DRAM 2050</td>
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<td>Arts and Humanities I or II</td>
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<td>*DRAM 1000</td>
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Total = 17

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<td>*DRAM 2130</td>
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Total = 15

### Senior Year

<table>
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Total = 12

TOTAL MINIMUM CREDIT HOURS: 124

### Distribution of Hours

- *(SI)* = Speech Intensive
- *(WI)* = Writing Intensive
- * = Core Curriculum Courses: 91
- + = Education Courses: 29
- % = Non-Departmental Required Courses: 2
- & = Electives: 3

Following the sophomore year, education students must pass the Praxis I (PPST) exam and apply for admission to the Teacher Education Program. Acceptance into the TEP requires a 2.5 GPA, a grade of C in required English courses and a recommendation from the Theatre Faculty.
## Four-Year Curriculum Plan: BA in Interdisciplinary Studies

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<thead>
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<tr>
<td></td>
<td>*MFL</td>
<td>1192</td>
<td>Foreign Language II</td>
</tr>
<tr>
<td></td>
<td>&amp;</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

| **Sophomore Year** | | | |
| | Course Prefix/Number | Course Title | Credit | Course Prefix/Number | Course Title | Credit |
| | *HUM | 2410 or 2420 | Arts and Humanities I or II (GEC) | 3 | *PHIL | 1000 | Intro to Phil (GEC Hum Requirement II) | 3 |
| | * | GEC Science Requirement II | 3 | ^ | ID Studies Core | 3 |
| | *MSCM | 1250 | Elements of Speech SI | 3 | ^ | ID Studies Core | 3 |
| | ^IDS | 2000 | Introduction to IDS | 3 | ^ | Id Studies Core | 3 |
| | * | GEC Social Science Requirement II | 3 | ^ | ID Studies Core | 3 |
| | & | Elective | 2 |
| **Total** | 15 | Total | 17 |

| **Junior Year** | | | |
| | Course Prefix/Number | Course Title | Credit | Course Prefix/Number | Course Title | Credit |
| | ^ | ID Studies Core | 3 | + | Concentration | 3 |
| | ^ | ID Studies Core | 3 | + | Concentration | 3 |
| | ^ | ID Studies Core | 3 | ^ | ID Studies Core | 3 |
| | + | Concentration | 3 | + | Concentration | 3 |
| | + | 3000/4000 | Required Elec/Concentration | 3 | + | 3000/4000 | Required Elec/Concentration | 3 |
| **Total** | 15 | Total | 15 |

| **Senior Year** | | | |
| | Course Prefix/Number | Course Title | Credit | Course Prefix/Number | Course Title | Credit |
| | & | Concentration | 3 | ^IDS | 4000 | IDS Senior Seminar | 3 |
| | & | Concentration | 3 | & | Elective | 3 |
| | + | 4000 | Capstone Course: Concentration | 3 | & | Elective | 3 |
| | + | 3000/4000 | Required Elec/Concentration | 3 | & | Elective | 3 |
| | & | Elective | 3 | & | Elective | 3 |
| **Total** | 15 | Total | 15 |

*TOTAL MINIMUM CREDIT HOURS 124*

**Distribution of Hours**

- GEC General Education Curriculum Courses: 39 hours
- ID Studies Core Curriculum: 30 hours
- General Electives: 30 hours

SI= Speaking Intensive
WI= Writing Intensive
WOMEN’S AND GENDER STUDIES
WGST Minor Checklist

Students who minor in Women’s and Gender Studies shall complete 18 hours.

<table>
<thead>
<tr>
<th>Grade</th>
<th>The following two courses are required. (6 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WGST 2210: Introduction to Women’s &amp; Gender Studies</td>
</tr>
<tr>
<td></td>
<td>HIST 3523: Black Feminist and Feminist Thought</td>
</tr>
</tbody>
</table>

Complete any four of the following courses.* (12 hours):

- ENG 3505: Women’s Literature
- HEDU 4310: Women’s Health
- HIST 2080: Problems in the History of Women to 1750
- HIST 2081: Problems in the History of Women since 1750
- HIST 3072: Women in the African Diaspora
- HIST 3522: The Black Female Body in American Culture
- HIST 3523: Black Feminist Thought and Feminist Thought
- HIST 3524: Black Women & Activism
- HIST 3525: Black Women and Slavery
- HIST 3527: Black Women in the 20th Century
- MSCM 2470: Diversity in the Media
- MSCM 2450: Women in Communication
- MSCM 3430: Media Images of African American Women
- WGST 3660: Special Topics in Women’s & Gender Studies

*As the program develops, other courses will be added, including Special Topics.
Appendix IV: Some Sample Forms Used for Advising and Program Requests
North Carolina Central University
Student Academic Progression Plan Form

Note: This form should be completed each semester. This document is not complete without the attached Curriculum Plan, which identifies the academic requirements completed and the remaining academic requirements for program completion. All documents must be attached before the student signs the Student Academic Progression Plan.

Student Information:

Full Legal Name: _____________________________ Banner ID: _____________________________

Last      First      Middle

Academic Information

College/School: _____________________________ Major: _____________________________

Term: _____________________________ Date of Advisement: _____________________________

First Term of Matriculation: _____________________________ Projected Graduation Date: _____________________________

<table>
<thead>
<tr>
<th>Cumulative Attempted Hours</th>
<th>Cumulative Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academic Policies: All of the academic policies listed below are located in the Undergraduate Catalog under Academic Regulations.

1. Academic Progression Policy
   Effective Fall 2012, students must have a cumulative GPA of 2.000 or greater. If a students’ 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.

2. Tuition Surcharge
   In 1993, the North Carolina General Assembly (Senate Bill 27-Section 89b) enacted legislation directing the Board of Governors to impose a 25% tuition surcharge (currently the surcharge is 50%) on students who take more than 140 degree credit hours to complete the first undergraduate baccalaureate degree in a four year program or more than 110% of the credit hours necessary to complete the degree in eight regular term semesters (or the equivalent of ten semester hours for five year programs).

3. Excessive Hours
   Any student who has attempted more than 168 hours towards a single undergraduate degree will be dismissed from the university.

By signing below, the student has been informed of and understands the Academic Progression Policy, the Tuition Surcharge Policy, and the Excessive Hours Policy.

Signature of Student: _____________________________ Date: _____________________________

Signature of Advisor: _____________________________ Date: _____________________________

Signature of Department Chairperson: _____________________________ Date: _____________________________

Attachments: Student 4-Year Curriculum Plan  GPA Calculator Worksheet  Office of the Provost  April 2012
North Carolina Central University
Office of the Registrar
Request for Academic Progression Appeal Form

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:

☐ a completed Academic Progression Appeals Policy form;
☐ 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;
☐ 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;

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.

☐ a letter of support from the student’s department chair;
☐ a letter of support from the student’s academic advisor.

Student Information:

Full Legal Name: ____________________________ ____________________________

Last First Middle

Student ID#: ____________________________ Major: ____________________________

Email Address: ____________________________ Telephone#: ____________________________

Mailing Address: ____________________________

Street/P.O. Box City State Zip Code

Student Signature: ____________________________ Date: ____________________________

Final Decision (Attach Written Explanation):

☐ Approved Date: ____________________________

☐ Denied Date: ____________________________

Signature: Dean of College/ School Date: ____________________________

Office Use Only:

Signature: Provost Office Designee Date: ____________________________

Signature: University Registrar Date: ____________________________
North Carolina Central University  
Request for Excessive Hours Appeal Form

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. If the appeal is approved and signed by the Dean, it will then be submitted to Excessive Hours Appeal Committee Chair for a review and final decision. The appeal to the Committee must include the following:

- a completed Excessive Hours Appeal form;
- an unofficial copy of the transcript;
- a statement of support from the Department Chair;
- an academic plan which identifies the courses need to complete his/her degree and the recommended semester to enroll in the courses;
- An explanation of the circumstances that led to the excessive hours.

Student Information:

Full Legal Name: ___________________________________________________________________

Last            First             Middle

Student ID#: ___________________________ Major: _________________________________

Email Address: ___________________________ Telephone#: ___________________________

Mailing Address: ___________________________ Street/P.O. Box __________ City __________ State __________ Zip Code ________

Academic Information:

Readmission Requested for: Fall 20____ Spring 20________

Attempted Hours __________ Cumulative GPA__________

Earned Hours __________ Percentage of Earned vs. Attempted Hours ________

Number of Suspensions _____ Expected Date of Graduation____________________

Dean’s Signature: ___________________________ Date: ___________________________

Committee’s Decision:

- Approved Date: ___________________________

- Denied Date: ___________________________

Signature: Committee Chair
**North Carolina Central University**

**Drop / Add Form**

<table>
<thead>
<tr>
<th>Major</th>
<th>Department</th>
<th>School / College</th>
<th>Date</th>
</tr>
</thead>
</table>

### COURSES TO BE ADDED

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject Code</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days</th>
<th>Class Time Begin</th>
<th>Class Time End</th>
<th>Instructor's Signature</th>
</tr>
</thead>
</table>

### COURSES TO BE DROPPED

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject Code</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days</th>
<th>Class Time Begin</th>
<th>Class Time End</th>
</tr>
</thead>
</table>

**Adviser:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Dept Chair:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Dean:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

The processing of this form requires the signatures of the appropriate persons if you are in either of the categories listed:

---

**North Carolina Central University**

**Course Withdrawal Form**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject Code</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days</th>
<th>Class Time Begin</th>
<th>Class Time End</th>
<th>Grade</th>
</tr>
</thead>
</table>

### COURSES TO BE WITHDRAWN

<table>
<thead>
<tr>
<th>Course 1</th>
<th># Times Class Missed/Week</th>
<th>Date of Last Attendance</th>
<th>Recorded Date of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 2</td>
<td># Times Class Missed/Week</td>
<td>Date of Last Attendance</td>
<td>Recorded Date of Absence</td>
</tr>
<tr>
<td>Course 3</td>
<td># Times Class Missed/Week</td>
<td>Date of Last Attendance</td>
<td>Recorded Date of Absence</td>
</tr>
</tbody>
</table>

**Instructor:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Dept Chair:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
North Carolina Central University
Overload, Repeat Course Correction, and Transfer Credit Request

Student Information

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>NC UID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Address</th>
<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fall  Spring  Summer 20__  FR  SO  JR  SR  GR
Term (Circle One)  Classification (circle one)  Major  Dept/College/School

Overload

I am requesting permission to register for 19 19.5 20 20.5 21 hours (circle one).
An approval from your dean is required to register for more than 18.5 credit hours. Students are not allowed to register for or receive credit for courses in excess of 21 hours.

Repeat Course(s) to Improve Failing Grade or "D"

<table>
<thead>
<tr>
<th>Year of 1st Attempt</th>
<th>Semester (Fall, Spring or Summer)</th>
<th>Subject Code</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester Repeated (Semester/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Take Course at Another Institution

The appropriate semester hours of credit will be awarded for all work in which the student has earned a "C" or better, provided that the institution from which the credit is being transferred is accredited by its regional accrediting agency and/or by its State Department of Education.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Name of Course</th>
<th>Subject Code</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>NCCU Course Name</th>
<th>NCCU Subject Code</th>
<th>NCCU Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approvals

Advisor:
<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Dept Chair:
<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
North Carolina Central University
Declaration / Change of Major, Minor, or Concentration

Student Information

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Signature</th>
<th>NCCC ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
<th>Email Address</th>
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</table>

<table>
<thead>
<tr>
<th>Local Address</th>
<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Term (Circle One)</th>
<th>Year</th>
<th>Classification (Circle One)</th>
<th>Major</th>
<th>Dept/College/School</th>
</tr>
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<tbody>
<tr>
<td>Fall</td>
<td>Spring</td>
<td>Summer 20</td>
<td>PR SC JR SR GR</td>
<td></td>
</tr>
</tbody>
</table>

Declaration of Major, Minor, or Concentration

From “Undeclared” to ____________________________ (Major)

______________________________ (Minor)

______________________________ (Concentration)

Change of Major, Minor, or Concentration

Major: From ____________________________ To ____________________________

Minor: From ____________________________ To ____________________________

Concentration: From ____________________________ To ____________________________

Addition of Second Major, Minor, or Concentration

Current Major: ____________________________ Second Major ____________________________

Current Minor: ____________________________ Second Minor ____________________________

Concentration: ____________________________ Second Conc. ____________________________

Approvals

Advisor: ____________________________ Last | First | Middle | Signature | Date: __________

Dept Chair: ____________________________ Last | First | Middle | Signature | Date: __________

Dean: ____________________________ Last | First | Middle | Signature | Date: __________
APPROVAL FOR INTER-INSTITUTIONAL REGISTRATION

FROM: ____________________________
DEPARTMENT OR SCHOOL

This is to advise that the student referenced below has been approved to take the indicated course(s) during the indicated academic term. If appropriate, the equivalent course(s) at North Carolina Central University needs to be specified:

STUDENT NAME ____________________________ SS# ____________________________

LOCAL ADDRESS _______________________________________

________________________________________________________

TERM: _______ Fall _______ Spring _______ Summer I _______ Summer II

YEAR: _______ VISITED INSTITUTION: _______ DUKE _______ UNC-CH _______ NCSTATE

OFFICIAL COURSE NUMBER AND COURSE NAME AS GIVEN BY THE VISITED INSTITUTION
1. ____________________________________________________________
2. ____________________________________________________________

EQUIVALENT COURSE AT NORTH CAROLINA CENTRAL UNIVERSITY
1. ____________________________________________________________
2. ____________________________________________________________

Approved by: ____________________________ Date ____________________________
Department Chairperson

________________________________________________________
Dean of School or College Date ____________________________

Original: Registrar's Office
Copies: Departmental Advisor (pink), Student (yellow)

REG: 1188-01
INTER-INSTITUTIONAL APPROVAL FORM
(FOR STUDENTS TAKING COURSES ON ANOTHER CAMPUS)

Home Institution:
- □ Duke University
- □ N.C. Central University
- □ N.C. State University

Visited Institution:
- □ U.N.C. - Chapel Hill
- □ U.N.C. - Charlotte
- □ U.N.C. - Greensboro

Classification:
- □ Graduate/Professional
- □ Undergraduate

Department/College: ________________________________

Last Name    First Name    Middle Name or Initial    Student ID Number (Social Security Number)

CURRENT LOCAL ADDRESS

Street, RFD or P.O. Box Number  Apartment  Telephone Number

City  State  Zip  E-Mail Address

Permanent Mailing Address (Where you will be receiving registration materials)

Street, RFD or P.O. Box Number  City  State  Zip  County

What is your legal residence?  County  State  Country

CITIZENSHIP:  □ US Citizen  □ Non-Resident Alien  □ Resident Alien  DATE OF BIRTH: __________

SEX/MARITAL STATUS:  □ Male  □ Female  □ Single/Divorced  □ Married  PLACE OF BIRTH: ________________________________

APPLICANT'S ETHNIC GROUP:  □ African-American  □ American Indian or Alaskan Native  □ Asian or Pacific Islander  □ Hispanic  □ White  (Not of Hispanic origin)  □ Other/Foreign

Have you ever attended the Visited institution?  □ NO  □ YES  If "YES", last term attended __________

Term you desire to attend:  Fall  Spring  Summer I  Summer II  Are you graduating this term?  □ YES  □ NO

Number of hours for which you will be enrolled for above semester:  Home Institution: __________  Visited Institution: __________

COURSE(S) TO BE TAKEN ON VISITED CAMPUS (Please consult the Visited institution's schedule of classes to correctly fill out this section):

<table>
<thead>
<tr>
<th>Subject Abbvr.</th>
<th>Course No.</th>
<th>Section</th>
<th>Title</th>
<th>Cr. Hrs.</th>
<th>Hour/Days</th>
<th>Visited Inst. Approval (if required)</th>
</tr>
</thead>
</table>

NOT ALLOWED TO TAKE PASS/FAIL OR NO CREDIT COURSES

I hereby give consent for my "home institution" Registrar's Office to provide the "visited institution" Registrar's Office my student identification number (social security number) for record keeping purposes. Also, I am aware that my grades at the "visited institution" will be submitted to my "home institution" Registrar's Office for the term of the enrollment indicated above.

Department/Advisor's Approval  Date

College Dean's Approval  Date

Student's Signature  Date

Home Registrar's Office Approval  Date

White: Registration Office-Home Institution Use Only
Sent completed inter-institutional form to visited institution by:
US Mail/State Courier  Fax  Student  Date

Canary: Registration Office-Visited Institution Use Only
Visited student registered on ____________
Visited student not registered because: ____________
Sent Confirmation/Rejection Notice by:
US Mail  E-Mail  Student  Date

Received drop notice on ____________

Student dropped course/visited institution notified on ____________
NORTH CAROLINA CENTRAL UNIVERSITY
PERMISSION TO TAKE A COURSE(S) AT ANOTHER INSTITUTION

In seeking approval of this request to register for the course(s) indicated below while a matriculating student at North Carolina Central University, I acknowledge the fact that transfer credits may not be granted without prior approval. I understand that transfer credits have no effect on the NCCU grade point average, but that the grade of “C” or better is required before credits will be given, provided that the institution from which credits are being transferred is accredited by its regional accrediting agency and/or its State Department of Education. I also understand that an official transcript must be submitted to the NCCU Office of the Registrar (1801 Fayetteville Street, Room 102 Hoey Administration Building, Durham, NC 27707) after completing the approved course(s). (Please attach course description(s) from the other institution to this form.)

Date ___________ STUDENT’S SIGNATURE ______________

NAME __________________________ ID# 820- ___________ MAJOR __________________________
ARE YOU A VETERAN? Yes ☐ No ☐

LOCAL ADDRESS __________________________

LOCAL PHONE NUMBER __________________________

OTHER COLLEGE/UNIVERSITY __________________________

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Cr. Hrs.</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCCU Equivalent Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Course</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NCCU Equivalent Course</td>
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<tr>
<td>Transfer Course</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>NCCU Equivalent Course</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approval Signatures Required:

Academic Advisor (Please print) __________________________ Signature __________________________ Date ___________

Department Chair (Please print) __________________________ Signature __________________________ Date ___________

Department Dean (Please print) __________________________ Signature __________________________ Date ___________

Office of the Registrar, October 2012