



2021-2022
STUDENT HANDBOOK



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This Handbook is a source of information on the many services, activities, and policies of North Carolina Agricultural and Technical State University (“N.C. A&T”). This Handbook does not constitute a contract, express or implied, between N.C. A&T and its students, parents of students, or any other individual. N.C. A&T reserves the right to alter, amend, or rescind any provision in this Handbook at any time. Changes in this Handbook may be implemented immediately throughout the academic year and these changes will be posted on the N.C. A&T Dean of Students website. Each student is responsible for maintaining current knowledge of regulations at all times. Students will also be notified of any changes to this Handbook via e-mail to their @ncat.edu address.”

North Carolina Agricultural and Technical State University (N.C. A&T) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of N.C. A&T.

N.C. A&T does not discriminate against any person on the basis of age (40 or older), color, genetic information, or disability, national origin, race, religion, sex, pregnancy, sexual orientation, gender identity or expression, political affiliation, National Guard, veteran status, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact Linda Mangum, Director of Employee Relations and Affirmative Action Officer, lmangum@ncat.edu.

N.C. A&T is an AA/EEO- and ADA-compliant institution.

I. ABOUT THE UNIVERSITY

Established in 1891, under the Second Morrill Act of 1890, North Carolina Agricultural and Technical State University is a land-grant, doctoral high research activity, historically black institution. The Second Morrill Act expanded the nation’s system of land-grant universities to include a historically black institution in those states where segregation denied minorities access to the land-grant institutions established by the First Morrill Act (1862).

Over the past 129 years, N.C. A&T has maintained a rich tradition in academics, research, discovery and outreach, to become one of the nation’s most highly respected institutions of higher education. The university aims to develop and preserve intellectual capital through interdisciplinary learning, discovery and engagement, and is committed to fulfilling its fundamental purposes through exemplary undergraduate and graduate instruction, scholarly and creative research, and effective public service and engagement. The current vision is to be recognized as a preeminent land-grant university and the institution of choice for high-achieving students.

With an enrollment of 12,556 students, A&T is the largest historically black college or university (HBCU) in the nation. A&T awards baccalaureate, master’s and doctoral degrees through the College of Agriculture and Environmental Sciences; College of Arts, Humanities and Social Sciences; College

of Business and Economics; College of Education; College of Engineering; College of Health and Human Sciences; College of Science and Technology; The Graduate College; and the Joint School of Nanoscience and Nanoengineering.

A&T has adapted its curriculum and teaching methodologies to ensure that students in STEM (science, technology, engineering and mathematics) and other disciplines receive an education that allows them to be competitive in a changing world. Students across the disciplines are afforded opportunities to work and study with renowned scholars, researchers and other professionals who serve on the faculty and are held in high esteem across the nation and abroad. A&T is among the top producers of African-American engineers, agriculture graduates and certified public accountants in the nation, and is one of the top producers of African Americans with baccalaureate degrees in journalism/mass communication and psychology.

A&T has advanced in the area of research and, for more than a decade, has consistently ranked among the UNC System's top three most productive research universities. The strength and potential of the research enterprise at A&T is demonstrated by the university's ability to sustain major programs in nanotechnology, biotechnology, computational science and engineering, energy and environment, information sciences and technology, leadership and community development, logistics and transportation systems, and public health. Notably, the university is home to the prestigious National Science Foundation Engineering Research Center for Revolutionizing Biometallic Materials, which specializes in biomedical engineering and Nano-bio applications research.

Upon graduating, students join the university's more than 55,000 alumni of record who hold (or have held) positions of leadership in industries and communities around the world. Some of A&T's nationally acclaimed alumni include Henry E. Frye '53, former N.C. Supreme Court Chief Justice; Edolphus Towns Jr. '56, retired U.S. Congressman; Clara Adams-Ender '61, author and retired Army brigadier general; Alvin A. "Al" Attles Jr. '60, former NBA player, coach, and general manager; Elvin Bethea '68, NFL Hall of Famer; Ezell Blair Jr./Jibreel Khazan '63, the late Franklin E. McCain Sr. '63, Joseph A. McNeil '63 and the late David Richmond '10 (degree awarded posthumously), members of the Greensboro Four/A&T Four; Joe L. Dudley Sr. '62, Dudley Products founder; Rev. Jesse L. Jackson Sr. '63, civil rights activist and former presidential candidate; Alma S. Adams '68, U.S. Congresswoman; and the late Dr. Ronald E. McNair '71, NASA astronaut.

Twelve presidents/chancellors have served the institution since its founding: Dr. John O. Crosby (1892–1896), Dr. James B. Dudley (1896–1925), Dr. Ferdinand D. Bluford (1925–1955), Dr. Warmoth T. Gibbs (1956–1960), Dr. Samuel DeWitt Proctor (1960–1964), Dr. Lewis C. Dowdy (1964–1980), Dr. Cleon Thompson Jr. (interim, 1980–1981), Dr. Edward B. Fort (1981–1999), Dr. James C. Renick (1999–2006), Dr. Lloyd V. Hackley (interim, 2006–2007), Dr. Stanley Battle (2007–2009) and Dr. Harold L. Martin Sr. (2009–present).

II. GOVERNANCE OF NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY

N.C. A&T is a constituent institution of the UNC system. It functions under the jurisdiction of a 32-member board of governors elected by the North Carolina General Assembly. The president of the UNC system and their staff administer policies of the board of governors, constitute General Administration (GA), and are located in Chapel Hill, N.C.

The N.C. A&T Board of Trustees consists of 13 members. The governor of the state appoints four members, the board of governors appoints eight, and the N.C. A&T Student Government Association (SGA) president serves as an ex officio member. The board of trustees receives its authority by delegation from the board of governors. The chancellor is the chief administrative officer of the university.

A. **Faculty-Student Committees**

Students participate in the decision-making process of the university through membership on committees or sub-committees of the university. Generally, students are recommended by SGA to the chancellor or other appropriate university officials for selection and appointment to faculty committees. The student voice is welcomed and contributes to important functions and policies of committees and the university. Students may serve on standing committees:

- New Student Orientation
- Food Service
- Lyceum
- Student Fee Allocation
- Bookstore Advisory
- Commencement
- Intramural Council
- Homecoming
- Who's Who Selection
- Honors, Scholarships, and Awards

B. **Individual Responsibility**

Much of the planning, programming, and policymaking is done through student groups. This, however, does not preclude the fact that students can participate as active campus citizens. Individuals contribute in many ways:

- Being informed about the education community, of which you are a part;
- Questioning student leaders, faculty, and administration about the university;
- Actively participating in student organizations, of which you may be a member;

- Questioning and/or supporting SGA and its officers, affairs, and activities; and
- Participating in Student Center programs.

This list is not exhaustive; it includes just a few examples of how students can demonstrate individual responsibility. Above all, individuals must be informed and ask questions, as the list changes and is modified from time to time.

III. STUDENT LIFE

N.C. A&T recognizes the role that student organizations play toward development for self-actualization, involvement through cooperative interaction, and enlargement of educational experiences for members of the university community.

A. **Office of Leadership and Civic Engagement (OLCE)**

The Office of Leadership and Civic Engagement (OLCE), a unit within the Division of Student Affairs at N.C. A&T, strives to meet the challenges of our ever-changing society by equipping students with the tools necessary to be informed and engaged leaders in the workplace and the community. We take pride in providing transformative opportunities and experiences that educate, prepare, empower and support students in their development and practice of leadership, servitude, and active citizenship.

The department provides services, programs, and campus/community partnerships that enhance the student experience and their co-curricular footprint at N.C. A&T and in the local community. We are committed to supporting the University's Strategic Plan A&T Preeminence: Taking the Momentum to 2023 by fostering an environment of responsibility and excellence. We nurture students in achievement in and out of the classroom through our unique workshops, events, travel, certifications, civic engagement, etc.

Whether a student wants to be an academic scholar, student leader, community activist, servant leader, or artistic entrepreneur, the Office of Leadership and Civic Engagement can and will assist in finding an opportunity to meet their needs and reach their individual goals as a global citizen. That is why our motto is "Students are why we are here."

1. **Leadership Development**

a. **Mission**

As a complement to the established mission of the Division of Student Affairs, the area offers a variety of services and programs that cultivate the development of NCAT students into effective leaders on and off-campus. The Process is designed to elevate the college experience by helping students explore self (interest, strengths, talents, passion, etc.); become actively engaged, learn the importance of service and citizenship; unleash their inner

potential; identify and enhance their leadership skillset; effectively navigate systems and resources; strategically challenge processes; and prepare for a smooth transition into the world and tomorrow's workforce.

b. Goals/Objectives

- Providing opportunities for students to explore and address issues that affect them and their environments through social consciousness, leadership effectiveness, academic awareness, as well as membership development;
- Coordinating and facilitating workshops, seminars, programs, and conferences geared toward capacity building and professional development, human relations, and civility;
- Utilizing the entire Aggie community to develop our seven C's of leadership: consciousness of self, congruence, commitment, collaboration, common purpose, controversy with civility, and citizenship in the student body;
- Creating a support mechanism, central location for resources and information, and development opportunities for various constituent groups and programs associated with leadership such as iLEAD-individual Leadership Evolution Across Disciplines, Departments and Divisions, and Leadership Synergy Program;
- Fostering an environment where students share ideas freely and work collaboratively with faculty, staff, and other students while promoting themselves as ambassadors to the global community.

2. Civic Engagement and Service Learning

a. Mission

The Office of Leadership and Civic Engagement, through Civic Engagement and Service Learning, provides opportunities and experiences that emphasize learning, awareness, service, and civic responsibility as critical competencies of a successful NC A&T graduate and active citizen. Through community connections, meaningful exchanges/engagement, and self-explorations, students are empowered as a catalyst for positive change, social impact, and constructive influence in their local, national, and/or global community.

b. Goal

To support the integration of service-learning and community service into interdisciplinary campus initiatives, by reinforcing an infrastructure built on the foundation of existing community stakeholders. This will facilitate the institutionalization of service-learning and augment the university's role in meeting community-defined needs through university-community partnerships.

c. Objectives

Introduce an infrastructure for campus-based community service:

1. Introduce procedures and partnerships for communities and the campus to work together to solve key issues;
2. Encourage quality-focused service-learning programs;
3. Engage in positively impact community needs with sustainable focus;
4. Develop mutually beneficial relationships with community-based organizations;

3. Student Publications

The A&T Register-official student newspaper

The A&T Student Planner-student academic day planner

4. Additional Services

- Thurgood Marshall College Fund Campus Coordinator and Scholars
- North Carolina Campus Compact
- SGA Elections Committee
- N.C. A&T Fellowship Gospel Choir
- Office L.E.A.D.S (Leadership, Engagement, and Development Staff)
- Civic Fellows/Andrew Goodman Ambassadors
- National Society of Leadership and Success
- iLEAD and Transition Programs
- Alternative Breaks
- [Aggie Source](#) (Food Pantry and Professional Clothing Closet)
- Voter Engagement (Registration, Education and GOTV)

B. Office of Student Activities (OSA)

The Office of Student Activities and Campus Involvement complements students' academic experiences by providing services and resources that engage students in creating a campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support to impact students' growth and development and enhance the success of each student at N.C. A&T.

The executive director for student activities provides the interpretation of the university's policies as they relate to the organizational community. All events must reflect the interest of the university community. Permission to use university facilities may be denied or revoked for non-compliance with guidelines and implementation procedures. (See Guidelines and Implementing Procedures for the use of university Facilities in this handbook.)

1. Student Organizations and Activities

N.C. A&T, its departments, activities, or student organizations do not discriminate against applicants, students, or employees. Membership and participation in a group must be open to all students without regard to age, race, color, gender identity, genetic information, national origin, disability, religion, religious status or historic religious affiliation, military/veteran status, political affiliation, or sexual orientation. Group membership and participation must also be open without regard to gender unless exempt under Title IX.

The university provides a well-balanced program of activities for moral, spiritual, cultural, and physical development of students. Along with this office's various committees, departments, and organizations of the university sponsor religious, cultural, social, and recreational activities. Outstanding artists, lecturers, and dramatic productions are brought to campus through programs and projects sponsored by student organizations, and scheduled and coordinated by the executive director for student activities, with the cooperation and assistance of other services, administrative and academic units. No group has the right to interfere with or disrupt, either in part or whole, the orderly operation of the university or interfere with the rights of its students.

OSA includes the following areas/departments:

- Student Government Association
- Clubs and Organizations/Council of Presidents
- Campus Programming/ Student University Activities Board (SUAB)
- Fraternity, Sororities, Greek-lettered Organizations, Social Fellowships, and the Joint Greek Council

2. Student Government Association (SGA)

The authorities of N.C. A&T State University, having confidence in the ability, character, and judgment of the students and believing that participation by them in the affairs of the N.C. A&T Community will be mutually helpful and valuable, have given authority to them to organize the Student Government Association and to adopt the Constitution and by-laws. SGA, as representative of the student community, must be committed to the goals of higher education in order to justify its existence.

- Create an atmosphere of freedom that allows the student to move beyond the limits of traditional interests by being a creative and contributing individual;
- Aid in a meaningful interpretation of the concept of the university community;
- Provide opportunities for each student to participate in activities that develop and realize potential; and

- Create awareness of national and international affairs and of their significance for the individuals.

Note: Click to view the [SGA constitution](#).

3. **Clubs and Organizations/Council of Presidents**

The Council of Presidents (COP) serves as a liaison that assists, governs, and advocates for the many registered and recognized student organizations at N.C. A&T. COP works in concert with OSA and various other departments/entities to provide opportunities for organizational leadership, growth, and development. The council is a participatory body, comprised of student organization presidents and officers, designed to provide an assembly for dialogue, development of ideas, and the implementation of plans to keep campus organization life meaningful, wholesome, stimulating, productive, and active.

Categorizations of student organizations include, but are not limited to: national honor societies, academic and departmental groups, hometown clubs, student military, fraternities and sororities, special interests, faith-based, and cultural groups. Other university-sponsored organizations are the University and Gospel choirs, University band, Student University Activities Board (SUAB), Residence Hall Association (RHA), and the Student Government Association (SGA).

a. Registration of Student Organizations

Student Organization Registration is an annual process. Once an organization is created, registration renewals must be completed every year in order for the organization to operate during the two semesters comprising the academic year. Organizations are not permitted to operate during the summer. Any organization that promotes clandestine relationships, fronts for another agency, entity or organization, or permits the violation of school regulations forfeits its privilege to function on campus. Benefits associated with being a registered student organization include access to university resources at minimal to no cost the ability to advertise on campus as well as the opportunity to request programming support from the Cost of Student Activities (COSA) funds. Groups are encouraged to register early to receive full benefits. All returning organizations are expected to register by the first day of September for the academic year via the respective organizational portal through 1891.

b. Advisors

Each organization is required to have at least one N.C. A&T full-time faculty or staff member serving as the campus advisor to the organization. Part-time Faculty and Staff are eligible to serve as co-advisors once approved by the Office of Student Activities. The advisor/s must:

- Be removed from being a student of the university for at least five years,

- **MUST** attend and stay for the duration of functions sponsored by the organization (especially those considered as major events, travel, fundraisers, and events with 50 or more attendees), and especially those that require money collection and travel
- And must be approved by the OSA
- All prospective advisors must attend training and complete a contract before fulfilling their role.

Faculty and staff are not obligated to serve as advisors; it is a voluntary service. Those who willingly give the time necessary to guide organizations, as well as attend meetings and events, also accept the challenge and earn general and special appreciation of the university community.

c. New Student Club/Organization Process

The first step to starting a new campus organization is to explore whether a similar organization already exists. With so many student organizations at N.C. A&T, there are many interest areas already being met. Should you believe there is still a need for an additional organization follow the instructions below to submit your New Student Club/Organization Request:

1. Fill out the **Intent to Register Form (ITR)** and type up a **Justification Letter** and bring it to the Office of Student Activities and Campus Involvement (OSA).
 - a. Once OSA/COP have received both documents, COP will vote on the **approval or denial** for the establishment of the organization.
2. If you are **APPROVED** you will receive an email from a member of the Council of Presidents Executive Board to set up a meeting.
 - a. At this meeting you will discuss your thoughts, ideals, and purpose for the proposed organization, receive helpful tips on writing your own organization constitution, and learn more about what it takes to start, continue, and grow a student organization at NC A&T SU.
 - b. You will need to prepare the remainder of the documents (advisor agreement form, proposed events, proposed community service, officer/leadership contact information, and constitution) needed to start your organization.
3. Once you have completed all the required documents you will turn them into OSA, to have your completed proposal packet reviewed.
4. Initial reviews for packet completion will be done by officials from Student Activities and Campus Involvement.

- a. Packets missing any of the above-stated requirements will not be reviewed until all required documents have been submitted.
 - b. You will receive an email once all documents have been verified to be reviewed by the COP Executive Board.
5. A meeting between the organization, the advisor, and officials from Student Activities and Campus Involvement may be required to review the proposal.
 - a. This could include several meetings to revise your constitution. These meetings are called NSO Constitution Reviews, and it usually takes a few weeks of reviews to reach a final draft of your constitution.
6. The final draft of your Constitution will go to the COP Executive Board for full review and to make a recommendation whether to establish the organization.
 - a. Within one week of receiving your final constitution, COP will vote on one of the following options:
 - i. **Approve your constitution**
 - ii. **Approve your constitution with suggestion for minor revisions**
 - iii. **Deny your constitution (major revisions required)**
 - b. You will receive an email notifying you of COP's decision. If you need to make revisions, do so and email the new draft to copeboard@ncat.edu with the subject "NSO (Org name) Constitution Edits."
7. You will receive an email from COP Executive Board notifying you of your Registered Student Organization status. Follow the instructions in this email to set up an RSO Presentation with a member of the COP Executive Board.
 - a. You will need to pay the registration fee and bring a copy of the receipt to your RSO Presentation.
 - b. The President, Vice President, and Advisor are required to be in attendance for the RSO Presentation.
 - c. RSO Presentations take approximately 60 minutes. They will inform you of all the policies, procedures, and resources that apply to RSO's.
8. This completes the process of creating a new club.

Proposals and registration packets for new organizations are accepted during the designated timeframe (ONLY) and reviewed for processing

accordingly. Although proposals and packets are accepted, please note a received submission does not guarantee that your organization will be approved.

4. Campus Programming/Student University Activities Board

Student University Activities Board (SUAB) is the primary organization responsible for planning and implementing many of the co-curricular programs which enhance the cultural, educational, recreational experiences, and varied opportunities for the N.C. A&T student body. At the center of student life, SUAB specializes in providing social activities designed to enhance moral, intellectual and cultural life of individual students. In all its processes, students are encouraged to participate in self-directed activity, giving maximum opportunity for self-realization and growth in individual social competency and group effectiveness.

5. Fraternity and Sorority Engagement

Student organizations, including fraternities and sororities are an integral part of campus life at N.C. A&T because they contribute significantly to the quality of student life in a number of ways:

- a. Providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities;
- b. Encouraging and fostering team building and group cohesion;
- c. Striving for academic excellence; and
- d. Performing volunteer service on-campus and in the larger Piedmont Triad community.

Because the outcomes are parallel to several university objectives, N.C. A&T welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their on-campus behavior. To the extent that activities of all student groups conform to university expectations and fulfill the university mission, they will continue to enjoy all privileges and courtesies extended to them as registered and recognized student organizations.

At all times, it is expected that student organizations will adhere to and assist with upholding all university policies and protocols, including the student code of conduct. If a student organization or its members are reported to have violated or are accused of violating the student code of conduct or any other university policy or procedures, the organization will be placed on cease and desist (interim suspension) pending investigation and resolution of the alleged violation.

Regarding campus suspensions of fraternities, sororities and social fellowships, the university makes no distinction between the **chapter** of a fraternity/sorority/social fellowship and the fraternity/sorority/social fellowship as an **entity**. The university further recognizes that chapters are not, in fact, organizations on their own but represent their national fraternity, sorority or social fellowship.

Membership in a fraternity or sorority (social fellowship, or Greek-lettered organization) is limited to undergraduate students who are enrolled full time at A&T. Once initiated, general membership in our fraternities and sororities is restricted to students who are members of the group, in good standing, and enrolled for at least six semester credit hours at N.C. A&T, not including hours at a consortium school. (For additional new membership intake requirements, see academic eligibility.)

C. Standards Governing Fraternities, Sororities and Social Organizations

1. National Fraternities and Sororities

Several units collaborate to certify a student's academic status, judicial, financial, student engagement records, and university attendance to determine the viability of the chapter and before verification of eligibility for membership can be granted. These units include but are not limited to the Office of Student Activities, the Registrar, and Student Conduct.

2. Greek Letter Council

The Joint Greek Council (JGC) was created to connect the two previously governing councils which supported the fraternities and sororities on our campus. Collectively, the JGC Executive Board working in concert with the Office of Student Activities and the Director of Fraternity and Sorority Engagement oversees the management of all Social fraternal organization chapters at North Carolina A&T State University.

a. Purpose

- Promote a sense of community between our fraternity and sorority chapters and members,
- Encourage student leadership and personal development within the community,
- Ease collaboration and communication between all chapters in an effort to enhance individual and collective fraternity and sorority driven programs and events,
- Streamline communication between members, chapters, the Office of Student Activities and other administration,
- Serve as a forum to discuss or resolve issues of mutual interest and concern to the university, and our fraternities and sororities.

Our community is comprised of member organizations commonly recognized as part of the National Pan-Hellenic Council and other organizations previously listed as part of the Greek Letter Council at A&T. These organizations include:

National Pan-Hellenic Council (NPHC)

- Alpha Phi Alpha Fraternity, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Delta Sigma Theta Sorority, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Iota Phi Theta Fraternity, Inc. *
- Omega Psi Phi Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.

For information regarding membership criteria, chapter status, and other frequently asked questions, please visit the [OSA-Fraternity and Sorority Engagement](#) website.

The following national fraternities, sororities, and social fellowships have charters for chapters at N.C. A&T:

- Groove Phi Groove Social Fellowship, Inc. *
- Kappa Kappa Psi National Honorary Band Fraternity, Inc.
- Phi Mu Alpha Sinfonia Fraternity of America
- Swing Phi Swing Social Fellowship, Inc. *
- Tau Beta Sigma National Honorary Band Sorority, Inc.

*Chapters are inactive due to lack of membership.

For information regarding the chapter's current status, please visit the [OSA-Fraternity and Sorority Engagement](#) website.

3. Membership Intake Regulations

Recruitment activities can only be scheduled during the period designated by the university and those active organizations approved by the Office of Fraternity and Sorority Engagement (OSA - Fraternity and Sorority Engagement) as stipulated in this document. **No student may be in a group or organized interest club, pay fees or perform duties or assignments before the new membership intake program and schedule are approved by the university and officially begin.**

It is required that all new membership intake activities be coordinated through the Office of Student Activities. The annual schedule and new membership intake procedures are determined by the Office of Student Activities and provided to **the appropriate person(s)** at the designated time or upon request. Only one list of names will be accepted and any organization that processes ineligible persons will be penalized.

No organization may proceed with membership intake until the Office of Student Activities has received written approval from the regional director or national office of the organization. Once received the Office of Student Activities will then provide written approval on each individual candidate based on academic and judicial clearance. If transcripts appear to be inaccurate to the candidate, individual candidates should contact the Office of the Registrar to have the matter cleared up; however, **candidates must be eligible at time of clearance (including the resolution of ALL holds on a student's account).**

Once the Membership Intake Period ("MIP") starts there will be no rebate on elapsed time, should an organization's MIP be stopped during the intake window for any reason. If permitted to proceed the organization will only have until the last day of intake as outlined by the university's approved MIP calendar to complete their process. This will apply no matter where the organization is in the process.

Effective July 1, 2016, there is a 45 new member limit for organizations participating in the membership intake process. The university reserves the right to grant approval to accept an additional 10% of the restricted number.

Organizations that are in good standing but ineligible to conduct intake due to a national moratorium or other organizational mandate/directive are eligible to accept up to 150% of the university limit the first year and up to 200% of the university limit if the involuntary restriction lasts two years or more when they are next eligible and approved to conduct intake.

Organizations that voluntarily opt-out of conducting intake while in good standing; or are/were under sanction from the university, their region, or the national headquarters, are ineligible to utilize the percentage increase. Organizations that did not have intake because they were NOT in good standing are unable to utilize the 150%/200% rule upon their reinstatement.

Note: View the [Student Org Handbook](#).

4. Membership Intake Restrictions

Prospective Members: To be eligible or considered for membership into any Greek organization, the university requires that a student meet the following criteria:

- a. Completed a total of 12 credit hours at A&T during the academic semester prior to the semester participating in intake. For those having been enrolled in a cooperative education experience, and internship, or a study abroad experience, a letter of verification must be submitted to the Office of Student Activities prior to application for membership;
- b. Be in good financial, academic and judicial standing with the university (meaning clear judicial record defined as not currently on probation, suspended or expelled; no case pending; no history of major violations, i.e., drugs, assault, harassment, or possession/use of a weapon; no financial holds such as outstanding parking tickets, library fees, unpaid balances on accounts, or any unresolved academic issues such as incompletes on transcripts, etc.) with the university per the Office of the Dean of Students.
- c. Be currently enrolled in a total of 12 credit hours during the academic semester (at N.C. A&T) in which intake is being held;
- d. Be in good **financial, academic and judicial standing** (meaning clear judicial record defined as not currently on probation, suspended or expelled; no case pending; no history of major violations, i.e., drugs, assault, harassment, or possession/use of a weapon; no financial holds such as outstanding parking tickets, library fees, unpaid balances on accounts, or any unresolved academic issues such as incompletes on transcripts, etc.) with the university per the Office of the Dean of Students.

Compliance with university minimum requirements for application eligibility does not guarantee that a student will be selected or voted on for membership in an organization. Some organizations require a higher cumulative average, giving the option to a chapter to use the university's minimum requirement. Beyond minimum requirements, organizations have the right to select their members by criteria approved by the national governing body of the organization and accepted by the university as a fair policy. These criteria must be documented in the Office of Student Activities.

5. New Member Presentations

- a. All new member presentations must receive written approval by the organizations' chapter advisor with written verification of approval submitted to the Office of Student Activities as designated by the university intake schedule;
- b. All new member presentations once approved by the advisor/s of record, must take place on campus within the new member presentation period as designated by the university intake schedule and as approved at the time of petition hearings (There will be NO EXCEPTIONS to any other time periods or forms of expression (before, during or after the intake period));
- c. All new member presentations also known as coming out shows, reveals or probates must be in compliance with all university new member presentation guidelines and membership intake policies;
- d. Pre and Post shows are prohibited both on and off-campus.

These and all other Fraternity and Sorority Engagement policies, procedures and guidelines can be found on the OSA website. Failure to comply with the provisions outlined in section 6 is grounds for sanctions as determined by the Office of Student Activities which may be influenced by the organization's current status and written record of previous sanctions with said office.

6. University Policy on Hazing

Hazing (North Carolina General Statutes, Chapter 14 (Article 9))

14-35 Hazing definition and punishment. *It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is subjecting another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar groups. Any violation of this section shall constitute a Class 2 misdemeanor.*

Preamble

Student organizations, including fraternities and sororities, are an integral part of campus life at N.C. A&T because they contribute significantly to the quality of student life in a number of ways:

- a. Providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities;
- b. Encouraging and fostering team building and group cohesion;

- c. Striving for academic excellence; and
- d. Performing volunteer service on-campus and in the larger Piedmont Triad community.

Because the outcomes are parallel to several university objectives, N.C. A&T welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their on-campus behavior. To the extent that activities of fraternities and sororities conform to university expectations and fulfill the university mission, they will continue to enjoy all privileges and courtesies extended to them as registered student organizations. Each chapter exists on campus as a courtesy to their respective national organizations. At all times, it is expected that the chapters conform to and assist with upholding all university policies and protocols. Regarding campus suspensions of fraternities, sororities and social fellowships, the university makes no distinction between the **chapter** of a fraternity/ sorority/social fellowship and the fraternity/sorority/social fellowship as an **entity**. The university further recognizes that chapters are not, in fact, organizations on their own but represent their national fraternity, sorority or social fellowship.

7. University Definitions of Hazing

The university stands against hazing of any kind and against any student or other individuals who shall commit such acts. We will aggressively pursue any and all violators of the hazing policy and shall be intolerant of any aberrant behavior that threatens the well-being of our students. The university shall, at all times, remain an environment for academic achievement and success, and shall not allow its students to be subjected to any type(s) of behavior that interferes with the integrity of the academic process. For purposes of N.C. A&T, **'hazing'** shall be defined in the following manner and shall not be differentiated with respect to university findings:

Subtle Hazing: This type of hazing is often thought of as harmless or insignificant. The behavior usually involves activities or attitudes that cross the line of mutual respect, appropriate standards, and places the individual on the receiving end of the ridicule and/or humiliation practices or emphasize a power imbalance between new members/initiates and other members of the group or team. Examples include, but are not limited to, the following:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/initiates to perform duties not assigned to other members

- Socially/Actually isolating new members/initiates
- Line-ups and drills/tests on meaningless information
- Name-calling
- Requiring new members/initiates to address other members with titles, so as to suggest subordination, inferiority or second-class status
- Expecting certain items to always be in one's possession or taking possession of one's items without asking or permission
- Expecting or requesting new members/initiates to be deprived of maintaining their normal class or study schedule

Harassment Hazing: Behaviors that cause emotional anguish or physical, mental or psychological discomfort in order to feel like part of the group. It can be viewed as confusing, frustrating and/or causing undue stress for new members/initiates and **may lead to mental or psychological trauma.**

Examples include, but are not limited to, the following:

- Verbal abuse, including berating of individuals, new members/initiates
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude or humiliating acts
- Expecting, requesting or demanding new members/initiates to perform personal service(s) to other members, such as carrying books, running errands, washing cars, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations or stimulations
- Expecting new members/initiates to be deprived of maintaining a normal schedule of bodily cleanliness
- Demanding or expecting new members/initiates to harass others

Cyber-Bullying: This form of hazing that exposes an individual to communications made through emails, cell phones, unauthorized posted pictures on websites and/or other social media, internet chat rooms, other telecommunications by seeking to intimidate, control, manipulate, stalk, torment, harass, ridicule, put down, falsely discredit, and/or humiliate the recipient of cyber-bullying.

Violent Hazing: Behaviors that have the potential to cause physical and/or emotional or psychological harm or trauma. Examples include, but are not limited to, the following:

- Action that recklessly or intentionally endangers the physical safety of students
- Forced or coerced alcohol, or any other drug consumption

- Beating, paddling or other forms of assault or blunt-force trauma including striking with fists or any other objects
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication or over-consumption of food or other substance
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting or demanding or assignment of activities that would be illegal (e.g., shoplifting) or unlawful or might be morally offensive to new members/initiates
- Forced or required conduct that could embarrass or adversely affect the dignity of the individual
- The intentional creation of clean-up work or labor for new members/initiates by other members
- Bondage
- Abductions/kidnappings/holding against one's will
- Forced exposure to cold weather or extreme heat, regardless of appropriate protection
- Forced or required participation in physical activities such as calisthenics, exercises or other so-called games

For the purposes of this policy, violations include observation or knowledge of hazing activities by individuals in a position to intervene but who fail to do so.

It is also a violation of this policy to retaliate or take adverse action towards any person for reporting an alleged violation of this policy or for cooperating with a university investigation related to this policy. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), isolation, or any other action intended to create a hostile environment for the intended target of the retaliation.

8. Sanctions and Outcomes upon Findings of Hazing

Due to past incidents of destructive activities inapposite to the university's mission, committed by several fraternities and/or sororities during the membership intake process that threatened the safety and security of students and/or prospective members, the university has set forth the following penalties and restrictions applicable to any findings of hazing. These guidelines govern the membership intake process and shall be operative throughout the entire academic year, to be applicable to any and all findings of hazing, no matter the organization type, time of discovery, finding, or final resolution.

The severity of each offense shall be taken into account for purposes of determining outcomes and/or levying sanctions against an organization found to have violated the university's hazing policy. The university shall always have the right and sole discretion to sever the relationship with a national organization and its on-campus chapter when considering the best interests of students, staff and the university's mission.

Final outcomes/sanctions levied against an organization shall be managed by the Office of Student Activities and shall be dictated by its disciplinary status policy (outlined below). Sanctions for an organization's offenses include, but are not limited to, the following:

- a. **Reprimand:** An official notice of censure
- b. **Social Probation:** A specified period during which an organization may register but may not take part in social activities or social fundraising events.
- c. **Disciplinary Probation:** A specified period during which an organization must register but may not be recognized as an active student organization, and undergo extensive anti-hazing training and/or complete other prescribed activities and trainings, as well as perform extensive community service.
- d. **Charter/Chapter Restriction/Suspension:** Removal of recognition of an organization by the university, which shall be no less than one year and no more than two years. Under this sanction, a chapter will not be recognized as a registered student organization, cannot take part in the intake process or hold any organization-sponsored events on campus.
 - i. First Offense: one-year suspension, one-year disciplinary probation, one-year social probation
 - ii. Second Offense: two-year suspension, two-year disciplinary probation, two-year disciplinary probation, one-year social probation
 - iii. Third Offense: Revocation of chapter's charter
- e. Charter/Chapter Revocation: Permanent removal of recognition of an organization by, and its affiliation with, the university.
- f. Outcomes/sanctions may also include the following should any and all apply:
 - i. Criminal prosecution at the local, state and/or federal level for any individual student(s) accused of and found to be in the commission of hazing;
 - ii. University disciplinary action for individual students, up to and including probation, suspension and/or expulsion, through the Office of the Dean of Students.

Any offenses currently part of the university record for any organization(s) found in violation of the university's previous or current hazing policies shall remain in effect and apply to the guidelines set forth above.

IV. STATEMENT ON THE USE OF UNIVERSITY FACILITIES/PROPERTY

N.C. A&T provides equal opportunity for all qualified persons in its educational programs and activities. The university does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, veteran status, political affiliation, genetic information, sexual orientation, gender identity, or any other basis protected by law. Free speech is central to the university's academic mission. Limitations on activities on university property are necessary, however, so that the university may fulfill its primary missions of teaching, research, and extension. The use of university space is governed by the policy entitled "[Use of University Space](#)," which can be found on the university's website.

V. AGGIE ONECARD

The Aggie OneCard is the official N.C. A&T identification card. In addition to identifying the relationship to the university, the card is a mechanism for accessing cardholder accounts and privileges. All Aggie OneCards are issued by the Aggie OneCard Center, located on the 2nd floor in the Student Center, suite 242. Contact us by email at card@ncat.edu or by phone at (336) 334-7114.

Card Issuance

The first Aggie OneCard charge is included with your new student fees. If your card expiration date expires, active members of N.C. A&T State University may receive a new card free of charge.

Replacement of a lost, damaged, or stolen ID card will incur a \$25 replacement fee. Demagnetized cards and visibly damaged cards (e.g., cards that are bent, curled, broken, or taped as well as cards with visible scratches on the magnetic stripe or holes punched in the card) also carry a replacement fee. Once a card has been replaced, the old card is no longer valid. Students are permitted to have one Aggie OneCard in their possession. Any duplicate or inactive ID card should be turned in to the Aggie OneCard Center or it will be confiscated if found.

To receive an Aggie OneCard, students must present a valid photo ID such as a driver's license, state ID or passport, showing their name, and the photo on the ID must resemble the potential cardholder before an Aggie OneCard is issued. New incoming students may receive their ID cards during student move-in. All other students may stop by the Aggie OneCard Center during normal business hours.

Card Care

It is the cardholder's responsibility to make sure that your Aggie OneCard is always valid and in working condition. Please use an ID cardholder to protect your Aggie OneCard. Do not bend, curl, break, tape or store your card near electronic equipment or against other cards with magnetic

stripes. Any of these actions could demagnetize the card and interfere with the electronic reading of the card.

Do not wash or dry your card to prevent the appearance of your card from fading or warping. Do not tamper with your card. Attaching labels or stickers or punching holes in your card is prohibited.

Deposits

The Aggie OneCard is a prepaid declining balance account where money may be deposited onto the card, allowing you to use it like a debit card. Enjoy the comfort and safety of not having to carry cash, checks or credit cards for purchases as you travel between classes anywhere on campus, where the card is accepted.

The Aggie OneCard Debit Account deposits may be made several ways:

- In-person at the Aggie OneCard Center
- Online at [Get CBord](#) with a MasterCard, Visa or American Express.
- GET Mobile App from Google Play or App Store with a MasterCard, Visa or American Express.

Account Closures and Refunds

Aggie OneCard account closures are permitted upon student expulsion, graduation, and withdrawal. Individuals who permanently leave N.C. A&T State University may be eligible for a refund. There will be no account balance refunds on an active Aggie OneCard account. All university debts must be satisfied prior to a refund being processed.

A completed [Aggie OneCard Account Closure Form](#) must be filed with the Aggie OneCard Center, along with accompanying documentation from The Office of the Registrar. Only completed refund requests will be processed.

Per NC State Escheat Law, all inactive account balances with 12 months of inactivity will be processed and turned over to the state treasurer for unclaimed funds. A \$10.00 processing fee will apply.

Confiscated Cards

Rights and privileges associated with the Aggie OneCard are non-transferable and are contingent upon active status with the university. You, and only you, may use your card. All confiscated cards will be sent to the Vice Chancellor of Student Affairs. Cards will be returned in accordance with current policies regarding disciplinary actions. Aggie OneCards may be confiscated for the following reasons: misuse (i.e., fraudulent, unauthorized use, excessive offline overages, or revoked privileges); student suspension or withdrawal; and university police arrest.

VI. VOTER REGISTRATION

The National Voter Registration Act (NVRA) of 1993 is a federal statute that mandated dramatic changes to states' voter registration procedures by January 1, 1995. North Carolina met the deadline and implemented all aspects.

In compliance with North Carolina's voter registration plan, N.C. A&T supports the most fundamental process of democracy to any student who may, or may not, have prior experience in the voter registration process.

Exercise your right and Make your voice heard...Vote in 2021! Learn more at [Aggies Vote](#). Stay informed about upcoming elections and GET REGISTERED TO VOTE TODAY at [TurboVote](#).

VII. INFORMATION TECHNOLOGY (IT) POLICIES, STANDARDS AND GUIDELINES

[IT policies](#) provide governance foundations for which users are informed of their responsibilities and accountability pertaining to the use, protection, destruction, and business continuity of the university's technology-related assets. IT standards and procedures provide minimum requirements and instructions for users to adhere to in support of IT policies. Technology-related assets include data, network infrastructure, software, and hardware.

ITS blocks N.C. A&T network access to websites that illegally share copyrighted materials, provide peer-to-peer traffic of copyrighted materials, promote malware and phishing, and provide access to tools that allow for remote access or control to another computer.

The university is required by the [Digital Millennium Copyright Act](#) (DMCA) and the [Higher Education Opportunity Act](#) (HEOA) to limit access to these sites in order to comply with copyright laws and to keep the campus information resources secure.

The NCAT [Information Security Policy](#) (ISP) requires the institution to take appropriate action to detect, prevent, and mitigate operational information security risks including malware (ISP section D.7) and communications information security risks including network connections and services (ISP section D.8).

For more information, please refer to the ITS [Blocked Access to Websites](#) web page and the university's [Peer-to-Peer \(P2P\) Policy](#).

If you have academic, research, or recreational needs to access any blocked website, please contact the Client Technology Services Help Desk at helpdesk@ncat.edu or (336) 334-7195.

Note: Violations of university IT policies are considered student misconduct and are prohibited. Violations are governed by University Student Conduct Procedures (see Student Handbook).

VIII. ACADEMIC INFORMATION AND REGULATIONS

Each student is responsible for adhering to academic regulations and requirements set forth in the *University Bulletin* and for revisions as posted on campus bulletin boards or released in other official publications. Failure to meet requirements or comply with regulations because of lack of knowledge does not excuse students from meeting academic regulations and requirements.

A student's program of study must be approved by their assigned advisor, chairperson or a faculty member in the major department at registration. Advisors provide guidance to students in academic matters and refer them to those qualified to helping others. However, the final responsibility for meeting all academic requirements for a selected program rests with students.

A. Advanced Placement

N.C. A&T participates in the [Advanced Placement Program](#) (AP) offered by the College Board to provide greater flexibility and opportunity for high school students to proceed with their education. Students must submit to the Office of Undergraduate Admissions an official Student Score Report from the College Board for scores to be considered. N.C. A&T awards college credit for qualifying AP examination scores as determined by the Director of Transfer Articulation, in consultation with the chairperson of the appropriate academic department. Acceptance of AP tests and scores is subject to change without notice. AP credit is not granted if the student has already received transfer credit for the course or earned credit for the course at N.C. A&T.

B. Program of Study

A student should refer to the requirements of their respective department or school about their program of study and confer with their advisor whenever problems arise. The student is expected to follow the program outlined as closely as possible. This is very important during the first two years when they are satisfying basic degree requirements and prerequisites for advanced work.

C. Declaration of a Major

A student is required to declare a major at or before completing 45 semester hours. Students will not be allowed to register for the next semester if a major is not declared.

D. Declaration of a Minor

Effective fall 2010, students who have completed a minimum of 24 semester hours with a minimum GPA of 2.0 may elect to declare a minor. Any student wishing to declare a minor should do so in consultation with their academic advisor in the major field of study prior to consultation with an advisor in the minor field of study. To declare a minor, a student must have the approval of the department chairperson and dean of the minor field of study, as well as the department chair and dean of the major field of study. The declaration or change of a minor must be completed in the Office of the Registrar. An academic minor consists of at least 18 credits in an area apart from the major concentration of the student's baccalaureate degree program; a minimum of 12 of the 18 minor credits must be in courses at the 200-level or above; and a student may have no more than two minors regardless of the student's major. The minor will be printed on the official transcript, but not on the diploma.

E. Registration

Dates for advising and registration periods for each semester are published in the university's academic calendar, which is on the university's website. It is the student's responsibility to be familiar with all advising and registration periods.

All students are required to meet each semester with their advisor for assistance with course selection and to obtain their registration PIN.

Any student who is enrolled in the university during the registration period is expected to register for the next semester during the period designated for this purpose. All students, by registering for classes, assume the responsibility for familiarizing themselves with and abiding by all university regulations, rules, policies, and procedures.

F. Official Registration

In order for a student to receive credit for a course, they must be properly registered in that course. This means that the student must have gone through the registration process as outlined by the university. The payment of tuition and fees is part of the registration process. No student is eligible to attend classes until all tuition and fees have been paid.

G. Late Registration

Students who register for classes during the late registration period, as published in the university calendar, will be assessed a fee of \$50. This fee is not assessed to students who registered prior to the late registration period and who are making schedule adjustments.

H. Cancellation of Course Registration

Please see the [policy on cancellation of course registration](#).

I. Add and Drop Period

Please see the policy on add and drop period.

J. Course Audit

Students who intend to register for a course for which they do not want credit may register as audit students. Students are not allowed to change from audit to credit status, or from credit to audit status once the last day to drop/add has passed. Audit registration fees are the same as for credit. Audit students may participate in class activities but are not required to prepare assignments or take examinations and will not receive a grade or credit.

K. Course Load

According to Administrative Memorandum - Number 345, all full-time undergraduate students are expected to comply with the Board's 1993 Plan to Improve Graduation Rates by enrolling in an average of at least 15 semester hours per term in order to graduate in four years.

Undergraduate students enrolled in 12 or more semester hours in a fall or spring semester are designated as full-time students and must pay full tuition and fees. Full-time students usually carry from 15-18 semester hours. To enroll in more than 18 semester hours in a fall or spring semester, or more than seven (7) semester hours in a summer semester, students must obtain approval from the department head.

The maximum course load that students who are on academic probation may carry is 15 semester hours. The maximum course load for a student with a GPA less than 3.0 is 18 hours.

L. Double Major

Students who desire to obtain a double major must file a double major form in the Office of the Registrar. Students who have double majors that involve two departments or two schools must satisfy the major requirements for each department or school. To graduate with a double major, students must complete requirements for both majors during the same semester or summer session.

M. Prerequisites

A course that is designated as a prerequisite to another course indicates that the prerequisite is required before taking the next course.

Credit may be granted to indicate acceptable performance in the prerequisite course content by successful completion of standardized tests under the College Level Examination Program (CLEP) or successfully passing an examination adopted or prepared by the department granting the credit.

N. Repetition of Courses

Effective fall 2014, a maximum of sixteen (16) credit hours may be repeated during a student's undergraduate career. Within these sixteen (16) hours, students may repeat a course in which they earned a grade of "D" or a "C", if it is a prerequisite course requiring a minimum grade of "C" or if a minimum grade of "C" is a requirement in the student's declared major. All grades earned will appear on the student's academic record; all grades are used in the calculation for satisfactory academic progress and graduation honors.

Financial aid implications for repeated courses should be discussed with the Office of Financial Aid.

O. Core Requirements of the University

Areas in the core and minimum semester hour requirements are found in the [University Bulletin](#).

P. Course Credit by Examination

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or prepared by the department granting the credit. The student receives regular credit for the number of hours involved. However, the credit hours are excluded in computing the student's grade point average.

Credit may also be granted for the successful completion of standardized tests under the College Level Examination Program (CLEP) as approved for specific courses by university departments. There is no maximum amount of credit that a student may earn, but a student must complete a minimum of three semesters as a full-time student in residence at the university. Fees for CLEP and other standardized examinations are determined externally rather than by the university. These credits are treated as transfer credits. Questions about the program may be addressed to the director of transfer articulation or the director of counseling services.

Q. Grading System

Effective fall 2014, N.C. A&T will implement a plus/minus grading system. If a prerequisite course requires a minimum grade of “C,” or if a minimum grade of “C” is a requirement in the student’s declared major, a grade of “C-” will not fulfill the requirement. Grades are assigned and recorded as follows:

Grade	Description	Quality Point Value
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Below Average, but passing	1.3
D	Below Average, but passing	1.0
F	Failing grade	0.0
U	Unsatisfactory failing grade	0.0
I	Incomplete – an “I” becomes an “F” or “U” if not removed within the designated time. An Incomplete is not given merely because assignments were not completed during the semester.	
AP	Advanced Placement	
S	Satisfactory passing grade	
W	Withdrawal	
P	Passing	

R. Academic Retention

The normal load for an undergraduate student is 15 credit hours per semester. The minimum load for a full-time undergraduate student is 12 credit hours per semester. A student is expected to make normal progress toward a degree. Normal progress means completion of 15 or more hours each semester with a 2.0 GPA or higher for a full-time student.

S. Academic Withdrawal

Students who wish to drop ALL courses for which they are registered must withdraw from the university prior to the first day of classes to avoid academic penalty. Any student who received Non-Title IV aid and withdraws from ALL of their courses (Official Withdrawal) may be entitled to a refund for paid tuition and fees dependent on the date of their withdrawal.

- [Withdrawal](#) from an individual course and Withdrawal from the university
- [Retroactive withdrawal](#) from the university

If Withdrawal is Within the Following:

<u>Week(s) of Official Registration Date</u>	<u>Percentage of Credit</u>
1 week	90%
2 weeks	90%
3 weeks	50%
4 weeks	50%
5 weeks	25%
After 5 weeks	0%

Board refund is prorated for remaining days in the semester based on the Monday following withdrawal. There are no room refunds since students are responsible for their entire semester's room charge, as stated in the housing contract.

T. Class Attendance Policy

1. Class Attendance

The university is committed to the principle that regular and punctual class attendance is fundamental to the orderly acquisition of knowledge. Students should recognize the importance of regular and punctual class attendance and accept it as a personal responsibility. An absence, excused or unexcused, does not relieve the student of any course requirement.

Please see the attached policy on [student religious observance](#).

2. Instructors' Responsibilities

Description of attendance requirements should be stated in the course syllabus and announced in class, particularly at the beginning of each term. If class attendance is to affect a student's course grade, then a statement to that effect must be a part of the course syllabus distributed to each student.

Instructors will keep attendance records in all classes. Each instructor has the right to prescribe procedures as to how and when attendance will be taken.

3. Students' Responsibilities

It is the responsibility of each student to learn and comply with the requirements set by the instructor for each class in which they are registered. The student should:

- a. Have knowledge of each instructor's attendance and monitoring practices for class absences during the term;
- b. Become familiar with all materials covered in each course during absences and make-up any work required by the instructor;
- c. Initiate a request to make-up work on the first day of class attendance after the absence.

4. Make-up of Required Course Work or Alternative Assignment

The administration, faculty and staff recognize that there are circumstances and events which require students to miss classes and any required course work which may be performed or due on the day of the absence. Also, they recognize that required coursework is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (specifically described below), students should be allowed to make up required work.

Faculty have the right to assign participation in an event outside of their scheduled class time for a grade. However, if a student's established campus schedule conflicts with the assigned extracurricular event, then the faculty member must provide an alternative assignment to the student when requested with proper evidence. Examples of such conflicts may include, but are not limited to, other registered classes, practice for sports or band, or ROTC events.

The following definitions apply, with respect to this policy:

- a. Required course work - will be used in determination of final grades, (e.g., exams, announced quizzes and required papers, essays, and assignments);
- b. Instructor - person responsible for the course, and providing instruction and evaluation;
- c. Permissible reasons for requesting make-up of required work
 - Sickness, with verification of sickness requires the signed statement of a physician or duly authorized staff member of the health center;

- Death of a relative (immediate family), with verification of death requires a signed statement from a minister or funeral director;
- Participation in approved university-related activities, with verification of participation in university-related activities requires a signed statement from the office of the vice chancellor for academic affairs;
- Conflict between a student's established campus schedule and an assigned extracurricular event, with student's presentation of proper evidence of the conflict prior to the assignment;
- Acting in the capacity of a university representative (band, choir, sports-related travel, etc.), with verification of participation in university-related activities requires a signed statement from the office of the vice chancellor for academic affairs; or,
- Extraordinary circumstances (court appearance, family emergency, etc.) with a signed statement from an appropriate official (e.g., court official, parent or guardian). NOTE: Other reasons for requesting make-up of required course work are not acceptable.

Instructors should schedule make-up work at a time convenient to both instructor and student.

The policy regarding make-up of required course work is as follows:

- a. A student may petition an instructor whenever the student has a permissible reason for requesting make-up of required course work;
- b. A student will be required to present documentation, which certifies absence constituting a permissible reason;
- c. Whenever possible, a student should consult with an instructor prior to an absence, which may involve failure to do required course work. Arrangements for make-up should be discussed and agreed on at that time;
- d. A student must petition for make-up of required course work on the first day that they returns to class;
- e. If permission is granted to make-up required course work, the instructor and student should agree on an acceptable date for accomplishing the task;
- f. Failure to comply with item four (4) may result in denial to make-up required course work.

U. General Requirements for Graduation

A candidate for a degree from N.C. A&T must satisfy the following minimum requirements:

1. Choose a specific curriculum leading to a degree in one of the schools/colleges and complete the requirements of this curriculum;

2. Complete a minimum of 120 semester hours, excluding deficiency courses and remedial work, for a bachelor's degree;
3. Complete all of the general education requirements of the university for the bachelor's degree, please see general education requirements of the university for a complete listing of the general education requirements;
4. Earn an average of two (2) grade points for every semester hour undertaken including hours passed or failed and not repeated. After completing the number of credit hours required for graduation, if the student is deficient in grade points, they must take additional courses that have been approved by their academic dean to secure these points. The student must also obtain an average of 2.0 or more in their major field;
5. Complete a minimum of three semesters as a full-time student in residence at the University. This requirement includes the two semesters prior to the period when the student completes their requirements for graduation. At least one-half of the credits in the student's major field must be earned at the University. Exception to either of these provisions may be made upon the recommendation of the chairperson of the student's major department with the approval of the school/college dean. Transfer students must complete a minimum of 25% of the required degree coursework at N.C. A&T to graduate from N.C. A&T with that degree;
6. Clear all academic conditions by the end of the semester preceding graduation;
7. Pay all university bills and fees;
8. Submit an application for graduation to the Office of the Registrar prior to the established deadline as published in the Academic Calendar.

V. Graduation with Honors

Please see the [policy on academic honors](#). (NOTE: Policy amended spring 2017: Undergraduate students must earn at least 48 semester hours of resident credit at N.C. A&T to qualify for graduation honor designations, rather than 70 semester hours of resident credit.)

W. Commencement Participation

Two commencement programs are scheduled each year, in December for fall and summer graduates, and in May for spring graduates. Students must meet the following requirements to be eligible for participation in commencement:

- Have completed degree requirements the semester/session prior to the upcoming commencement ceremony in which they plan to participate; or
- Be enrolled in the courses and/or academic activity necessary to complete degree requirements in the semester for which they plan to participate in the respective commencement.

In either scenario, all students must submit an application to the Registrar's office for graduation prior to the commencement deadline for either May or December. A student must be "cleared" by the Registrar's office to be approved to participate in commencement activities.

Students who complete degree requirements during summer session(s) **will not** be eligible to participate in commencement activities the preceding May. However, they will be eligible to participate in either the following December or May commencements provided they meet the respective requirements as stated above.

X. Effective Bulletin for Graduation

The [University Bulletin](#) is the official document that describes policies, academic programs and requirements for students attending N.C. A&T. Students are responsible for knowing and adhering to the policies and requirements that affect them. A student's effective bulletin for graduation requirements is the bulletin in effect when the student first entered the university, provided the courses are being offered. Moreover, the student must complete these requirements within six years. In addition, they may graduate under a bulletin published while they are a student. If a student elects to meet the requirements of a bulletin other than the one in force at the time of their original admission, they must meet all requirements of the bulletin they elect.

Y. Student Re-admission

Please see attached policies on readmission.

- [Readmission of Former and Academically Suspended or Academically Dismissed Undergraduate Students](#)
- Two-Year Readmission and Forgiveness Policy
Under the Two-Year Readmission and Forgiveness Policy, an undergraduate student who has not been enrolled at N.C. A&T for at least two (2) calendar years (24 consecutive months) may request that NCAT coursework in which a grade of F was earned and that is two calendar years or older be excluded from GPA calculations and in determining graduation eligibility. To be eligible for this policy, a student must meet all readmission requirements.

Applicants must submit the Application for Readmission and other required documentation, along with a letter requesting readmission under the Two-Year

Readmission and Forgiveness Policy. This policy may be used only one-time for consideration in a readmission decision, and once used is irrevocable.

If readmitted under this policy, a student will be placed on academic probation status for the first semester. A notation stating that the Two-Year Readmission and Forgiveness Policy has been applied will be added to the student's transcript. All grades and courses remain on the student's transcript. This policy will not alter the student's original academic record. A student planning to continue their education at another college or university is cautioned that the receiving institution may use all grades earned when computing a GPA for admissions eligibility or for other purposes.

The Two-Year Readmission and Forgiveness Policy has no effect on the student's financial aid eligibility. A student should contact the Office of Financial Aid for additional information.

During the first semester in which a student is readmitted, the student is required to develop an academic plan of action in consultation with the student's academic advisor and department chair. The academic plan of action includes a listing of all courses required for degree completion. The student's advisor is responsible for distributing the plan to the student, the Chairperson of the academic department, the academic unit's retention coordinator, and the Office of Enrollment Management for information and compliance monitoring.

Z. Release of Student Information

The university ensures students access to their official academic records but prohibits the release of personally identifiable information, other than "directory information," from these records without the student's permission, except as specified by public law 93-380. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information including social security numbers, grades or other private information may be accessed without consent. First, the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education, or state and local education authorities ("federal and state authorities") may allow access to your records and personally identifiable information without your consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to your education records and personally identifiable information, without your consent, to researchers performing certain types of studies in certain cases even when the

university objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your personally identifiable information, but the authorities need not maintain direct control over such entities. Additionally, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share, without your consent, personally identifiable information from your education records and track your participation in education and other programs by linking such personally identifiable information to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

“Directory information” includes: student’s name, address, e-mail address, telephone number, date and place of birth, school, major, dates of attendance, degree(s) and honors received, and institution(s) attended prior to admission to N.C. A&T, past and present participation in officially recognized sports and activities, and physical factors. Public Law 93-380 further provides that any student may, upon written request, restrict the printing of such personal information relating to themselves as is usually included in campus directories. A student who desires to have “directory information” withheld must submit a written request to the Office of the Registrar prior to the end of add/drop period for the semester in which they are enrolled.

IX. STUDENT SERVICES AND PROGRAMS

The Division of Student Affairs is organized for the purpose of providing programs and services that complement the academic mission of the university. Accordingly, very definite efforts are made:

1. To help students become better acquainted with themselves and various problems confronting them;
2. To help students develop the ability to make satisfactory choices and adjustments;
3. To aid students in making desirable adjustments in group relationships;
4. To provide cultural and social experiences which help students develop an appreciation for the best in their cultures; and
5. To promote the physical, mental, moral, and spiritual development of students.

The achievement of broad objectives for the student affairs area requires a comprehensive offering of student services, programs and activities, as highlighted in the following sections:

A. Office of the Dean of Students

The Office of the Dean of Students seeks to promote ethical conduct and responsible behavior by educating students on expected standards of behavior. This office further assists students to

consider, in advance, the consequences of behavioral infractions and to accept responsibility for their actions. Student training in conflict management is offered upon request to the SGA Executive Board, Student Judiciary Council, Student Senate, and other student groups/organizations. Training modules include conflict management and resolution, leadership development, governance, and student conduct regulations. Through these concerted efforts, the goal is for students to become campus stewards and global citizens. The dean of students assists the Office of the Vice Chancellor for Student Affairs in the overall administration of the Division of Student Affairs, which includes student services, student life, and leadership and civic engagement for undergraduate and graduate students. The office strives to promote campus safety and harmony by maintaining an environment consistent with educational purposes and operations of the university. The dean of students is primarily responsible for day-to-day administration of the university student disciplinary process, and supervises and supports program services of the following administrative units:

- University Bands
- Veterans and Military Affairs
- Office of Student Conduct
- Counseling Services
- Student Health Center

The Office of the Dean of Students serves in an advocacy role to improve student life through cooperation and collaboration with students, faculty, administration, and staff.

B. Counseling Services

Counseling Services offers a variety of services to help all currently enrolled N.C. A&T students address challenges and difficulties they may face during their college years. Services are designed to help students understand themselves better, create and maintain healthy relationships, improve academic performance, and make satisfying career and life choices. We are dedicated to helping students by providing brief counseling from a wide spectrum of services, which include individual and group counseling, outreach and consultation, training and supervision, teaching, psychological testing, research and collegiate recovery programs. If more intensive or specialized care is needed, we will assist with making referrals to healthcare providers in the community. All counseling is voluntary, free of charge, private, and confidential.

Following is a list of services available through Counseling Services:

1. Personal counseling in individual and group sessions;
2. Academic skills training and career appraisals;

3. Outreach counseling programs and activities, life skills and personal growth programs, consultations, and workshops;
4. Graduate student internship training laboratory for psychology, social work and counseling;
5. Collegiate Recovery Community offers support for students in recovery for their addiction;
6. Individual test administration and interpretation covering the areas of intelligence, aptitude, personality, interest, and achievement, as well as other areas required by special needs;
7. CLEP for course credit by examination; psychological assessments for learning disabilities (LD) and attention-deficit/hyperactivity disorder (ADHD). Information is provided for Praxis Teachers' Examination, Graduate Management Admissions Test (GMAT), Graduate Record Exam (GRE), and Medical College Admissions Test (MCAT).
8. Referrals (university and community resources).

Counseling Services is open from 8 a.m. – 5 p.m. and is located in Murphy Hall, room 109.

C. Health Services

The Student Health Center (SHC) is committed to providing convenient, quality medical care to the students of N.C. A&T. As a student, SHC services are automatically available to you. We have contracted with most insurance carriers and we can assist you by filing the claim for your treatment. We provide a full spectrum of care and are capable of managing most medical concerns that present. In case of more severe illnesses or life-threatening problems, patients are transported to one of the local Cone Health System hospitals.

In addition to primary medical care, the Student Health Center provides a resource for health and wellness information, activities, and education. We employ Psychiatric clinicians to assist the N.C. A&T Counseling Center with medical management of our students' stress and emotional concerns. We want to be the principal provider of your medical care as well as the primary focus for your health and wellness needs.

Our ancillary services include:

- A comprehensive laboratory
- X-Ray capability
- A full-service pharmacy
- Life Style Service consists of massage therapy
- Health Education specialists

We are located at 112 North Benbow Road, directly across the street from the Recreation Center. Our hours are 8 a.m. – 7 p.m. Monday through Friday. Summer hours are 8 a.m. – 5 p.m. We are closed on weekends.

D. Housing and Residence Life

Housing and Residence Life is committed to the health, safety, and well-being of our university housing residents. Hence, we will enforce all university policies regarding COVID-19. We will enforce social distancing in the residence halls and encourage residents to wear masks until further notice.

Housing and Residence Life has a total housing capacity for approximately 5,200.

To live in campus housing, a person must be currently enrolled as a full-time N.C. A&T student.

1. Application for Rooms

Students must complete an [online housing application](#) during the designated application period. A non-refundable fee of \$175 must accompany the application.

All students desiring campus housing must select a room online during the designated room selection period. If students miss the selection deadline, they will be assigned as spaces become available. Preferences are not guaranteed.

2. Residence Hall Staffing

A management team manages each residence hall. The purpose of the team is to assist students with concerns which include, but are not limited to, safety, comfort, maintenance, roommate and personal issues, programming, etc. The management team consists of the hall director (HD) and resident assistants (RAs). The hall director is chief administrator of the residence hall. RAs are upper-class students who live in a residence hall/facility. Each floor of a residence hall has at least one RA who lives on a floor with students and is available to assist with emergencies.

Residence hall staff and students host special recreational, social, safety, cultural, and educational programs. These positive programs enhance the quality of on-campus living and group interaction experiences. Typically included in these activities are hall meetings, guest speakers, workshops, information sessions, and social events.

3. Leadership Opportunities (Residence Hall Council/Association)

Each residence hall has a Residence Hall Council. Combined, the councils constitute the Residence Hall Association. Students are elected president, vice president, secretary,

treasurer, etc. to lead the councils. Every student resident of a hall is a member of a Residence Hall Council. The Residence Hall Councils and Association provide excellent opportunities for students to meet each other, work together and enhance their organization and leadership skills.

4. Residence Hall Policies

Students living in residence halls are expected to govern themselves according to normal and acceptable behavior. Successful group living requires respect for members of the community; therefore, standards are necessary. The management team clearly communicates standards, which will be enforced, to the residents of respective halls/facilities.

Residents are subject to eviction by Housing and Residence Life for acts that are contrary to interests of the residence hall community. Students are expected to conduct themselves responsibly, and they should be mindful that illegal activity is prohibited by law. Unethical and/or immoral behavior will not be tolerated, and incidents of such activity will be referred to the Residence Hall Student Behavior office or dean of students for disciplinary action.

5. Not Permitted in Halls

1. Pets/animals other than tropical fish in tanks not to exceed ten gallons. This subsection does not apply to service animals or to emotional support animals (also known as therapy animals or companion animals) that has been approved by the Office of Accessibility Resources located in Murphy Hall, Suite 01;
2. Refrigerators, aside from those provided, unless allowed for documented medical reasons. In such cases, students should contact the Student Health Center about appropriate documentation. Pending approval, the department will provide a micro-fridge for the student
3. Guns, knives (except safe utensils for cutting food) and other lethal weapons;
4. Fireworks, hot plates, air fryers, electric burners, and other heat-producing devices (George Foreman grills, popcorn poppers, etc.), candles, plug-ins.
5. Hoverboard.

6. Prohibited Behavior (Includes but is not limited to)

1. Use of illegal drugs, as defined by chapter 90 of the North Carolina Statute and other acts which violate federal, state or local laws;
2. Throwing, bouncing and/or otherwise playing ball in residence halls/facilities;
3. Horseplay, including climbing out of windows and/or onto roofs, for any reason;

4. Riding bikes, skateboards, shopping carts or any other conveyance in halls or breezeways;
5. Public nudity, except in residence hall rooms (during non-visitation hours) and restroom shower areas;
6. Indecent exposure;
7. Unsanitary acts (see Sanitary Conditions in Residence Halls in the manual on Student Conduct Proceeding Processes);
8. Intimate sexual activity in residence halls and/or on the premises thereof;
9. Any act that could threaten the safety and/or well-being of members of the residence hall community;
- 10. Parties;**
- 11. Underage drinking;**
12. Guests and other non-residents staying overnight;
13. Solicitation;
14. All forms of commercial solicitation for merchandise purchase and/or services for personal profit or organizational gain are strictly prohibited by individuals or organizations in the residence halls. This includes residential rooms, residential floors, and all public areas in the residence hall. Goods and services consist of but not limited to hair care services, trash collection, photography, services of personal nature, food and beverages, raffle tickets.
15. Illegal entry;
16. Physical altercations;
17. Bullying and cyberstalking.

N.C. A&T's Zero Tolerance for Aggressive Behavior Policy and Zero Tolerance for Drugs Policy will be strictly enforced.

For further violations, please refer to the "Student Conduct Handbook".

We encourage students to read their housing contract and [Guide for Living on Campus](#), located on the Housing and Residence Life website.

7. Suspension and/or Termination of Campus Housing Privileges

The executive director of Housing and Residence Life, associate director for residence hall student behavior, dean of students, vice chancellor for student affairs, and the chancellor have authority to terminate any residence hall or facility contract (on an interim basis) prior to the proceeding process, depending on the severity and/or sensitivity of an offense. The executive director of Housing and Residence Life or

associate director for residence hall student behavior may immediately suspend a student's housing privileges pending the convening of a judicial hearing.

When a student's housing privileges are suspended and/or terminated for disciplinary reasons, no refund of money paid for housing charges will be made.

8. Residence Hall Visitation – Policies, Procedures and Guidelines

Policies, procedures and guidelines regarding visitation:

a. Visitation

The company of a member of the opposite or same-sex during the specified time period allotted in which a guest may visit in a residence hall.

b. Honor System

The confidence and high opinion of the campus community toward students in the belief that they will remain responsible in maintaining university standards for their own behavior.

The following visitation policy is presented as the university's assumption of its responsibility to resolve the visitation practice in residence halls. The policy resulted from considerable research and extensive discussion, and attempts to satisfy all those involved including students, faculty, administrators, and other personnel.

c. Guidelines

- Visitation hours are as follows:

Sunday-Saturday noon - midnight

Summer School

Sunday-Saturday noon – midnight

- Each participant is limited to two guests. Exceptions may be accorded, in special cases, by the residence hall supervisor;
- The university reserves the right to reject, at any time, the visitation policy when flagrant and repeated violations occur;
- Each participating resident shall sign-in/out guest(s). Same-sex visitation shall be directed under the honor system for entertaining guests in residence halls/ facilities;
- Any guest(s) found in residence halls/facilities after visitation hours will be subject to disciplinary action or charged for trespassing;

- Each guest shall enter and leave by the front door of the residence hall. While in the hall, guests should be accompanied by the resident student;
- The resident host or hostess is responsible for the action(s) of the guest(s), except in instances determined to be beyond their control. If a situation occurs beyond their control, the host/hostess is responsible for reporting it immediately to a member of the hall's management team;
- In male residence halls, at least one restroom should be designated for females or women;
- In female residence halls, at least one restroom should be designated for males or men;
- Visitation schedules should be prominently displayed in appropriate areas of participating halls;
- Halls not allowing visitation should prominently display signs that read **"No Visitation"**;
- The presence of guest(s) must not result in unreasonable inconvenience or annoyance to the roommate or other residents.

Repeated policy violations will result in the loss of visitation privileges.

Guests visiting in residence halls should have and, upon request, produce proper identification (i.e., an official document that contains a guest's first and last name and a visible photograph/picture).

d. Loss of Privileges

Visitation is not a right, but rather a privilege that may be suspended at any time for policy violation(s) by a residence hall director or, administratively, Housing and Residence Life.

9. Institutional/Residence Hall Withdrawal and/or Refund

EARLY CANCELLATION PENALTIES: Please view the current student housing contract for more detailed information about early cancellations. **Students who submit a housing application and \$175 application fee are subject to the cancellation penalty – whether an assignment has been made or not.** Merely returning residence hall keys to hall staff, or any statements by staff contrary to the contractual agreement, shall not constitute termination of the contractual and financial obligation. All cancellation requests must be made, in writing, to the Housing Assignments office and, if approved after the cancellation date, are subject to pro-rated daily room charges. **Cancellation fees are as follows:**

- No cancellation penalty for students who are on the waitlist and have NOT been confirmed for a space;

NOTE: If a student fails to check-in within 24 hours of the first day of opening or get their bill paid and validated by the date set by the Treasurer's office, Housing and Residence Life reserves the right to cancel their room assignment.

Contract release - rare exceptions exist for breaking the contractual agreement. For fair consideration of a request, substantial documentation is needed to show **significant** change of circumstances after signing a contract. Requests must be submitted, in writing, for review and fall under the following guidelines:

- Documented financial hardship, such as loss of financial aid or family support. Change in a financial situation may not be considered an "extreme" exception for the purpose of contract release. Additionally, as indicated in the initial paragraph of the agreement, contractual commitment is independent of any financial aid or other anticipated assistance;
- Medical conditions (certified by a physician and verified by a student health center physician);
- Other areas may be given consideration with significant sufficient proper documentation.

University withdrawal - It is never appropriate to move out of housing or leave the university without completing the withdrawal process including being formally released and checked out of housing. Merely returning residence hall keys to hall staff, or any statements by staff contrary to the contractual agreement, does not constitute termination of contractual and/or financial obligation. **Unauthorized leave will be billed for the entire academic year.** Inquire in the Housing office in Aggie Village, Building 2, for greater detail.

10. Smoking Policy

Residence halls operate under a "no smoking" policy, which will be strictly enforced. The university has a **Zero Tolerance Policy for Drugs** (see the section on university policies and excerpts in this handbook).

In addition, Housing and Residence Life has a **No Tolerance Policy for Marijuana**. Included is a no-tolerance policy for the smell of marijuana in residence hall rooms. The No Tolerance Policy for Marijuana will be strictly enforced.

E. Office of International Affairs

The International Students and Scholars Office (ISSO), now the Office of International Affairs (OIA), coordinates programs, services and regulatory policies/procedures for non-immigrants and immigrants enrolled at N.C. A&T. International assistance is offered with issuing certificates of eligibility (I-20/DS-2019), conditional admission, deferment and enrollment processes, pre-arrival and arrival, housing, insurance, immigration matters, on-campus work authorization, orientation, and adjustment to the university and the community. The office also collaborates with the Office of Intercultural Engagement (OIE) and academic departments to provide programs and activities that enhance exposure to academic, cultural, social and personal development for international students and scholars.

Federal regulations governing students and scholars are complex, and there are severe consequences for non-immigrants who fail to comply with immigration regulations and provisions for maintaining status and/or visa renewal eligibility. Non-immigrants are encouraged to speak with the ISSO regarding immigration matters that may negatively impact continued enrollment at the university and/or eligibility to remain in the United States if status is jeopardized.

The Office of International Affairs is located in Academic Classroom Building, room 213, near the Dowdy Administration Building and the parking deck. Please call (336) 334-7551 or e-mail: isso@ncat.edu for additional information. Please go to [United States Citizenship and Immigration Services](#) (USCIS) and the [United States Department of State](#) (DoS) for specific information.

1. Verifying Status (F-1/J-1)

All international and resident alien (foreign-born) students are required to verify immigration/residency status as part of the admission/ registration process by providing acceptable legal entry documentation to the International Students and Scholars office. These categories are also responsible for notifying both the United States Citizenship and Immigration Services (USCIS) and the OIA (Academic Classroom Building, room 213) of any change in immigration status and/or address. Please visit the [ISSO website](#) or contact staff at (336) 334-7551.

If information is not provided to the university Admissions offices at the time of application or continued attendance after a break from studies, foreign-born students with newly adjusted immigrant or resident alien status may also be required to provide documentation of permanent residency, U.S. naturalization, asylum, refugee status, and/or resident alien status before enrolling and/or continuing at the university.

Undocumented students or students in deportation proceedings may be eligible to

attend the university based on legislation provided through the North Carolina State Legislature. These students are not eligible for in-state tuition.

U.S. naturalized citizens may use the certificate and/or U.S.-issued passport for documentation. Other non-immigrants “pending immigrant status” may not be acceptable for full-time enrollment until the new status is attained. Speak with a staff member if you have a “pending” petition or application with the Department of State or the United States Citizenship and Immigration Services (USCIS).

At the beginning of each semester, the ISSO offers a mandatory orientation for new international students and visiting exchange students. Attendance at these sessions will assure that international students and exchange visitors are aware of all requirements to maintain lawful status with USCIS while completing requirements for the degree program. Orientation is scheduled so that students can also complete the required deadlines to report enrollment to the Department of State and/or the USCIS, as required by SEVIS reporting regulations. There is a 30-day reporting requirement imposed by the USCIS. **Full-time enrollment is verified after the 10th day of class.**

2. Enrollment Eligibility

All non-immigrant student (F and J) visa holders are considered and classified as **“non-resident/out-of-state students”** and are assessed out-of-state tuition and fees. It is the responsibility of each non-immigrant to maintain legal status while at N.C. A&T. Non-immigrants in F-1 visa status are required by the USCIS to enroll full-time (12 hours undergraduate/9 hours graduate and maintain a minimum overall grade point average consistent with meeting **Satisfactory Academic Progress (SAP)** at the university (2.0 undergraduate/3.2 graduate and 3.4 Ph.D.). Continuing F-1 students are not required to enroll full-time during summer sessions. With the exception of summer terms, however, enrollment must be consecutive throughout the completion of the degree program. All questions and requests regarding enrollment requirements must be discussed with ISSO staff and must have ISSO approval **before** changes become effective.

F-2 dependents are not eligible for enrollment at N.C. A&T and cannot apply for work authorization. **J-2** dependents may enroll at the university and may apply for work authorization through USCIS. Both dependent categories can apply to change status to F-1 by filing the I-539 to the appropriate USCIS Service Center in order to receive university funding.

All enrolled **F-1** and **J-1** students with dependents are required to purchase and maintain **mandatory** health, repatriation and medical evacuation insurance through the UNC system for duration of status. **Primary F-1 and J-1 students must also purchase and**

maintain adequate health, repatriation and evacuation insurance for each dependent while enrolled at N.C. A&T.

3. Employment Eligibility and Benefits (F-1/J-1)

F-1 non-immigrants are eligible to work up to 20 hours per week on-campus. Work affiliated with assistantships, tuition and fees, stipends, or combinations of the same are considered to meet this privilege. No additional work for financial compensation can be accepted. In some cases, students may not spend the full 20-hour “physical presence” maximum allowed by USCIS; however, the rate of compensation provided by the department/program is binding to the 20-hour privilege.

Prior to accepting on-campus work and compensation, international students must apply for and receive a social security number and card. Non-immigrants cannot be paid until a social security number and card are issued and documented by the university. In addition, all students and scholars receiving income within the U.S. must file state and federal income taxes.

F-1 non-immigrants are not eligible to work off-campus without approval from USCIS. **F-2, J-2** and **H-4** non-immigrants are not eligible to work at N.C. A&T without USCIS approval including the issuance of the employment authorization document (EAD).

There are severe consequences for non-immigrants who fail to comply with USCIS regulations regarding employment/work. These consequences can include deportation from the U.S.

4. Insurance Requirements

USCIS requires that all non-immigrant students and scholars on F and J visas, as well as their dependents residing in the U.S., maintain comprehensive health and accident insurance coverage that includes repatriation and medical evacuation. In addition, the policy must have specific levels of coverage to ensure that it is adequate to provide for medical costs in the U.S. International students should not purchase insurance policies prior to arrival, unless coverage is for the specified period from home country departure to enrollment in the UNC system policy at the university. Costs change from year to year; however, payments should be made at the beginning of each semester as billed by the university.

5. International Students and Scholars Activities

ISSO coordinates programming for the university as it relates to international students, scholars and exchange visitors. The ISSO attempts to identify “regional representatives” to assure that all international students and scholars are well-represented when planning

programs and activities. Meaningful activities and programs supporting the acculturation of international students, scholars and their families are planned each semester. Foreign nationals are encouraged to participate in annual university festivities and activities that promote cultural awareness and discussion. Programs are also open to faculty, staff, domestic students, and the Greensboro community.

F. Office of Intercultural Engagement (OIE)

The primary mission of the Office of Intercultural Engagement at N.C. A&T is to promote a broad understanding, appreciation and value of campus-wide and global diversity. The OIE provides leadership in promoting campus-wide awareness of multicultural, diversity and inclusion, and human relations-related issues through education, training, community service and programming.

The Office of Intercultural Engagement is located on the third floor in the Student Center, Suite 367 and is a part of the Division of Student Affairs' mission to support the educational, cultural, social and intellectual growth of the campus community relative to individual differences and global issues. The OIE supports the institution's goal of ensuring the entire campus community, regardless of individual differences, is a safe and welcoming environment, and its mission to protect, educate and inform the community that N.C. A&T does not discriminate based on ethnicity, race and country of origin, sexual orientation, gender, physical ability, or religion. The OIE will assist with the coordination and planning of special events to build awareness of and celebrate inclusive communities. All students, faculty, staff and administration are protected as valued members of N.C. A&T's community. Also, the Office of Intercultural Engagement assists the institution in developing shared goals and creating a sense of common community that serves all constituents fairly and equitably.

LGBTQ Resource Center

The Office of Intercultural Engagement provides leadership to the LGBTQ Resource Center located on the third floor in the Student Center, Suite 353. The LGBTQ Resource Center is a student-centered safe space that fosters inclusion and support of N.C. A&T students, faculty, staff, and alumni inclusive of all genders, orientations, and expressions, and focuses on education and outreach, programming, intergroup engagement, empowerment, and advocacy for increased visibility in the university community. Collaboration is the hallmark of the OIE.

The LGBTQ Resource Center offers peer mentorships, a variety of on-campus events, and provides LGBTQIA+ students with a safe space to study, socialize and program. The LGBTQ Resource Center views itself as a social and political hub for the queer community on campus. The LGBTQ Resource Center also provides students with access to programs, provides positive resources, and referrals for LGBTQIA+ students and others interested in sexual orientation related matters, how to become an ally, or understanding broad gender identities.

The Office of Intercultural Engagement and LGBTQA Resource Center has an open door policy for the entire campus community. Available resources and services are free for students, and both areas are open at 8 a.m. - 5 p.m. Also, there are many evenings and some weekend programs and service opportunities.

Available Resources Offered:

- Advising Support: Cultural and Diversity Programming
- Cultural and Diversity Programs: National Recognized Themed Events, Special interest Clubs and Organizations
- Mentoring Opportunities: OIE Student Ambassadors, TRUE Colors: LGBTQ Peer Mentoring Program
- Service Learning: Community Outreach and Civic Opportunities
- Student Leadership Training & Development: Program Collaboration, Diversity Conferences
- Multicultural & Diversity Scholarship Information
- Diversity and Sensitive Training: Cultural Awareness, Understanding Differences, Bias Behavior
- Race Relations, Stereotypes, Gender Differences and Equity, Safe Zone, etc.

Meditation & Reflection Room

The Office of Intercultural Engagement will offer a space for meditation and reflection room for the entire NC A&T State University community who need personal time to pray, meditate and reflect. The Meditation & Reflection room is on the 3rd floor in the Student Center, room 309. The room is available Monday – Friday from 9 a.m. – 5 p.m. The room is not available for use on Saturdays, Sundays, and when the university is closed.

This space is available to current students only with a limited capacity of two (2) students at a given time. If you have any questions regarding the use of this space, contact the OIE at oie@ncat.edu or 336-334-7800.

Religious and Spiritual Life

The mission of the Office of Religious and Spiritual Life is to ensure the comprehensive development opportunities of the "whole person". In this regard, we offer support and opportunities for students to explore, develop and practice religious observances and spiritual growth. We strive to foster an environment of advocacy, mutual respect and awareness of diverse practices, traditions and backgrounds through religious literacy, interfaith dialogue, spiritual exploration/ awareness, and protection of rights.

The goal of Religious and Spiritual Life is to foster a diverse and inclusive campus community by promoting cultural awareness, collegiality and cultivate respect for diverse people and cultures. The objectives of the unit are: 1) personal growth and development of one's self, 2) establishing mutual respect for all matters of life, and 3) promoting healthy interactions internally and externally.

Contact Information:

- Director: Gerald Spates, Director
- Assistant Director: Manuela Sanchez
- LGBTA Resource Center Desk Assistant: Vacant
- OIE Office Manager: Michael Eccles

Phone: 336-334-7800

Email: ois@ncat.edu

G. Student Center

The newly constructed Student Center is 150,000 square feet with three floors. The first floor has a variety of food and retail venues such as Chick-fil-A, Aggie Wings, Subconnection, Einstein Bros. Bagels, 1891 Bistro, Barnes & Noble, several ATMs and a Convenience Store. There are several lounges, recreation and gaming areas, and an Information Desk.

The second floor has The Marketplace Dining (meal plan option), Aggie OneCard, large ballroom (banquet services) with divider, study rooms, meeting spaces, lounge areas and a multipurpose room.

Located on the third floor are the Office of Student Activities (SGA, SUAB and Student Clubs/Organizations), Office of Leadership and Civic Engagement (Gospel Choir and Meditation/Prayer Room), Office of Intercultural Engagement (LGBTA Resource Center), Student Center Administration, study areas, meeting spaces, conference rooms, lounge areas, and a large multipurpose room with divider.

With all of this happening under one roof and centrally located, the Center is the hub for student life. Additionally, the Center will operate 7 a.m. - 1 a.m. during the weekdays, with a modified schedule on the weekends.

The primary mission of the Student Center is to promote an involved community through various services, amenities, and programs that are made available to the campus. The center's location in the heart of the north campus, provides an excellent opportunity for students to connect and learn outside of the classroom. Amenities include copy/fax service, conference and banquet support, facility reservations, room set-up/technical support, video conferencing, student-friendly customer service, computer lab, event logistical support/sound equipment, and program monitoring.

The Center provides employment opportunities for more than 60 students during the school year. These positions focus on the students' development by providing them the opportunity to develop skills in time management, customer service, leadership, communications, and facility operations, fostering a strong work ethic.

H. Office of Career Services

The mission of the Office of Career Services (OCS) is to provide centralized, comprehensive and progressive interdisciplinary programs, services and resources to prepare N.C. A&T undergraduates, graduate students, and alumni (one year post-graduation) for the achievement of personal, professional, and career development that meets the needs of a global society. All services are performed with a conscientious and sincere interest in the customer (student/alumni, faculty-staff, and employer). Individuals enrolled in a degree-granting program at the University, or who are alumni, are eligible to use the facilities, programs, and services.

1. Services Provided to Students

The office has tailored its services to reach new-age learners and address the various learning styles. This is accomplished by providing services throughout campus, in classrooms, residence halls, online, evenings, weekends, and through distance methods (e.g., phone, e-mail, webinars, and Zoom). This approach makes it convenient for students to engage in activities and utilize the resources - 24/7. All students are encouraged to check-in with the OCS and actively take advantage of the services offered (as early as freshman year).

Services include:

Handshake Access	InterviewStream (virtual)
Career Assessments	Interviewing Techniques
Career Development Guide	Job Readiness Workshops
Career/Majors Exploration	Job Search Strategies
Career Fairs	Magazines/Journals (Free)
Career Planning Expectation List	Mock Interviews
Career Resources Links	MyPlan
Career Theme House	Networking Events
Career Videos	OCS Orientation
Classroom Presentations	OCS Registration
Co-ops/Internships	On-campus Interviews
Conferences	Online Job Postings
Counseling (Career)	Professional Development
Employer Meetups	Professional Dress Seminars
Employer Site Visits	Resumes/CVs/Letters
Employment Sources	Scholarship Information
Etiquette Dinners	Special Programs
Graduate School Preparation	Workshops/Webinar

Registration Process

To register with the Office of Career Services, students will need to login to Handshake using their Blackboard credentials (Single Sign-On - SSO) to activate their account. After activating their [Handshake](#) account, students need to complete their My Profile section by adding a professional headshot and completing the journey, work and volunteer experience, courses, projects, and skills sections.

Handshake is the online jobs and events portal used by students to schedule career advising appointments, apply for career opportunities, register for career fairs and events, research employers, upload resumes, cover letters, transcripts, and letters of recommendation, as well as maintain a personal calendar. Recent alumni interested in utilizing Handshake will need to request an account by emailing ocs@ncat.edu. A non-NCAT email address is needed to reactivate the account. Upon receipt of the request, allow 48-72 hours for confirmation before the account is approved.

In addition to completing the registration process, in order to participate in on-campus interviews and apply to job postings, individuals must also have a career services approved resume uploaded to their Handshake account.

Other recommended actions include:

- Attend an online OCS Orientation sessions
- Complete a career assessment
- Complete InterviewStream (virtual mock interview)

2. Student Employment Opportunities

N.C. A&T observes mid-September thru mid-November as the official on-campus recruiting period for the fall semester and mid-January thru mid-April for the spring semester. On-campus recruiting does not occur during the summer or the month of December.

Students/graduates registered with the OCS, and who meet employer interview screening criteria, are eligible to interview, apply to job postings, or receive resume referrals for permanent, internship and co-op opportunities. Employment opportunities are promoted via [Handshake](#) which is the official online, job portal used by the university. Students may access Handshake via the career services website. For convenience, the same Blackboard username and password are also used for Handshake.

Once a student obtains a career opportunity. It should be reported in Handshake. Non-graduating students should report their experiential opportunity (i.e., internship, co-op, field/clinical experience, research, work-study, on-campus student employment, fellowship, or study abroad) via Handshake > Career Center > Experiences. Prospective graduating

students should report their First Destination (full-time, military, or graduate school acceptance) via Handshake > Career Center > First Destination.

Types of opportunities:

a. Experiential Learning

(1) Internships

Internships offer students an opportunity to gain work experience in industry and government. These positions are offered during the summer and are highly competitive. For employers who do not actively interview during recruiting season, announcements are available online in the Handshake portal.

(2) Cooperative Education (Co-op)

Co-op is a supervised, counseling-centered program that offers students the opportunity to alternate periods of academic study with periods of work closely related to their major field of study. These opportunities are usually offered during a fall or spring semester.

Any undergraduate or graduate student seeking a degree at N.C. A&T can participate. Participants must establish and maintain at least a 2.5 overall grade point average. Freshmen must complete their first academic year prior to the first work assignment. Transfer students must complete one semester. Students must be registered with the OCS.

Students who accept a co-op position must register in a co-op course with OCS during the assigned semester. To receive a co-op course number, students should meet with the Assistant Director for Experiential Learning. Students can call the Office of Career Services at 336-334-7755 to make an appointment, or visit Handshake > Career Center > Appointments.

(3) On-campus/Local Student Employment

- a. On-campus student employment and work-study afford students an opportunity to gain valuable work experience while also helping to defray costs. These positions are located primarily on-campus. However, some work-study positions may be local. Anyone may apply for on-campus student employment as long as their credentials meet the needs of the campus-hiring manager. If the position is classified as work-study, only those individuals who have received an award letter from the Office of Financial Aid and Scholarships (covering the time-period of the assignment) may apply.

- b. Part-time opportunities represent local and regional job assignments for students who are interested in supplemental income during the academic year. Students are responsible for making appropriate contacts and following through with prospective employers.
- c. Full-time opportunities represent nationwide and international jobs for prospective graduates.

3. Full-Time Career Fairs/Special Programs

In addition to the recruitment function, the OCS is actively involved in exposing students to career opportunities and professionals in various career fields. This enables students to network with industry leaders, explore career paths, gain industry knowledge, enhance career development skills, and research career opportunities. Annual programs include the following:

- Career Awareness Program/Fair (over 220 employers attend this event)
- Fall Career Fair Kick-off Activities
- N.C. A&T University/Industry Cluster Classroom Visitation
- Healthcare Career Fair
- Graduate and Professional School Fair
- Career Development Month
- Spring Career Fair
- Spring Career Fair Kick-off Activities
- Education Career Fair
- Career & Leadership Development Conference
- Signature Workshop Series

Advertising methods for Career fairs/special programs include: N.C. A&T email, Handshake, flyers, plasma screen, pop-up visits to residence halls/academic buildings, and social media (i.e., Twitter, Facebook, and Instagram). Faculty, staff, and student organizations also assist in promoting activities. Students may learn more about the OCS, its services, resources, and programs by visiting the website at [Career Services](#) or coming to Murphy Hall, Suite 101.

IMPORTANT:

Truth-in-Disclosure: Falsification of data submitted to the OCS will result in the loss of privilege(s) to use the OCS, including interviewing and registration privileges. It is the student/alumnus responsibility to review registration information for accuracy and completeness prior to submission to the OCS or an employer. Falsification of data is a serious offense, and this policy will be enforced (reference N.C. A&T Student Handbook).

No Show: Failure to cancel or appear for a confirmed interview or special RSVP event (where it is noted that the No Show Policy will be in effect) by the current designated date/time will go on the student's record as a No-Show. (Please refer to the OCS website for the current date/time). When a no-show occurs, a letter or email will be sent to the student with copies to the dean and chairperson of their department. The student's online access will be blocked and all interviewing privileges will be suspended immediately for a minimum of one week for the first offense and two weeks for the second offense.

Acceptance of Job Offer Guidelines: Students should withdraw from the interview process once they have accepted a job offer with an employer. When weighing multiple offers, students should always request additional time to make a decision, if needed. It is recommended that the student contact the "first choice" employer about an offer from another employer. Students are encouraged to indicate that they have another offer and inquire about their candidacy and the "first choice" employer's timeframe. Students should make the best decision for their career and personal needs without undue pressure or stress. Kindly notify all pending employers as soon as possible once a decision has been made to enable employers to reach out to other candidates.

I. Veterans and Military Affairs (VMA)

The Office of Veteran and Military Affairs is located in the Aggie Student V.E.T.S. Center at The Oaks (312 N. Dudley Street). The purpose of OVMA is to process VA Educational Benefits for our Student Veterans and Military Affiliated Students to ensure the university and students receive their benefits in a timely manner. And also to ensure eligible students understand their educational benefits, provide guidance on procedural requirements, and to certify, register and report enrollments to the Veteran Administration. For detailed information about VA Educational Benefits, contact the University Certifying Official in the Aggie Student V.E.T.S. Center at the Oaks. *This office does not handle the North Carolina Veteran Scholarship and/or Tuition Assistance Program.

J. Office of Accessibility Resources

The Office of Accessibility Resources at North Carolina Agricultural and Technical State University is to provide, coordinate, and advocate for services, which enable undergraduate and graduate students with documented disabilities to receive equal access to a college education and to all aspects of the university experience. Those who wish to receive accommodations must register with this office; accommodations are not retroactive. All information pertaining to a student's disability is confidential, assuring compliance with section 504 of the Rehabilitation

Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendment Act.

K. Trio Programs

1. Educational Talent Search- Serving Alamance/Burlington

Program Description

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

Types of Projects

Projects provide tutorial services, career exploration, aptitude assessments, counseling, mentoring programs, workshops, information on postsecondary institutions; education or counseling services designed to improve the financial and economic literacy of students; guidance on and assistance in secondary school reentry, alternative education programs for secondary school dropouts, entry into general educational development programs or postsecondary education; and programs and activities previously mentioned that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of the foster care system or other disconnected students.

Services Provided:

- Career awareness and exploration
- Tutorial services
- Information on postsecondary education
- Exposure to college campuses
- Information on student financial assistance
- Assistance in completing college admissions and financial aid applications
- Assistance in preparing for college entrance exams
- Mentoring programs

- Cultural enrichment activities
- Workshops for the families of participants

Contact Information:

Executive Director of TRIO Programs Chantal Fleming

Email: trio.ets@ncat.edu Phone: 336-285-2503

2. Upward Bound- Serving Guilford County

Program Description

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

The Upward Bound program was established by special amendments to the Higher Education Act of 1965 to assist students from low-income families and first-generation college backgrounds. The primary purpose of Upward Bound is to generate in its participants the skills and motivation necessary to complete a program of secondary education, and to enter and succeed in a postsecondary education program. Upward Bound operates year-round and provides services through three components: a six-week summer residential program, a nine-month academic-year program, and a bridge program for Upward Bound graduates. Upward Bound services include tutoring and instruction in college preparatory courses, counseling, academic advisement, personal and career development, cultural enrichment and individualized assistance.

Upward Bound serves 128 high school students from three target high schools: T. Wingate Andrews, James B. Dudley and Ben L. Smith, and has operated at N.C. A&T since 1966. This program has effectively promoted the college enrollment of numerous students. It has also routinely served as a valuable source for work experiences for upper-class college students.

Types of Projects

Upward Bound projects must provide academic instruction in mathematics, laboratory science, composition, literature, and foreign languages. The project also provides programs and activities that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of foster care system or other disconnected students.

Services Provided

- Tutoring and Instruction
- Academic Counseling
- Cultural Enrichment Activities
- Work-Study Programs
- Financial Literacy Education
- College Tours
- Personal Development Activities

Contact Information:

Director: Judy Wilson

Phone: 336-334-7659

3. Student Support Services Program**Program Description**

Through a grant competition, funds are awarded to institutions of higher education to provide opportunities for academic development, assist students with basic college requirements, and motivate students toward the successful completion of their postsecondary education. Student Support Services (SSS) projects may also provide grant aid to current SSS participants who are receiving federal Pell grants (# 84.063). The goal of SSS is to increase the college retention and graduation rates of its participants. TRiO programs across the country currently serve nearly 850,000 students from middle school through post-graduate study, provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRiO programs provide direct support services for students, and relevant training for directors and staff. TRiO SSS is one of seven TRiO programs, which have been in existence since the 1960's. Their goal is to help students overcome class, social, academic, and cultural barriers to higher education.

TRiO SSS provides services that are designed to:

- Enhance the overall college experience of eligible students at no cost to program participants.
- Serve as a resource for eligible students to ensure that they are achieving at their highest level.
- Increase college retention and graduation rates for first-generation, low-income and disabled students.
- Foster an institutional climate supportive of the success of low-income and first-generation students, and individuals with disabilities.

- Ensure that each student in the program graduates and pursues post-secondary educational opportunities.
- Improve financial and economic literacy and assist students in applying for admission to graduate and professional programs.

Services offered include:

- Instruction in basic study skills
- Academic Coaching
- Financial literacy
- Informational workshops
- Cultural activities
- Assistance in securing admission and financial aid for enrollment in graduate and professional programs
- Information about career options
- Supplemental instructions/GRE prep/tutorial services
- Living Learning Communities
- Grant aid
- Summer bridge

Participant Eligibility for Program Services

To receive assistance, students must be enrolled or accepted for enrollment in a program of postsecondary education at a grantee institution. Low-income students who are first-generation college students and students with disabilities evidencing academic need are eligible to participate in SSS projects. Two-thirds of the participants in any SSS project must be either disabled or potential first-generation college students from low-income families. One-third of the disabled participants must also be low-income students. TRIO SSS is limited in the total number of students that we can serve. TRIO SSS is funded to serve a total of 206 students.

Participant Eligibility for Grant Aid

To receive SSS program grant aid, students must be current participants in the SSS project who are in their first two years of postsecondary education and receiving Federal Pell Grants. Grant aid may be offered to students who have completed their first two years of postsecondary education and are receiving Federal Pell Grants if the institution demonstrates that these students are at high risk of dropping out and it has first met the needs of all its eligible first and second-year students.

The SSS program serves eligible and enrolled students who want to make the most of their education while attending N.C. A&T. Our staff is aware of the many obstacles that can hinder

performance in college. SSS staff works one-on-one and with small groups to guide students toward successful completion of their course of study while monitoring student academic progress and providing assistance needed for success. Please stop by Murphy Hall, room 212 or see the contact information below to inquire about eligibility.

Contact Information:

Director: Chantal E. Fleming

Email: ceflemin@ncat.edu

Phone: 336-334-7982

L. Campus Recreation

Mission Statement

The mission of the Campus Recreation Center is to provide a broad and diversified program of sports and activities that meet the needs and interests of the entire campus community. These activities are administered in a manner that is intended to provide a recreational break from academic pursuits, improve physical health and develop skills and interests that contribute to healthy lifestyles.

Intramural Sports

The mission of Intramural Sports is to provide students, faculty and staff the opportunity to participate in recreation and sports programs, as well as access to recreational facilities. Intramural Sports programs may be competitive or non-competitive, organized or informal to meet the diverse needs and interests of participants.

Sports leagues currently available during the school year include men's and women's basketball, flag football, volleyball, kickball, and soccer. In addition, open swimming, tennis, open gym and other various programming are also available.

Intramural Sports provides internships and fieldwork experiences for students majoring in recreation. Training and employment opportunities are also available to students interested in officiating sports.

X. **OFFICE OF FINANCIAL AID AND SCHOLARSHIPS**

The primary purpose of the Office of Financial Aid and Scholarships is to provide financial assistance for students to attend college. The Office of Financial Aid and Scholarships consists of funds

awarded to assist students and parents in paying for the cost of education. Students apply for need-based, and some non-need-based financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students should complete the application on the [FAFSA](#) website immediately after October 1. There is no processing fee and all students are encouraged to complete the form. N.C. A&T's school code is **002905**. The university's priority filing deadline is December 1. Students who miss the deadline are encouraged to still complete the FAFSA.

To be eligible to receive federal and state aid, a student must meet the following requirements:

- Have a processed Free Application for Federal Student Aid (FAFSA) on file.
- Be admitted as a regular student in a degree-seeking program.
- Be a citizen of the U.S. or an eligible non-citizen.
- Maintain satisfactory academic progress.
- Males between the ages of 18-25 must register with Selective Service.
- Not be in default or owe a repayment of any Title IV funds.
- Register for sufficient number of credit hours for certain types of aid.

A student enrolled as a “special student” is not eligible for federal and state financial aid. Students who have earned a bachelor's degree are generally only eligible for loans.

A. Types of Available Funds

The Office of Financial Aid and Scholarships administers four types of financial aid programs – grants (federal and state), scholarships, work, and loans. Grants and scholarships are considered “gifts” and do not have to be repaid. Work assistance must be earned and loans must be repaid.

1. Grants

The university awards several types of grants based on eligibility and funding.

- Federal Pell Grant- Eligibility is determined by the student's Expected Family Contributions (EFC), cost of attendance and enrollment status.
- Federal Supplemental Educational Opportunity Grant- FSEOG is awarded to needy students who are Pell-eligible with a “0” EFC.
- Need-based Grant- Student must be enrolled at least half-time and eligibility is based on a calculation of need.
- Native American Grant- Funds available for North Carolina Native American students with one of the recognized tribal cards.
- The District of Columbia offers grants to their residents who meet the eligibility criteria.

2. Scholarships

The majority of scholarships at N.C. A&T are awarded through academic departments. Students should check with their academic department for scholarship information. Students receiving an outside scholarship should forward a copy of the award notice to the Office of Financial Aid and Scholarships. All scholarships are included in the student's award and may cause an adjustment to the student's award package. Scholarship checks should be made payable to N.C. A&T and mailed to the Treasurer's Office. Additional scholarship information may be found on the web.

Students are encouraged to search for scholarships via the Internet, through civic organizations, parents' employers, and churches. It is recommended that students not use companies who charge a fee to locate scholarships.

3. Federal Work-Study

The federal work-study program provides jobs to undergraduate and graduate students with financial need. Work-study allows students the opportunity to earn part of their educational expenses and gain valuable work experience.

4. Loans

Loans are repaid with interest. The Office of Financial Aid and Scholarships participates in the Federal Direct Student and Parent (PLUS) Loan programs. Alternative loans are another option for students.

B. Satisfactory Academic Progress

Students must maintain satisfactory academic progress to continue receipt of financial aid. It is the students' responsibility to review standards and ensure that guidelines are being met. The Office of Financial Aid and Scholarships reviews students' progress at the end of each spring semester. Students who fail to meet the satisfactory academic progress standards are encouraged to attend summer school to remove their deficiencies.

Undergraduate students are considered to be maintaining satisfactory academic progress if they meet all of the following criteria:

- Earn at least a 2.0 cumulative grade point average;
- Earn at least 67% of total attempted hours;
- Not exceed 180 attempted hours.

Students not meeting the minimum standards will be placed on financial aid suspension. Students may appeal financial aid suspension. If the appeal is approved, the student will be

placed on financial aid probation for a semester. It is students' responsibility to review the standards and ensure that guidelines are being met.

Enrollment Status

Enrollment will be checked at the end of the add/drop period of each term to determine the student's enrollment status (i.e., full-time, half-time). Undergraduate enrollment status:

Full-time	12 or more hours
Three-quarter time	9 - 11 hours
Half-time	6 - 8 hours

Students who register full-time and drop courses before the add/drop period will have their financial aid adjusted.

C. Class Attendance

Regulations require students who receive federal assistance to attend classes for which they are registered. Students must begin and continue attending classes to be eligible for financial aid. Failure to attend classes may make the student ineligible for some or all of the financial aid awarded. Students who choose not to attend classes will be responsible and are liable to repay any financial aid disbursed for any class(es) not being attended. Financial aid recipients who stop attending classes may owe federal funds back to the programs.

Students receiving a grade of "F," "W," "U," or "I," or any combination, may have their aid adjusted, if the student never attended or stop attending before 60% of the course.

D. Repeated Coursework

Federal regulations limit the number of times a student may repeat a passed course (grade of "D" or better) and receive financial aid for that course. Financial aid will only pay for one repeat of a previously passed course.

E. Withdrawal and Return of Title IV Funds

Withdrawing from the university or from class(es) may have a serious impact upon the student's financial aid award. Students who leave the university prior to the end of the semester should follow the university guidelines for withdrawing from school. An Official Withdrawal Form must be obtained from the Registrar's Office, completed, signed by the respective offices and returned to the Registrar's Office before a student is considered officially withdrawn. The U.S. Department of Education has established guidelines for institutions to follow for students who withdraw (officially or unofficially). Students who stop attending all of their classes; who do not complete at least one course within the semester; or who fail to complete the official

withdrawal process are considered as unofficially withdrawn and will be subject to the Return of Title IV Funds policy.

Federal regulations require the Office of Financial Aid and Scholarships to determine the amount of Title IV assistance that the student earned as of the date the student started the withdrawal process, or last completed an academic-related activity. The Office of Financial Aid and Scholarships is required to determine if students attended classes through 60 percent of the semester. Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid award and no financial aid repayment is required unless the students receive all "F," "U," and "W" grades. If a grade of an "I" reverts to an "F" at a later date resulting in the student having all "F's," the Return of Title IV calculations will be completed.

The percentage of the period that a student remains enrolled is determined by dividing the number of calendar days the student attended by the number of days in the semester or term. Periods of five consecutive days or more in which classes are not held (e.g., Thanksgiving holiday in fall or Spring Break in spring) are not included in the equation.

Recalculation of Title IV funds is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

Percentage of semester or term completed equals the number of days completed up to the withdrawal date divided by the total days in the semester or term.

Example: Student A withdraws from fall semester on September 28th. The semester began on August 16th and ends on December 10th. There are 119 days in the semester. The student attended 44 days.

$$44 \text{ days} / 119 = 37\%$$

Therefore, the student has completed 37 percent of the semester and a return of Title IV calculation must be completed.

The withdrawal date is determined by the official date the student began the withdrawal process or notified the University of their Intent to withdraw.

The amount the school must return is the lessor of:

- The unearned amount of assistance, or
- The institutional charges incurred for the enrollment period multiplied by the unearned percentage.

When the amount of Title IV funds disbursed is greater than the amount of the Title IV funds earned by the student, a return of Title IV funds is calculated. The Unearned Amount of aid must be returned to the applicable Title IV aid programs in the following order:

- Unsubsidized Federal Loan
- Subsidized Federal Loan
- Federal Direct PLUS or Grad PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal TEACH Grant
- Other Title IV Aid Programs.

If a student is required to repay loan funds, this is done in accordance with the terms.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the student's withdrawal.

If a balance is due the university, an E-bill will be sent to the student.

F. Unofficial Withdrawals

Each semester, the Office of Financial Aid and Scholarships will identify financial aid recipients who did not earn a passing grade ("F," "W," "U" or "I's") for the semester. These students will be reviewed to determine if the student is considered unofficially withdrawn from the university.

If a student did not receive a passing grade for the semester, stops attending and does not officially withdraw after beginning classes for the semester, and subsequently fails to earn a passing grade in at least one course for the semester, the student is determined to have unofficially withdrawn from the university. Per federal regulations, financial aid is adjusted using the 50% point of the semester as the withdrawal date if no academic activity can be documented.

In order to reevaluate this determination, students must provide documentation to support attendance in at least one course through more than half of the semester. For example, provide written notification from the instructor indicating the completion of the course along with the grade or verification that the student was engaged in some academic activity beyond the 60% of the semester.

Students receiving all "F's," "U's" and "I's" will be reviewed to ensure that the semester was completed.

Acceptable documentation of an academically related activity includes: physically attending a class where there is an opportunity for direct interaction between the instructor and students, submitting an academic assignment; taking an exam; an interactive tutorial or computer-assisted instruction; attending a study group that is assigned by the school; participating in an

online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Examples of documentation NOT acceptable as an academically related activity includes: participating in academic advising; living in student housing; participating in a university meal plan; student's self-certification of attendance; and logging into an online class without active participation.

Students who receive any form of financial aid and do not begin attendance for the semester are considered to be ineligible for aid. The Office of Financial Aid and Scholarships will return all funds to the respective programs.

Notification to Student

Once the Title IV calculation is performed, the student is sent a letter advising of the calculation and the amount to be returned or repaid.

Exit Counseling Session

Students who are withdrawing or have withdrawn from the university must complete an Exit Counseling session. The student may complete Exit Counseling in the Office of Financial Aid and Scholarships or online at the [Student Aid](#) website.

State-Funded Grant Programs

Per state regulations, the Office of Financial Aid and Scholarships is required to complete a withdrawal calculation for students receiving state funds. In completing the worksheet, the "last date of attendance" is consistent with Title IV regulations for a return of Title IV funds.

Order of Return of State Funds for Withdrawals

The return of State funds (if received) will be applied in the following order up to the maximum amount of funds disbursed from each program:

1. Education Lottery Scholarship Program (ELS);
2. UNC Need-Based Grant
3. North Carolina National Guard Tuition Assistance Program
4. UNC Campus Scholarships
5. North Carolina School of Science and Mathematics Tuition Grant for UNC
6. John B. McLendon Scholarship Fund

State grant funds will be returned within 45 days of the date that the institution determines a student has withdrawn.

Receiving future aid

Officially or unofficially withdrawing from classes may impact the student's future eligibility for financial aid due to satisfactory academic progress requirements and/or the balance owed from the Return of Title IV calculation.

XI. N.C. A&T Mail Center

The University Mail Center is located on the lower level of Brown Hall on Laurel Street. The Mail Center processes inbound and outbound mail/packages for all students residing in traditional campus housing located on main campus. There is an annual service fee of \$25.00 (included in tuition/fees). Students residing in apartment-style living should use the physical address assigned to your building for the receipt of your packages and mail. Regulations for Student Mail –Main Campus (Traditional Housing).

A. Regulations for Student Mail

The Mail Center is keyless. To receive mail/packages follow the address format listed below:

- All letter mail and packages are to be addressed using our new OneID based format.
- All incoming/outgoing mail must use **27411** as the zip code
- Improper addressing may cause mail to be returned to sender

Address Format Example

First & Last Name (*John Doe*)

OneID *username only AT NCAT (*JDoe3@ncat.edu*)

[Greensboro, NC 27411]

1. Receiving a Package:
 - Students will be notified via their university email address for packages and first-class mail pick-up
 - All packages and first-class mail will require a signature for pickup
 - Students must also present their Aggie OneCard ID to receive mail/packages
 - After ten (10) days mail/packages not retrieved will be returned to sender
2. Sending a Package:
 - Make sure the package is properly wrapped, secured and addressed
 - Per the United States Postal Service Policy, the Mail Center does not handle packages that exceed 70lbs

For additional information contact the Mail Center at (336)334-7544 or mailcenter@ncat.edu.

Hour of Operation: Monday-Friday from 9:00 a.m. to 5:00 p.m.

XII. VEHICLE REGISTRATION

Any student or visitor who parks a motor vehicle on any property owned or operated by the university must purchase and display a valid N.C. A&T parking permit. Parking and Transportation Services has adopted a parking program designed to maintain an orderly traffic flow and create optimum conditions throughout campus. All parking rules and regulations are in effect at all times.

Any questions should be directed to the Parking and Transportation Services Office located in the Obermeyer Parking Deck or contact at (336) 285-2027 or email ncatpark@ncat.edu.

Freshmen living on campus are not authorized to park on campus during their first year. Freshmen who achieve a 3.2 grade point average (GPA) or higher or have completed at least 30 credit hours in their first semester will be permitted to register their vehicle and park on campus during the second semester.

Residential Students may register one vehicle and keep it on-campus. Commuter students may register and operate one vehicle on-campus and park in designated areas. Vehicles parking on campus must display a valid parking permit.

Official categories for parking permits are indicated below:

Permit Type	Description
Student (S)	Valid on Campus in Student and General Lot Spaces
Parking Deck General (DK)	Valid only in the Obermeyer Parking Deck
Fall Semester Permit (SF) Spring Semester Permit (SS)	Fall semester valid for Fall semester only Spring semester valid for Spring semester only Valid on Campus in Student and General Lot Spaces
Park & Ride (PR)	Valid at Park & Ride locations Valid on Campus in Student and General Surface Lot Location Only 3 p.m. - 7 a.m.
Evening (ES)	Evening Permits are valid after 3 p.m. Valid on Campus in Student and General Surface Lot Locations Only
Summer (SU) (per term)	Valid for use during Summer Session I or Summer Session II Valid on Campus in Student and General Surface Lot Spaces

Handicapped Placards – applies to students, faculty and staff. Vehicles displaying placards must register placards with parking services. All vehicles displaying placards must also display a valid N.C. A&T permit.

Daily, Monthly, Weekly permits are available to all individuals for short-term parking needs.

Do not abuse the parking privilege. Watch for “No Parking” designations in various campus locations. Do not park in “Reserved Spaces” to avoid being towed. Lack of convenient spaces is not a valid excuse for violations. Towing and immobilization is in effect on-campus.

XIII. UNIVERSITY POLICE DEPARTMENT

The University Police Department (UPD) is responsible for enhancing the safety of the university. This is achieved by Community Oriented Policing strategies which incorporate relationship building and participation with our campus partners. Collaboratively, we effectively engage in crime reduction efforts, community outreach, education and response to campus emergencies. The UPD is a fully sworn, full-service police department, having the same power, legal authority and responsibilities as any local law enforcement agency. Our officers are well-trained, well-equipped and prepared to deliver professional and unparalleled service to all who work, live and visit at NCA&T State University, 24/7/365.

The NCA&T Police Department is also an accredited police department through the Commission on Accreditation for Law Enforcement Agencies (CALEA). Accreditation through CALEA ensures that accredited agencies are in compliance with best practices and procedures. Accreditation also promotes the efficient use of resources and improves service delivery.

The NCA&T University Police Department also includes an Emergency Manager and a Clery Compliance Officer to ensure effective emergency response.

N.C. A&T utilizes [LiveSafe](#), a security app aimed at increasing communication and safety. Through two-way communication options with campus security and safety officials, LiveSafe allows users to request help in an emergency, anonymously report safety concerns and request a virtual safety escort from a friend or family member or request an actual security escort through multiple layers of user-initiated communication tools including photo, video, audio and location coordinates. The platform operates in real-time for immediate assistance. The free app is available for both the iPhone and Android platforms. There is also an [AggieAlert](#) program. AggieAlert is the University text notification system for emergencies, life-threatening situations and inclement weather. In addition, the UPD has a security division that consists of non-commissioned officers. The police department’s Communications office is located at 406 Laurel Street/Ward Hall and operates 24 hours a day. Services provided by the department include:

- Crime prevention programming
- Fingerprinting
- Security assessments
- Engraving program
- Residence hall/academic building security

- Ride-along program
- Investigative unit
- 24-hour police assistance
- Internship program

University Police Telephone Numbers	(AREA CODE 336)
Emergency	334-7675
Non-Emergency	334-7192
Chief of Police	334-7128
Administration	334-7128
Investigations	334-7144

XIV. PARTIAL CAMPUS DIRECTORY (AREA CODE 336)

Partial Campus Directory	(Area Code 336)
Chancellor Dowdy Building – Suite 418	334-7940
Vice Chancellors Academic Affairs Dowdy Building – 315	334-7965
Business and Finance Dowdy Building – 205	334-7587
Human Resources 1020 East Wendover Avenue	334-7862
Legal Affairs 422 Dowdy Building	334-7592
Research and Economic Development Fort IRC Building – 428	334-7314
Student Affairs Murphy Hall – 100	334-7696
University Advancement Dowdy Building – 408	334-7654

Deans	(Area Code 336)
College of Arts, Humanities and Social Sciences General Classroom Building – A-411	334-7806
College of Engineering McNair Hall – 651	334-7589

Deans	(Area Code 336)
Joint School of Nanoscience and Nanoengineering 2901 East Lee Street, Suite 2200	285-2889
College of Agriculture and Environmental Sciences B. C. Webb Hall – 111	334-7979
College of Business and Economics Craig Hall – 401	334-7632
College of Education Proctor Hall– 380	334-7757
The Graduate College Gibbs Hall – 120	334-7920
College of Health and Human Sciences Bluford Library-Suite 100	285-2481
College of Science and Technology Smith Hall - 2004	334-7567

A. Useful Information

Campus Directory - Useful Information	(Area Code 336)
Absences and Excuses (see your instructor) <i>*Call the number provided for university excuses</i>	334-7727
Academic Advisement	334-7855
Admissions, B.C. Webb Building (basement)	334-7946
Air Force ROTC, Campbell Hall – 122	334-7707
Army ROTC, Campbell Hall – 103	334-7552
Band, Jazz Ensemble, Frazier Hall – 116	285-2020
Band, Marching, 1120 East Bessemer Avenue	334-7776
Bands, University, 1120 East Bessemer Avenue	334-7776
Bookstore, Student Center	334-7593
Career Services, Murphy Hall – 101	334-7755
Center for Academic Excellence, NACB – 3 rd Floor	334-7855

Campus Directory - Useful Information	(Area Code 336)
Co-op Education, Murphy Hall – 101	334-7755
Computer Center, Fort IRC Building – lower level	334-7856
Counseling Services, Murphy Hall – 108	334-7727
Accessibility Resources, Murphy Hall – 01	334-7765
Office of Financial Aid and Scholarships, Dowdy Building – 100	334-7973
Gospel Choir, Student Center	334-7792
Greek Life, Student Center	285-2546
Student Health Center	334-7880
Housing and Residence Life, Aggie Village	285-4337
Immunization, Student Health Center	334-7880
Internships	334-7755
International Affairs, Academic Classroom Building – 213	334-7551
Intramural Sports, Recreation Center	285-4230
Information Center, Dowdy Building	334-7500
LGBTQ Resource Center, Student Center	334-7800
Library, Bluford	285-4151
Loans, Financial Aid, Dowdy Building – 100	334-7973
Lost ID Card, OneCard Center, Student Center	334-7114
Mail Center, Brown Hall	334-7544
Office of Intercultural Engagement, Student Center	334-7800
Newspaper, <i>The A&T Register</i> , GCB – 328A	334-7700
Personal Problems & Difficulty Adjusting to the University	334-7727
Physical Plant, Dehughley Building	285-4530
Police (Emergency Line)	334-7675
Radio Station, WNAA-FM, 90.1, Crosby Hall – 302	334-7936
Registrar, Dowdy Building – 107	334-7595
Ron McNair Program, Murphy Hall – 212	334-7109
Student Activities, Student Center	285-2545
Office of Leadership and Civic Engagement, Student Center	334-7792

Campus Directory - Useful Information	(Area Code 336)
Student Government Association, Moore Gym	334-7820
Student Organizations, Murphy Hall – 104	334-7792
Student Support Services Program, Murphy Hall – 212	334-7982
Student Center, Moore Gym	334-7571
Study Abroad, C.H. Moore Building – A-16	334-7104
Summer Internships, Murphy Hall – 101	334-7755
Summer School, Wendover Avenue – 1020	334-7810
Theater, Paul Robeson, Crosby Hall	334-7582
Ticket Sales, Brown Hall	334-7749
Traffic, Parking & Vehicle Registration, Parking Deck	285-2027
University Concert Choir, Dudley Building – 011	334-7179
University Event Center, Student Center Suite 368	285-2580
Upward Bound Program, Wendover Avenue – 1020	334-7659
Veteran and Military Affairs	398-8651

B. Academic Advisement

The academic advisement coordinator/representative for each academic unit is as follows:

- Agriculture and Environmental Services, Webb Hall – 111
- Arts and Sciences, General Classroom Building, A-411
- Business and Economics, Craig Hall – 401
- Center for Academic Excellence, Academic Classroom Building – 3rd Floor
- Education, Proctor Hall – 380
- Engineering, McNair Hall – 651
- Joint School of Nanoscience and Nanoengineering,
2901 East Lee Street, Suite 2200
- Nursing, Noble Hall – 115
- Technology, Smith Hall – 2004

C. Academic Tutoring Services

- Business courses (Math 101, 102, 111, 112) for students majoring in the School of Business and Economics
Learning Resources Lab, Merrick Hall – 305
- Center for Academic Excellence
Academic Classroom Building – 3rd Floor
- Chemistry courses (106, 107, Organic 1)
Barnes Hall – 123
- Mathematics courses
General Classroom Building – A-309
- Physics courses
Marteena Hall – 318

XV. ADDITIONAL IMPORTANT POLICIES AND NORTH CAROLINA GENERAL STATUTES

A. Missing Persons Policy

See [Section IV- Safety 2.0](#) under “Approved Policies and Procedures” on the university’s Legal Affairs website.

B. Housing and Residence Life Missing Person Protocol

See [Section IV- Safety 2.0](#) under “Approved Policies and Procedures” on the university’s Legal Affairs website.

C. Student Complaint Policy

See Section IV-Student Affairs [Student Complaint Policy](#) under “Approved Policies and Procedures” on the university’s Legal Affairs website.

D. Social Media

The Social Media Policy is currently being updated and will appear in the handbook once the updates are complete.

E. Free Speech and Free Expression

[Policy on Free Speech and Free Expression within the University of North Carolina System](#)

XVI. APPENDICES

A. Use of University Space

See Section IV-Student Affairs [Use of Space](#) located under “Approved Policies” on the university’s Legal Affairs website.

B. N. C. A&T Procedure on Disruptive Behavior in the Classroom

An instructor may withdraw a student from a course for behavior that is deemed to be disruptive to the class. The grade assigned will be “W” if the behavior occurs before the deadline for dropping a course without academic penalty; the instructor has the option of giving a “W” or “F” if the behavior occurs after the deadline.

1. Binding Procedures for Instructors

The instructor must provide an opportunity for a student to be heard. In providing the opportunity, an instructor must follow the procedure described below:

- A student should be notified, in writing, before the next class attended that the instructor is proposing to drop the student from the course for disruption of the class, and the instructor should provide the student with written instructions regarding the time and place for a meeting with the instructor. A copy of written notification must be sent to the instructor’s department head at the same time;
- A time limit of five working days, Monday-Friday, from the time written notification is given for the student’s opportunity to be heard by the instructor;
- The date of notification establishes whether the withdrawn student will be given a “W” or “F.” “W” is appropriate before the eight-week drop date and either “W” or “F” is appropriate after that date, at the instructor’s discretion;
- The student may be suspended from class until the instructor takes final action to withdraw the student from class or allow the student to continue in the class. The final decision is the instructor’s;
- Either party in the resolution of the dispute may invite one other person from the university community to be present as an observer.

2. Student Right to Appeal

If a student wishes to appeal an instructor’s decision to withdraw from class, they should follow the academic appeal procedures outlined in the section on grades in the undergraduate bulletin.

C. Student Parking On Campus

All students with 30 or more completed credit hours are eligible to park vehicles on campus. Vehicles must be registered with Parking and Transportation Services. Parking permits must be displayed at all times.

Incoming Freshmen

Incoming freshmen residing on campus are not permitted to purchase a permit or park on campus until their 2nd Semester, if they have achieved a GPA of 3.2 or better or have completed at least 30 credit hours. On campus freshmen who do not meet the parking permit requirements but have a hardship, a medical need or off-campus employment must obtain approval from the Office of Leadership and Civic Engagement. *Parking Permit Requests* may be completed and submitted via [1891Connect](#) (with all the necessary supporting documents uploaded with the request).

D. Improper Relationships between Students and Employees

See Section IV- Student Affairs [Improper Relationships Between Students and Employees](#) located under “Approved Policies” on the university’s Legal Affairs website.

E. Repeal of Other Policies

This policy repeals Secs. 6.21 through 6.21.2, of The Faculty Handbook’s Chapter VI, the policy “Employment of Related Persons” currently on the Human Resources policy webpage (January 9, 2008), and any other policy on this topic that is not posted on the A&T “Approved Policies” website.

Date revised policy is effective: upon approval

Approved by the Chancellor

First approved: Prior to February 21,2007

Revised: April 8, 2011

July 20, 2018

N.C. A&T does not discriminate against any person on the basis of age (40 or older), color, disability, gender identity or expression, genetic information, or disability, national origin, race, religion, sex, pregnancy, sexual orientation, political affiliation, National Guard, veteran status, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact Breona Hayes, Interim Title IX Coordinator, Office of Legal Affairs at bmhayes1@ncat.edu.

N.C. A&T is an AA/EEO- and ADA-compliant institution. Printed with non-state funds.