

## ACADEMIC REGULATIONS AND DEGREE REQUIREMENTS

### STUDENT RESPONSIBILITY

Each student is responsible for the proper completion of his or her academic program, for familiarity with the *University Undergraduate Catalog*, for maintaining the grade average required, and for meeting all other degree requirements. The advisor will counsel, but the final responsibility remains that of the student.

A student is required to have knowledge of and observe all regulations pertaining to campus life and student deportment. The University has enacted two codes of student responsibility: **The UNC Charlotte Code of Student Academic Integrity** and **The UNC Charlotte Code of Student Responsibility** which are summarized in this *Catalog* and available in full online at [www.legal.uncc.edu/policies/#student](http://www.legal.uncc.edu/policies/#student). As students willingly accept the benefits of membership in the UNC Charlotte academic community, they acquire obligations to observe and uphold the principles and standards that define the terms of UNC Charlotte community cooperation and make those benefits possible.

Each student is responsible for maintaining communication with the University and keeping on file with the Registrar's Office at all times a current address, including ZIP code, and telephone number.

Each student, while associated with the University, is expected to participate in campus and community life in a manner that will reflect credit upon the student and the University.

### CATALOG POLICIES

The *Catalog* is not an irrevocable contract. Regulations published in it are subject to change by the University at any time without notice. University regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the institution. Necessary interpretations of these policies will be made by the appropriate authorities with the interest of the students and the institution in mind. Students are encouraged to consult an advisor if they have questions about the application of any policy.

The University reserves the right to change any of the rules and regulations of the University at any time, including those relating to admission, instruction, and graduation. The University also reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students, but also to those who are already enrolled in the University.

Each new edition of the *Catalog* becomes effective at the opening of the fall semester following its publication. To receive a degree, an undergraduate student must complete satisfactorily all requirements described in the *Catalog* in effect at the time of first enrollment as a degree student at the University or all requirements described in the *Catalog* in effect at the time of graduation. Any student who changes from one major or minor to another must meet requirements of the new major or minor in effect at the time of the change.

Any student who leaves the University or changes to another major or minor for a period of one calendar year or longer and then returns to the University or to the original major or minor will be required to meet requirements in effect at the time of return.

Exceptions to these policies may be necessitated by changes in course offerings, degree programs or by action of authorities higher than the University. In that event, every effort will be made to avoid penalizing the student.

### ACADEMIC ADVISING

Each student entering a degree program at UNC Charlotte is assigned an academic advisor or advisory committee in the student's major field. The Advising Center in the College of Arts and Sciences advises students who have not yet chosen a major field and may be consulted by other students for information about General Education requirements. The advisor assists the student to develop a plan of study based on the student's prior preparation and objectives. This assistance is not a substitute for the personal responsibility of the student described in the section of this *Catalog* on *Student Responsibility*.

### COURSE LOAD

**Credits/Semester Hours.** The unit of measurement of University work is the *semester hour*. It ordinarily represents one lecture hour per week for one semester; however, a sequence of two or three laboratory hours is considered to be the equivalent of one lecture hour. Semester hours are also referred to as credit hours or credits. A bachelor's degree requires 120-128 semester hours.

**Course Load.** A course load of 15-18 hours constitutes a normal full semester program for undergraduates. A student must complete 15-16 hours per semester to complete a bachelor's degree in four academic years. Enrollment in more than 18 hours in a semester requires advance written approval of the dean of the student's major college. An undergraduate student enrolled in 12 or more hours is considered to be a full-time student and must pay full tuition and fees.

A standard load for an undergraduate student enrolled in a summer session is six to seven credit hours. Enrollment in more than seven credit hours in a single summer session, or in concurrent summer sessions (e.g., a 10-week and a 5-week session), requires advance written approval of the dean of the student's major college.

The appropriate course load for an undergraduate student is dependent on two factors: scholastic ability as reflected by the student's academic history and available study time. Successful academic achievement usually requires about two hours of study per week outside of class for each credit hour in which the student is enrolled. For example, enrollment in 16 hours would require about 32 hours of outside preparation per week.

**Tuition Surcharge.** Undergraduate students who attempt more than 140 credit hours (or more than 110% of the hours required to complete their baccalaureate degree program) are subject to a 25% tuition surcharge on the excess hours taken. However, the surcharge will not apply to students who exceed these credit hour limits while completing their degree within the equivalent of four academic years, or in the case of five-year programs, within the equivalent of five academic years. (One quarter of enrollment at an institution on the quarter system equals two-thirds of a semester.) Finally, the surcharge does not apply to students entering the University before Fall 1994.

Credit hours that count toward the specified limits include: all courses attempted at UNC Charlotte during the fall and spring semesters (including repeated courses, failed courses, and those dropped after the last date to drop or withdraw without record) and all transfer credit hours (except those earned during summer sessions at another UNC institution). The maximum transfer credit hours applied toward the surcharge limit are the total hours required for the degree less the 30 hours necessary to meet residence requirements. For complete information, please visit the following website: [www.registrar.uncc.edu/surcharge.html](http://www.registrar.uncc.edu/surcharge.html).

**University Student Surveys.** For purposes of program assessment and improvement, as part of enrollment at UNC Charlotte, students may be required to complete three or more institutional student surveys, e.g., surveys of entering freshmen, second semester sophomores, and graduating seniors.

**Student Classification.** At the beginning of each semester, regular students working toward a bachelor's degree are classified on the basis of earned semester hours:

Classification	Earned Semester Hours
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more

## REGISTRATION

The Registrar is responsible for the management of the registration process by which students enroll in classes. Registration policies and procedures for each term are described in the **Schedule of Classes**; see the Registrar's web page at: [www.registrar.uncc.edu](http://www.registrar.uncc.edu).

Through the registration process, students assume academic and financial responsibility for the classes in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with procedures and deadlines specified in the **Schedule of Classes** each term.

**Registration Appointment Time** assignments are made according to student classification and credits and can be viewed on the web.

**Registration Deadlines.** University policies determine when students may enroll or adjust their enrollment in classes. Deadlines for the spring and fall semesters are shown below. (*Deadlines for summer sessions are approximately proportional based on the length of the session.*)

**Register** for classes through the eighth instructional day of the semester.

**Drop a class without record** (and remain enrolled in other classes) through the sixth instructional day of the semester.

**Withdraw from the University without record** through the sixth instructional day of the semester.

**Drop a class with grade of W recorded** (and remain enrolled in other classes) through the sixth week of classes in the semester. No student will be allowed to drop a course after this deadline unless there are extenuating circumstances recognized by the University.

**Withdraw from the University with grade of W recorded** after the sixth instructional day through the third week prior to the last day of classes of the semester. No student will be allowed to withdraw after this deadline unless there are extenuating circumstances recognized by the University. (See the *Termination of Enrollment* section of this *Catalog*.)

**Prerequisites and Permits.** Credit will be awarded only to students who are properly registered for it. All students, including visitors and non-degree students, are required to meet course prerequisites and to obtain the required permissions to enroll in courses specified in the **Schedule of Classes**.

**Auditors.** With the consent of the instructor, a student may register as an *auditor* for any class in which space is available. Fees and procedures for this non-credit enrollment are the same as those for a credit enrollment.

No student will be allowed to change the designation of a course from audit to credit or from credit to audit after the eighth instructional day of a semester (or a proportional period for summer school).

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The participation of auditors in class discussion and in tests or examinations is optional with the instructor. Auditors receive no University credit, but they are expected to attend class regularly. A formal record of the audit on the student's transcript is entered at the discretion of the instructor at the end of the course. The procedure for adding or dropping an audit course is the same as for credit enrollments.

**Dual Undergraduate and Graduate Registration.** Undergraduate students at UNC Charlotte who are required to take fewer than 12 semester hours of undergraduate work to fulfill all requirements for the bachelor's degree may be allowed during their final semester to enroll in certain courses for the purpose of obtaining graduate credit. Authorization for dual undergraduate/graduate registration may be obtained by submitting to the Dean of the Graduate School a Special Request Form approved by the student's undergraduate academic advisor, the instructor(s) of the graduate course(s), and the dean(s) of the college(s) offering the graduate course(s), accompanied by the regular application for admission to graduate study and supporting credentials. The total hours to be carried in this status shall not exceed 12 hours, of which no more than nine may be for graduate credit. On the basis of work attempted prior to the final semester, such student must meet the grade point criteria for admission to a graduate degree program at the University. No course for which credit is applied to an undergraduate degree may receive graduate credit. Permission to take graduate courses under dual registration does not constitute admission to any graduate degree program at the University.

**Consortium Registration.** The Charlotte Area Educational Consortium offers an inter-institutional exchange during the fall and spring semesters for *full-time undergraduate* students. UNC Charlotte students may take courses *not available at UNC Charlotte* at one of the institutions listed below, have them appear on their transcript and, be computed in their grade point average at this University. The registration process is initiated in the Registrar's Office and requires the approval of the student's college dean.

Belmont Abbey College  
Cabarrus College of Health Science  
Carolinas College of Health Sciences  
Catawba College  
Catawba Valley Community College  
Central Piedmont Community College  
Cleveland Community College  
Davidson College  
Gardner-Webb University  
Gaston College  
Gordon-Conwell Theological Seminary  
Johnson C. Smith University  
Lenoir-Rhyne College  
Livingstone College  
Mitchell Community College  
Pfeiffer College  
Queens University of Charlotte  
Stanly Community College  
South Piedmont Community College  
University of South Carolina at Lancaster  
Wingate University  
Winthrop University  
York Technical College

**Inter-Institutional Registration.** An inter-institutional registration program is available for a limited number of undergraduate and graduate students with the University of North Carolina at Greensboro, North Carolina State University, University of North Carolina at Chapel Hill, Duke University, and NC Central University. The registration process is initiated in the Registrar's Office and requires the approval of the student's college dean.

## TERMINATION OF ENROLLMENT

**Drop.** A student may terminate enrollment in a course but continue enrollment in other courses by following the procedure to drop a course specified in the **Schedule of Classes**. A student enrolled in only one course must withdraw officially from the University to drop the course.

**Withdrawal from the University.** Any student voluntarily leaving the University before the close of the term must withdraw officially. A student initiates the withdrawal procedure and files the completed form at the Registrar's Office in person or by letter. A withdrawal is effective when the form or letter is received by the Registrar's Office. A student who withdraws from the University after the sixth instructional day will receive the grade of *W* for all courses in progress. No student will be allowed to withdraw within two weeks prior to the last day of class (or as close to half the summer term as possible) unless there are extenuating circumstances such as serious illness recognized by the University and approved by the student's dean.

Any student who leaves the University before the close of a term without withdrawing officially will receive a failing or unsatisfactory grade (*F* for undergraduate credit and *U* for graduate credit) in each course for which he/she is registered. A graduate student who receives a *U* must appeal to the Dean of the Graduate School for reinstatement.

## ATTENDANCE POLICY

Each instructor determines the attendance regulations for his or her classes. Students are expected to attend punctually all scheduled sessions in the courses for which they are registered and are responsible for completing the work from all class sessions.

Absences from class may be excused by the instructor for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences.

## DEGREE OR MAJOR PROGRAMS AND MINORS

**Declaration of a Major.** Undergraduate students must declare and be accepted into a major field of study, or a pre-professional program, by the time they have earned 60 semester hours of credit. Transfer students entering with 45 to 74 semester hours must declare and be accepted into a major field of study by the time they have earned 15 semester hours at UNC Charlotte. Transfer students entering with 75 or more semester hours must be accepted into a major as a condition for admission. Students who do not satisfy these requirements must have permission from the dean of Arts and Sciences to register for classes.

To facilitate the declaration process, advising is required prior to registration for continuing students who have completed 45 hours or more and have not been accepted into a major or pre-professional program.

**Change of Degree or Major Program.** An undergraduate student may change from one degree program or area of academic concentration to another when space is available provided he/she meets the prerequisites for admission to the new program and has appropriate written approval via a "Declaration of Program" filed at the Registrar's Office.

**Second Baccalaureate Major.** Students who have earned a bachelor's degree from UNC Charlotte or are working on a bachelor's degree at UNC Charlotte may enroll in a program leading to a second major under the same degree provided: (1) the second major field selected is different from the first; (2) the student meets the requirements for acceptance into the second major program; and (3) the appropriate application for admission or "Declaration of Program" is filed and approved.

**Minor.** Students who have earned a bachelor's degree from UNC Charlotte or are working on a bachelor's degree at UNC Charlotte may enroll in a program leading to a minor (or minors) under that degree provided: (1) the minor field is different from the major field; (2) the student meets the requirements for acceptance into the minor program; and (3) the appropriate application for admission or "Declaration of Program" is filed and approved.

**Second Baccalaureate Degree.** Students who have earned bachelor's degrees from UNC Charlotte or other accredited institutions may enroll in a program leading to a second degree at the same level provided: (1) the major field selected is different from that of the first degree; (2) the degree sought is different from the first when that degree was granted by UNC Charlotte; and (3) the appropriate application for admission is filed and approved.

Students seeking a second baccalaureate degree must: (1) satisfy residency requirements if their first degree was not earned at UNC Charlotte; (2) achieve a minimum grade point average of 2.0 on all work attempted toward the second degree; and (3) satisfy all department and college requirements for the degree sought. Students who hold a baccalaureate degree from an accredited institution will not be required to satisfy the UNC Charlotte General Education requirements for a second degree.

Students who complete the equivalent of a double major in areas for which different degrees are awarded, but who have not met the requirements for the second degree, may have their accomplishment acknowledged by an appropriate notation on their transcript.

## GRADING POLICIES

Instructors assign grades on the basis of their evaluation of the academic performance of each student enrolled in their courses. At the end of the term, the grades are reported to the Registrar's Office which is responsible for maintaining student academic records and making grades available to students.

**Final Grades.** Final grades are available through the general student access pages of the 49er Express found at [www.express.uncc.edu](http://www.express.uncc.edu).

**Unsatisfactory grade reports** are mailed to students in the middle of each semester for courses in which the student is performing below average.

**Final Grade Changes and Appeals from Final Course Grades.** When a final course grade other than *Incomplete (I)* is officially reported by the instructor at the end of an academic term, the grade is recorded by the Registrar and can be changed only if the grade has been assigned arbitrarily or impermissibly as defined in the Faculty's "Policy and Procedures for Student Appeals of Final Course Grades," available online at:

[www.legal.uncc.edu/policies/GradeAppeal.html](http://www.legal.uncc.edu/policies/GradeAppeal.html).

For guidelines on applying this policy, see: [www.legal.uncc.edu/policies/GradeAppealGuide.html](http://www.legal.uncc.edu/policies/GradeAppealGuide.html)

Students should follow the procedures outlined in that policy if they believe that the final course grade that been assigned is incorrect. The policy encourages the student to discuss the grade with the instructor as soon as possible after the grade is received. Students should note, however, that the University is not obliged to respond to a grade appeal unless the student files it with the appropriate department chairperson or interdisciplinary program director within the first four weeks of the next regular academic semester. When a grade is assigned consistent with University policy, only the instructor has the right to change the grade except as provided in the *Incomplete* grade policy. When an instructor reports a grade change for a grade other than *I*, the Change of Grade Form must be signed by his/her Department Chairperson and Dean.

**Grades.** Letters are used to designate the quality of student academic achievement.

**Grade of *I* (Incomplete).** The grade of *I* is assigned *at the discretion of the instructor* when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor or during the next semester (fall or spring) in residence, but no later than 12 months after the term in which the *I* was assigned, whichever comes first. If the *I* is not removed during the specified time, a grade of *F*, *U* or *N* as appropriate is automatically assigned. *The grade of I cannot be removed by enrolling again in the same course.*

**Grade of *IP* (In Progress).** The grade of *IP* is based on coursework for courses that extend over more than one semester. For example, a course that requires enrollment for two consecutive semesters would be eligible for an *IP* grade in the first term (i.e., Graduate Thesis, Undergraduate Senior Project, etc.) The grade in the second term is also awarded for the course in the first semester. A grade of *IP* should not be given for coursework to be completed in one given term. It cannot be substituted for a grade of *I*. The *IP* grade expires after six years, and if no final grade has been awarded by that time, the *IP* grade will default to a grade of *N* (no credit).

**Grade of *W* (Withdrawal or Drop).** No grade will be given for a course dropped on or before the last day to drop a course without record. After this period a student who is permitted to drop or withdraw from a course will receive a grade of *W*. Only students with such extenuating circumstances as serious illness will be permitted to drop a course after the sixth week of classes in the semester or to

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withdraw from all courses during the last two weeks of classes in the semester. Unsatisfactory academic performance itself is not an extenuating circumstance. The date of withdrawal is determined when the withdrawal form is accepted by the Registrar's Office.

**Pass/No Credit Option.** Every student will be permitted during his/her *undergraduate* years to select a total of four courses in which he/she will be evaluated on a pass/no credit basis. Only one such course may be selected during an academic year. Every course in the University is offered on this basis *except* when taken by a student for departmental credit toward his/her major or minor or to satisfy University General Education (COGE) requirements. Courses completed with the grade of Honors or Pass will count toward graduation, but they will not be considered in the computation of the grade point average.

This option is designed to encourage curiosity, exploration, and experimentation in areas where a student has strong interest but little or no previous experience. **Note:** Courses designated by the faculty to be graded only on a *Pass/No Credit* basis are not counted as part of this option. The student must declare his/her intention to take a *Pass/No Credit* option by the end of the eighth instructional day in the semester.

**Grades for General Education Courses.** A course taken to satisfy a General Education requirement must be graded *A, B, C, D, F* unless it is offered only with *Pass/No Credit* grading. The *Pass/No Credit* Option described above cannot be applied to General Education courses.

**Repeated Courses.** A student may receive credit for a course one time only unless the course description specifies that it "may be repeated for credit." In all other courses, a student who has received a grade of *C, H, P* or better in a course may repeat that course only with prior approval of the student's advisor, department chair, and dean. An undergraduate student who received a *D, F, or U* in a course may repeat a course without seeking outside approval. All grades for repeated courses will be shown on the student's official transcript and be used in the calculation of the grade point average. For prerequisite purposes, the most recent grade will be used whether or not it is the highest.

**Progression Requirement.** On April 16, 1998, the Faculty Council voted to rescind the progression policy (Course Exclusion Policy) in its entirety, effective immediately. Therefore, neither new students nor continuing students are now subject to any progression requirement.

**Repeating Courses.** On April 16, 1998, the Faculty Council voted to establish a single course repeat policy for undergraduate students, effective immediately, but with a grace period extending to August 15, 1999, for continuing students. Under the new course repeat policy, each grade earned in a repeated course is computed into the grade point average.

**Grade Point Average (GPA).** The grade point average for an undergraduate student is determined by multiplying the number of grade points for each grade by the number of semester hours credit received in that course, adding all accumulated grade points together, and then dividing by the total number of semester hours the student has attempted, except those for which the student received a grade of *I, W,*

*H, P, AU,* or *N*. In computing the grade point average, only those credits attempted at UNC Charlotte or through the Charlotte Area Educational Consortium are included.

UNDERGRADUATE GRADES		
Letter	Meaning	Grade Points Per Semester Hour
A	Excellent	4
B	Good	3
C	Fair	2
D	Passing	1
F	Failing	0
I	Incomplete	*
IP	In Progress	*
W	Withdrawal	*
AU	Audit	*
NR	No recognition given for audit	*
<b>Cooperative Education</b>		
S	Satisfactory	*
U	Unsatisfactory	*
<b>Pass/No Credit</b>		
H	Honors	*
P	Passing	*
N	No Credit	*

\* Not used in computation of grade point average

**Grade Point Deficit.** The grade point deficit is the number of additional grade points required to bring a student's cumulative grade point average up to 2.0.

**GPA Calculation / Grade Point Deficit.** GPA is calculated by dividing quality points (QPTS) by quality hours (QHRS).

QPTS are determined by multiplying the number of quality points for each grade (*A = 4, B = 3, C = 2, D = 1, F = 0*) by the number of semester hours credit associated with that course.

QHRS are the total number of semester hours the student has attempted, except for those for which a grade of *I, W, P, AU,* or *N* is recorded.

GRADE POINT DEFICIT is the difference between the number of quality points a student has earned and the number necessary to yield a GPA of 2.00. (Number necessary to yield a GPA of 2.00 is equal to 2 times the number of QHRS.)

**Example of GPA Calculation / Grade Point Deficit**

	GRD	QHRS	QPTS
ENGL 1101	B	3	9
MATH 1100	C	3	6
ESCI 1101	D	4	4
SEM. TOTALS		10	19

GPA = 19/10 = 1.90

QPTS necessary for 2.00 is 20 (2x10)

Grade point deficit = 1

**Related topics:** Probation / Suspension

## ACADEMIC RECORDS AND TRANSCRIPTS

The Registrar is responsible for maintaining the official academic records for all students. Upon *written request by the student*, an official transcript of the academic record will be issued to the person or institution designated, provided that all the student's obligations to the University have been settled satisfactorily.

Each student is entitled to one transcript without cost, regardless of how early in his/her academic career the request is made. A fee of \$3 per copy must accompany subsequent requests. Requests should reach the Registrar's Office at least one week before the date the transcript is needed.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on

the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UNC Charlotte to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC, 20202.

UNC Charlotte intends to comply fully with these requirements. Policy Statement No. 69, "The Privacy of Educational Records," explains the procedures for compliance. Students may obtain copies of the policy in the Office of the Registrar or online at [www.legal.uncc.edu/policies/ps-69.html](http://www.legal.uncc.edu/policies/ps-69.html). Copies of the policy statement are also available for inspection in the offices of each dean and department chair. The policy includes a list of the locations of all education records maintained by the institution.

The following categories of personally identifiable information about students have been designated as public or **directory information** that may be disclosed for any purpose without student consent: name, local and permanent address, telephone number, email address, date and place of birth, class, major field of study, dates of attendance, enrollment status, degrees and awards (including scholarships) received, participation in officially recognized activities and sports, weight and height of members of an athletic team, and the most recent previous educational agency or institution attended.

Currently enrolled students may request that the University withhold disclosure of Directory Information by completing the appropriate form available in the Office of the Registrar. A request for non-disclosure will be honored by the University indefinitely, unless the student submits to the Registrar a written revocation of such request for non-disclosure.

All questions concerning this policy on educational records may be directed to the attention of the Registrar.

## ACADEMIC HONORS

**Chancellor's List.** The Chancellor's List recognizes undergraduate students with outstanding records of academic performance. To qualify for the Chancellor's List during the fall or spring semester, a full-time student must earn a grade point average of at least 3.8 in 12 or more semester hours of credit graded *A*, *B*, or *C*, with no grade less than *C*. A part-time student must earn a combined fall and spring grade point average of at least 3.8 in 12 or more semester hours of credit graded *A*, *B*, or *C*, with no grade less than *C*. To qualify for the Chancellor's List as a part-time student, a student must enroll on a part-time basis in both fall and spring semesters in the same academic year. Students who receive the grade of *AU*, *H*, or *P* are not excluded from recognition as long as 12 hours are completed with *A*, *B*, or *C*. Students who receive the grade of *D*, *F*, *I*, *NR*, or *N* are not eligible for recognition.

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Chancellor's List recognition appears on the student's academic record (official transcript).

**Dean's List.** The Dean's List recognizes undergraduate students who earn a grade point average of at least 3.4 and not more than 3.79 and meet all other criteria as described for the Chancellor's List.

**Commencement Marshals.** At each commencement ceremony, the University honors the juniors with the highest grade point averages by inviting them to serve as the marshals who lead the processions of graduates, faculty members, and the platform party. To select students for this honor, the University considers juniors who have completed 75 hours of degree work, enrolled full-time (12 or more hours per semester) during the two most recent semesters, and are able to attend the ceremony.

**Graduation With Distinction.** Each of the undergraduate degrees is awarded *Summa Cum Laude* when the graduating student's cumulative grade point average is 4.0, *Magna Cum Laude* when it is at least 3.8 but less than 4.0, and *Cum Laude* when it is 3.4 or more but less than 3.8. To be eligible to graduate with distinction, a student must have a grade point average computed on at least 48 semester hours of credit completed in residence at UNC Charlotte.

## REQUIREMENTS FOR CONTINUED ENROLLMENT

**Good Academic Standing.** An undergraduate student must maintain a cumulative grade point average of 2.0 or above at UNC Charlotte to remain in good academic standing.

**Academic Probation.** An undergraduate student who has a grade point deficit between 1 and 13 is placed on academic probation, and this is noted on the student's academic record and grade report.

**Academic Suspension.** A student is suspended when either of the following apply: (1) the student has a grade point deficit of 14 or more **OR** (2) the student fails to achieve good standing by the end of two successive semesters (excluding summer sessions).

**However, a student will not be suspended:**

- (1) who was in good standing at the end of the most recent regular semester (excluding summer sessions); **OR**
- (2) who is finishing the first regular semester of enrollment (excluding summer sessions) at UNC Charlotte; **OR**
- (3) who has a 2.5 GPA for the current semester (excluding summer sessions); **OR**
- (4) who is readmitted after a break in UNC Charlotte enrollment of two calendar years or more.

**Exception for Summer Enrollment.** Students who are on academic suspension are permitted to enroll in summer session classes. They are not eligible to continue enrollment in the fall and spring semesters until they have applied and been approved for readmission.

## REQUIREMENTS FOR READMISSION AFTER ACADEMIC SUSPENSION OR TERMINATION

An undergraduate student under suspension must satisfy the admission requirements as stated elsewhere in this *Catalog* to qualify for readmission.

In addition, an undergraduate student who has been suspended for failure to satisfy the requirements for continued enrollment stated above will be ineligible for readmission until (1) an appeal is accepted through the Registrar's Office with the approval of the Department in which the student would major; (2) he/she meets the requirements for continued enrollment; (3) he/she earns an associate of arts (A.A.) degree from an accredited two-year institution; or (4) the student elects to use the Two-Year-Rule. A suspended student is eligible for one readmission to the University (but not to a specific program) using either the A.A. Degree Rule or the Two-Year Rule. (*See Readmission of Former Students in this Catalog.*) *If readmitted, the student is expected to satisfy the requirements for continued enrollment.*

**Note. Readmission after suspension is not automatic. An application for readmission must be made and approved.** Included in the approval must be an acceptance from the Department in which the student would major. (*See the section on Readmission of Former Students elsewhere in this catalog.*)

## ACADEMIC SUSPENSION APPEAL PROCEDURES

Undergraduate students may appeal an academic suspension by submitting a written statement to the Office of the Registrar via the web ([www.registrar.uncc.edu/susp.html](http://www.registrar.uncc.edu/susp.html)).

Other grievances relating to academic status are to be addressed by the college where the grievance arises or, if no particular college is appropriate, by the University Registrar.

Written procedures are available from the dean of each college and the Registrar's Office. For additional information, see "Student Grievance Procedures" at [www.legal.uncc.edu/StudentGrievanceProcedure.html](http://www.legal.uncc.edu/StudentGrievanceProcedure.html).

## TRANSFER CREDIT AND ADVANCED ACADEMIC STANDING

Evaluation of transfer credits, advanced standing, CLEP, AP, and IB are coordinated through the Office of Undergraduate Admissions. Prospective students who desire further information about policies and procedures for awarding credit should contact the Undergraduate Admissions Office.

UNC Charlotte will accept appropriate undergraduate credits earned through AP, IB, CLEP, correspondence courses, extension courses, armed forces service schools, and college-level courses completed prior to graduation from high school. In addition, UNC Charlotte will accept or transfer appropriate undergraduate and graduate credits earned at another accredited institution or through credit by examination. Credit toward a degree is not awarded for Continuing Education Units (CEUs).

**Advanced Placement Course Credit (AP).** The University will accept appropriate undergraduate credits earned through Advanced Placement Program Tests completed prior to graduation from high school. Students

must request that official Advanced Placement test results be sent directly to the Office of Undergraduate Admissions for evaluation (UNC Charlotte code-5105). Prospective students who desire further information about policies and procedures for awarding credit should contact the Office of Undergraduate Admissions. View score requirements at [www.uncc.edu/admissions](http://www.uncc.edu/admissions).

**International Baccalaureate Program (IB).** The University will award credit for subjects in which students score appropriate scores on the IB examinations. Contact the Office of Undergraduate Admissions for further information. View score requirements at [www.uncc.edu/admissions](http://www.uncc.edu/admissions).

**College Level Examination Program (CLEP) General Examination.** An undergraduate student may receive up to 23 semester hours of elective credit.

**Subject Matter Examinations.** Credit may be awarded for subject matter examinations listed below at the levels recommended in the current edition of *CLEP Scores: Interpretation and Use*:

## **Business**

Information Systems and Computer Applications  
Principles of Management  
Introductory Accounting  
Introductory Business Law  
Principles of Marketing

## **Education**

Introduction to Educational Psychology  
Human Growth and Development

## **Foreign Language**

College French I & II  
College German I & II  
College Spanish I & II

## **Humanities**

American Literature  
Analysis & Interpretation of Literature  
College Composition (with Essay)  
English Literature

## **Mathematics**

Calculus w/Elementary Functions  
College Algebra  
College Algebra-Trigonometry  
Trigonometry

## **Sciences**

General Biology  
General Chemistry

## **Social Sciences**

American Government  
American History I & II  
Introduction to Psychology  
Introduction to Macroeconomics  
Introduction to Microeconomics  
Introduction to Sociology  
Western Civilization I & II

CLEP credit will be awarded according to UNC Charlotte policy in place at the time of evaluation. View score requirements at [www.uncc.edu/admissions](http://www.uncc.edu/admissions).

The amount of CLEP credit that is applicable to a specific degree program is determined by the Department offering the program.

**Transfer Credit from Other Institutions.** Transcripts are evaluated in the Admissions Office and the results are provided to the applicant and to the major department/college. Determining the applicability of transferred credits to major or program requirements is the responsibility of the Department Chairperson or Program Director. General rules governing transfer credit:

1. Only courses taken at a *regionally* accredited institution will be considered for transfer credit.
2. *Provisional* transfer credit may be granted for study at foreign institutions or U.S. institutions that are not regionally accredited, but must be validated by 30 semester hours of successful performance in residence at UNC Charlotte.
3. Courses for which credit is accepted must be appropriate for approved University programs and curricula in which the student is enrolled.
4. Any course from an accredited institution that transfers as a course on the General Education list carrying the "IR" (initiation date retroactive indefinitely) notation will satisfy the goals for which the UNC Charlotte course is applicable. All restrictions that apply to UNC Charlotte courses apply to transfer courses.
5. No credit below *C* level will be accepted; grade points and averages do *not* transfer.
6. Transfer credit is awarded only upon receipt in the UNC Charlotte Admissions Office of an official transcript from the institution where the credit was earned.

**Credit for Military Training.** The University will approve academic credit for military training equivalent to UNC Charlotte courses required for the students' major, minor, or General Education requirements and up to three hours of elective credit. The military training credit must be part of the student's first 30 hours at UNC Charlotte and must be approved by the student's major Department Chair, College Dean and the Department that offers the course.

Documentation of the training, such as a license of completion or notation on the student's DD Form 214, is required. The same requirements apply to transfer or military training credit approved by another institution. Contact the Registrar's Office for further information.

**Credit from Two-Year Institutions.** The University accepts a maximum of 64 semester hours of credit from two-year institutions for undergraduate students.

**Transient Study.** Courses undertaken by UNC Charlotte undergraduate degree students at other accredited institutions may be transferred to the University subject to the following regulations:

1. The University is not obligated to accept any credit from another institution unless the student has obtained the *prior approval* of the dean of the college in which he/she is enrolled. A Permit for Transient Study form should be completed and filed in the UNC Charlotte Registrar's Office prior to enrollment at another institution.

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2. No credit will be accepted for courses below *C* level for undergraduate students or below *B* level for graduate students.
3. The student must request that an official transcript be mailed to the Registrar's Office upon completion of the course. A form for this purpose is available in the Registrar's Office.

**Credit by Examination.** A student currently enrolled at UNC Charlotte may pass a specially-prepared challenge examination and receive credit for a University course without having to do the normal course work. The student contacts the Chair of the Department in which credit is sought to request administration of an examination. Since it may not be appropriate to award credit by examination for some courses, the decision to offer an examination is that of the Department. If the Chair authorizes an examination, the student is instructed to pay the required fee for credit by examination and to bring the receipt of payment to the examination. Hours earned through credit by examination will be indicated on the transcript, but no grade points will be awarded. Hours attempted will be assigned equal to the hours earned. Failure on such an examination will incur no grade point penalty or hours attempted. A department may allow a student to take examinations for courses not offered at UNC Charlotte, if it deems it appropriate to do so. No student may challenge a course for which either a passing or failing grade has been received at UNC Charlotte.

## GRADUATION

**Application for the Degree.** Each student should make application for his/her degree no later than the filing date specified in the University calendar. The application may be submitted through the Registrar's web page. The fee for graduation is \$35. Degrees are awarded at commencement exercises held at the end of the Fall and Spring semesters; however, the diploma and transcript will reflect the term in which all requirements were completed.

Students completing their degree requirements in May, participate in the May ceremony. Students completing degrees in a summer term, as well as those completing in December, participate in the December ceremony.

**Teacher Licensure.** Students who have completed degree requirements and obtained passing scores on appropriate exit tests (e.g., Principles of Teaching and Learning, Praxis II Subject Assessments) must apply for licensure through the Office of Student Academic Services (OSAS) in the College of Education. OSAS will process and submit application packets including Praxis scores, final transcripts, and required fees to the North Carolina Department of Public Instruction (NCDPI). Licenses are mailed directly to applicants by NCDPI.

## BACCALAUREATE DEGREE REQUIREMENTS

**Credit Hours.** The baccalaureate degrees require completion of 120-128 semester hours of credit, including all requirements for a major field of study. Specific requirements for degrees and programs are presented in the *Courses of Study* section of this *Catalog*.

**Residence.** A student must earn the last 25% of baccalaureate degree requirements at UNC Charlotte, including the last 12 semester hours of work in the major

field and at least six hours of any minor field of study. Exceptions to these hour provisions may be made upon the recommendation of the student's major department and with the approval of the dean of the college of the student's major.

Coursework taken in residence shall be construed to mean work offered by UNC Charlotte and taken in courses on the UNC Charlotte campus or at an approved off-campus center. Credit earned by challenge examinations or other advanced standing examinations cannot be used to meet the residence requirement.

**Grade Point Averages.** To graduate, a student must have an overall grade point average of at least 2.0 and a grade point average of at least 2.0 in the major and in any minor. Some programs require a higher grade point average. See the *Courses of Study* section of this *Catalog*.

**Course Levels.** Junior and senior students are required to have the consent of the major department to enroll in any course below the 3000 level not required in their degree program.

**General Education.** All baccalaureate degrees at UNC Charlotte include a common set of General Education requirements.

*Requests for Exceptions.* Requests for exceptions to any aspects of the General Education requirements for individual students must be approved by the Associate Dean of Arts and Sciences. Such exceptions may be requested by completing the Special Request Form, including recommendations of approval by the student's Advisor, Chairperson and Dean, and submitting it to the Registrar's Office.

## GENERAL EDUCATION PROGRAM

The General Education Program is central to UNC Charlotte's basic mission of providing all of its undergraduates with a liberal arts education. The Program approaches the liberal arts in its traditional meaning of learning the arts appropriate for living the educated, responsible life of a free (*liberalis*) citizen. It provides all undergraduate students, regardless of their majors, with the foundations of the liberal education they will need to be informed people who have the ability to act thoughtfully in society, the ability to make critical judgments, and the ability to enjoy a life dedicated to learning and the pleasures of intellectual and artistic pursuits.

The Program is designed to address four areas of liberal education. First, it helps students develop the foundational skills necessary for obtaining the full benefits of a college education: basic college-level writing, basic use of information technology, and basic college-level mathematical and logical skills. Second, it helps provide students with an understanding of the methods of scientific inquiry and the ways that knowledge is acquired and accredited in the life sciences, physical sciences, and social sciences. Third, the General Education Program addresses major themes related to living as a liberally educated person in the twenty-first century. Students take four Liberal Studies courses designed especially for the General Education Program. These courses are organized around major themes of liberal education: the arts, literature, the Western cultural tradition, global understanding, citizenship,

ethics, issues of health, and issues of science, technology, and society. Fourth, it helps students develop more specialized skills for disciplinary writing and oral presentations.

## I. Development of Fundamental Skills of Inquiry (9-12 semester hours)

**Basic writing courses:** Students take two courses, ENGL 1101 and ENGL 1102. Entering freshmen who qualify for the accelerated course in writing and rhetoric may meet this requirement by completing one course, ENGL 1103. After completing these courses students are expected to be able to write clearly and concisely in standard English and to be generally prepared to do college-level writing and editing.

**Mathematical and logical reasoning:** One course in mathematics (MATH) and a second course selected from mathematics (MATH), statistics (STAT), or deductive logic (PHIL 2105). Most undergraduates at UNC Charlotte major in programs that require mathematics or statistics as related work. For these students, the related mathematics requirements determine the courses taken to meet the general education requirement. Students in majors that do not require related work in mathematics normally take MATH 1100, followed by either MATH 1102 or PHIL 2105.

**Basic skills of information technology:** By the end of their first semester at UNC Charlotte, students are expected to have developed the basic skills necessary to access and create computer based information. These skills include the use of word processing, email, file management, internet searches, and library database searches. These skills are developed in English 1101 and 1103. Tutorial help is available at campus computer labs, and help with bibliographical search skills is available in the information commons of Atkins library. Students are expected to exhibit ethical behavior in the use of computers. More advanced information technology skills are required by individual departments and majors.

## II. Inquiry in the Sciences (10 semester hours)

Two courses, at least one of which must be taken with a laboratory, in the life sciences and/or the physical sciences. These courses introduce students to the various methods of life sciences and physical sciences. They provide an understanding of the current scientific knowledge of the world, how that knowledge is secured, and how scientific knowledge changes over time. Selected from:

Astronomy (PHYS 1130)  
Biological Anthropology (ANTH 2141)  
Biology (BIOL 1110, 1115, 1273, 1274)  
Chemistry (CHEM 1111, 1112, 1203, 1204, 1251, 1252)  
Earth Sciences (ESCI 1101)  
Geology (GEOL 1200, 1210)  
Physics (PHYS 1101, 1102, 2101, 2102)  
Psychology (PSYC 1101)

One course in the social sciences. These courses introduce students to the methods of the social sciences and to the applications of these methods for gaining a scientific understanding of the social world. Selected from:

Anthropology (ANTH 1101)  
Geography (GEOG 1105)

Economics (ECON 1101 or 2101)  
Political Science (POLS 1110)  
Sociology (SOCY 1101)

## III. Themes of Liberal Education for Private and Public Life (12 semester hours)

The UNC Charlotte faculty has selected eight themes of a liberal arts education around which to offer a core of Liberal Studies courses dedicated exclusively to general education. All of these courses include the consideration of gender, race, and ethnic diversity, as appropriate for understanding the individual themes of these courses.

Each student must take four of these courses as follows:

**ONE COURSE IN THE ARTS AND SOCIETY.** Art is indispensable to the structure and fabric of all societies, and each course examines this fundamental connection from the perspective of a specific art form. Selected from:

LBST 1101 The Arts and Society: Dance  
LBST 1102 The Arts and Society: Film  
LBST 1103 The Arts and Society: Music  
LBST 1104 The Arts and Society: Theater  
LBST 1105 The Arts and Society: Visual Arts

**ONE COURSE IN THE WESTERN TRADITION.** Each section of this course examines a major aspect of Western culture through the process of analyzing the present in terms of the past.

LBST 2101 Western Cultural & Historical Awareness

**ONE COURSE IN GLOBAL UNDERSTANDING.** All liberally educated people need to have the ability to understand the world from the point of view of more than one culture and be able to analyze issues from a global perspective.

LBST 2102 Global and Intercultural Connections

**ONE COURSE DEALING WITH ETHICAL ISSUES AND CULTURAL CRITIQUE.** Each of these courses deals with an important contemporary issue, and each one gives significant attention to ethical analysis and cultural critique in the liberal arts. Selected from:

LBST 2211 Ethical Issues in Personal, Professional, and Public Life  
LBST 2212 Literature and Culture  
LBST 2213 Science, Technology, and Society  
LBST 2214 Issues of Health and Quality of Life  
LBST 2215 Citizenship

## IV. Communication Skills

*Writing in the disciplines:* SIX SEMESTER HOURS, INCLUDING AT LEAST THREE SEMESTER HOURS IN THE MAJOR. These courses are spread throughout the curriculum and are indicated with a (W) after the course title. These courses assume that students have already developed the basic grammatical and compositional skills needed to write college-level English, and they build on these skills to develop writing strategies appropriate to the discipline of the department offering the course.

*Oral communication:* AT LEAST ONE COURSE

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DESIGNATED AS AN ORAL COMMUNICATION COURSE. These courses are spread throughout the curriculum and are indicated with an (O) after the course title. If a course is designated as both a writing in the discipline course (W) and an oral communication course (O), a student may apply that course to both requirements.

*Foreign languages:* There are no foreign language requirements associated with the General Education Program. Requirements related to foreign languages are determined at the college or department levels. The College of Arts and Sciences, the College of Architecture, and the College of Health and Human Services all have a foreign language requirement. The foreign language requirement for the College of Arts and Sciences is listed below. The requirements for the College of Architecture and the College of Health and Human Services are listed under each college's section in the *Catalog*.

All students who earn an undergraduate degree within the College of Arts and Sciences are required to demonstrate proficiency in the language of their choice through the 1202 level. Proficiency can be demonstrated in the following ways: (1) completing the required coursework at UNC Charlotte; (2) completing three years of the same foreign language in high school through level three; (3) achieving a satisfactory score on the foreign languages placement test; (4) through approved transfer or transient credit earned at other accredited institutions; (5) by transferring in with an A.A., A.S. or A.F.A. degree; or (6) a combination of the above methods (e.g., placing out of or earning transfer or transient credit for 1201 and completing the 1202 course, completing 1201 and placing out of or earning transfer or transient credit for 1202).

This requirement will apply to all students entering any degree program within the College of Arts and Sciences Fall 2005 and beyond. Students enrolled in the University prior to Fall 2005 but not enrolled in a degree program in the College of Arts and Sciences Fall 2005 and beyond will be subject to this requirement.

Although all students in the College of Arts and Sciences are subject to the 1202 proficiency requirement, students in selected departments will additionally have to satisfy a proficiency requirement through the intermediate (2000) level. All students in the College of Arts and Sciences should consult with their major department to determine whether or not they are required to complete the intermediate proficiency requirement as part of their major or related coursework.

## Transfer of General Education Equivalent Courses

Students may meet any of the course requirements of the General Education Program with approved equivalent courses transferred from other institutions. At the time of admission, transcripts of work at other institutions are evaluated to determine equivalency. This includes equivalency for the Liberal Studies courses required in the General Education Program.

## Transfer Students Who Are Exempt from the Lower Division General Education Requirements

Some transfer students are exempt from the lower division General Education requirements. The following

groups of transfer students who enter the University in the fall of 2003 or thereafter will have met the University's lower division, general education requirements:

- Students with A.A., A.S., or A.F.A. degrees;
- Students with A.A.S. degrees in a transferable or 2 + 2 program. *Note: Students must major in the program in which their A.A.S. degree is transferable. If students change major, then they will lose the exemption benefit.*
- Students who have met the academic core of the North Carolina Comprehensive Articulation Agreement from a NC community college.

That is, they will not have to take additional lower division courses to meet General Education requirements. They will still have to take a writing intensive course in their major and foreign language classes if required in their major.