

TRANSFER AND READMITTED STUDENTS GUIDE



2008-2009

Transfer and Readmitted Students Guide

University of North Carolina at Pembroke

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Summer 2008

Dear Transfer or Readmitted Student:

It is my pleasure to welcome and congratulate you on your wise decision to attend The University of North Carolina at Pembroke. I know you will be excited the more you learn about the many opportunities that UNCP has to offer. We are interested in your development, both socially and academically. I think you will find many clubs and activities to appeal to your interests and I encourage you to get involved.

Transferring from one college or university to another can be a complicated process. Pay close attention to deadlines, and always ask questions if you do not find the information you need. The Transfer and Readmitted Student Guide will provide valuable information about the programs and services available to you. This is a quick reference guide for your convenience. For more detailed descriptions and information, please consult the College Catalog or Student Handbook.

If there is anything of which we can be of assistance, please do not hesitate to contact the Center for Academic Excellence at (910)521-6625 or email us at uncp.edu/cae/.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sandra Richardson-Cox', written in a cursive style.

Sandra Richardson-Cox
Director, Center for Academic Excellence

Glossary

Academic Honor Code

I. OVERVIEW

The University of North Carolina at Pembroke Academic Honor Code sets forth the standards of academic honesty and integrity for students at UNCP and describes attendant faculty responsibilities. Students and faculty are expected to be familiar with its provisions. This Code defines student behavior which violates the standards (Section III), and enumerates the penalties for violations and the circumstances under which such penalties may be imposed (Section IV). Section V sets forth the procedures for dealing with cases where a violation of the Academic Honor Code is alleged. Those procedures permit a faculty member to address a student's first violation through discussion with the student. If the student freely admits the offense and accepts the penalty assigned by the faculty member, an agreement settling the matter is signed by both, the faculty member imposes the penalty, and the matter ends (Section V.A.). If UNCP records show that the student has previously committed an Academic Honor Code violation, or if the student decides not to admit guilt or accept the penalty, or if the faculty member believes that the seriousness of the offense warrants a more severe penalty than those which may be imposed in the settlement process, the matter must be referred to the Campus hearing Board (Section V.B.) if any penalty is to be imposed. The Campus Hearing Board hears the evidence from the faculty member and student and determines whether the student did commit a violation. If no violation is found, the matter ends and no penalty may be imposed. If the Campus Hearing Board finds that the student did commit a violation, it determines the appropriate penalty (Section V.C.). A student found guilty may appeal the Campus Hearing Board's decision to the Campus Appeal Board (Section V.D.).

II. STATEMENT OF PRINCIPLES

Academic honor and integrity are essential to the existence of a university community. Without maintenance of high standards of honesty, members of the instructional faculty are defrauded, students are unfairly treated, and society itself is poorly served. Maintaining the academic standards of honesty and integrity is ultimately the formal responsibility of the instructional faculty. To meet their responsibilities when academic dishonesty is suspected, individual faculty members must follow the policies and procedures stated in this Code.

Students are also members of the academic community. As responsible members of the University, students are obligated not to violate the basic standards of honor, and they are expected to take an active role in encouraging other members to respect those standards. Should a student suspect a violation of the Academic Honor Code, he/she should make the suspicion known to a member of the faculty or University administration.

Commitment to maintaining and encouraging high standards of academic honesty and integrity is demonstrated in many ways. One manifestation is the policies and procedures governing violation of the standards. Herein contained are the provisions of the UNCP Academic Honor Code.

III. DEFINITIONS OF VIOLATIONS

Definitions and/or examples of violations of the Academic Honor Code are as follows.

A. CHEATING:

Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication (oral and/or written) or receipt of such information during an academic exercise.

B. PLAGIARISM:

Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source).

C. FABRICATION AND FALSIFICATION:

Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise.

D. ABUSE OF ACADEMIC MATERIALS:

Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic material.

E. COMPLICITY IN ACADEMIC DISHONESTY:

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

IV. PENALTIES

All acts of academic dishonesty violate standards essential to the existence of any academic community. Some first offenses are properly handled and remedied by the faculty member teaching the specific course in which they occur. The faculty member must use the settlement procedure described in Section V to handle such an offense. The penalties which may be assessed are limited to the following: (a) a formal warning/reprimand, (b) a reduced grade (including F) for the assignment, (c) a reduced grade (including F) for the entire course. Whatever the penalty, a signed form regarding the settlement will be kept for five years (or until the student graduates) in the Office for Student Affairs. The purpose of this record-keeping is to be sure students who violate the Academic Honor Code a second time are dealt with appropriately. A second purpose is to deter students from repeating offenses.

All second offenses and some first offenses have import beyond the specific course in which the violation occurred. The Campus Hearing Board handles such violations, and the possible penalties are greater. In these cases the Campus Hearing Board may impose any of the penalties listed above (a,b,c) and/or the following: (d) disciplinary suspension from the University for a designated period of time (one semester, one year, etc.); or (e) dismissal from University for an indefinite period of time.

In all determinations of penalty, the following factors should be considered:

1. The nature and seriousness of the offense.
2. The injury or damage resulting from the misconduct.
3. The student's motivation and state of mind at the time of the incident.
4. The student's prior disciplinary record.
5. The student's attitude and demeanor subsequent to the violation.

V. PROCEDURES FOR HANDLING CASES

A faculty member responsible for assigning final grades in a course may acquire evidence directly, or through information supplied by others, that a student violation of the Academic Honor Code may have occurred. After collecting the evidence available, the faculty member should determine whether it warrants proceeding to the next level of inquiry.

If the faculty member determines that the evidence is sufficient, he/she should contact the Vice Chancellor for Student Affairs, who will determine from his/her records whether the student has previously admitted to or been found guilty of an Academic Honor Code violation. If the suspected violation would be a second offense, the faculty member must take the case to the Chairperson of the Campus Hearing Board. If the suspected violation would constitute a first offense but one which the faculty member considers the appropriate penalty to be more severe than an F in the course, the case must be brought to the Chairperson of the Campus Hearing Board. If the faculty member believes, however, that the suspected violation would be remedied by a penalty no greater than F in the course, the settlement procedure may be used to conclude the matter and provide a record (see Section IV. Penalties).

Once a student has received notice that he/she is charged with an Academic Honor Code offense, the student is not permitted to withdraw from the course in order to avoid the appropriate penalty.

- A. Settlement Procedure: The faculty member meets with the student and presents the evidence of an Academic Honor Code violation, then request an explanation from the student. After hearing the explanation, if the faculty member determines that a violation has occurred, he/she fills out and signs the approved form distributed to all faculty members, noting the penalty to be applied, and gives the form to the student. The student has three school days to consider and seek advice on whether to admit guilt and accept the penalty by signing the form. If the

student agrees to sign, he/she does so in the presence of the faculty member who then implements the penalty. The faculty member forwards the settlement form to the Vice Chancellor for Student Affairs, who keeps a record of first offenses for five years (or until the student graduates), and thus the matter is ended. If the student decides not to admit guilt or not accept the penalty, the faculty member must take the case to the Chairperson of the Campus Hearing, if any penalty is to be imposed.

- B. Campus Hearing Board: The Campus Hearing Board is made up of three faculty members and one administrative member appointed by the Chancellor of the University, and three students appointed by the President of the Student Government Association. The conduct of Hearings is outlined in Article IV, Section C.2 of the University of North Carolina at Pembroke Student Constitution.

Where a student is not found in violation of the Academic Honor Code, a written report is prepared and sent to the Vice Chancellor for Student Affairs, who will maintain a confidential file of materials related to the case. No part of that file becomes part of the student's disciplinary record. The case is closed, and no penalty may be imposed.

Where a student is found guilty of violating the Academic Honor Code, the Campus Hearing Board determines the appropriate penalty. Both student and faculty may submit evidence and make statements concerning the appropriate sanctions to be imposed. The Vice Chancellor for Student Affairs will supply the Student's previous Academic Honor Code disciplinary record.

At the conclusion of the evidence of the appropriate penalty, the Campus Hearing Board determines the penalty, and prepares a written report to the student and the Provost and Vice Chancellor for Academic Affairs, who notified the faculty member and the Vice Chancellor for Academic Affairs of its contents. If a penalty of a grade of F in the course or less is to be assigned, the faculty member imposes that penalty determined by the Campus Hearing Board. and no other penalty. If a greater penalty is deemed appropriate, the Vice Chancellor for Student Affairs implements the penalty indicated in the report. The student will be notified within five days of the Campus Hearing Board's determination of penalty.

- C. Campus Appeal Board

A student found guilty has the right of appeal, and is permitted five school days from the date the student receives notice of the report of the Campus Hearing Board to file a written notice of appeal with the Vice Chancellor for Student Affairs. Failure to do so will render the decision on the Campus Hearing Board final and conclusive.

If the request for appeal has been timely filed, the Vice Chancellor for Student Affairs shall deliver the request as well as materials related to this case to the Campus Appeal Board.

The composition of the Campus Appeal Board and its adjudicatory powers are described in Article V, Section C.1 of the University Student Constitution. For Academic Honor Code violations and their appeals, the Provost and Vice Chancellor for Academic Affairs or his designate will represent the Chancellor of the University.

ACADEMIC STANDING

To indicate to a student his/her scholastic standing, four categories have been established: good standing, warning, probation, and suspension. Suspension means a minimum of two semesters separation from the University to allow more maturation in those attributes that enhance the student's academic ability.

Required levels of academic achievement increase progressively over the approximately four years leading to graduation. This is in recognition of the adjustment period of transition from high school to the college level, which is sometimes difficult. The total semester hours from all colleges attended will be the basis for determining the required minimum cumulative Quality Point Average (QPA). However, only those grades earned at UNC Pembroke will be used to compute student cumulative quality point average. The cumulative quality point averages required are as follows:

Semester Hours	Minimum Cumulative QPA
1 - 29	1.500
30 - 59	1.750
60 - 89	1.875
90 or more	2.000

ACADEMIC WARNING AND PROBATION POLICY

A student who falls below the specified cumulative quality point average (grade point average) for the number of quality hours attempted (including transfer quality hours) will be placed on warning (1-18 attempted hours) or probation (19 or more attempted hours) and restricted to enrollment of no more than 13 semester hours.

The following policies will apply to students who are placed on warning/probation:

1. In order to be taken off warning/probation, the student with 1-18 attempted hours must reach the required grade point average in two (2) semesters; the student with 19 or more attempted hours must reach the required grade point average in one (1) semester.
2. If the required cumulative minimum grade point average is not reached in the specified time, the student may continue on warning/probation if a grade point average of 2.0 or higher is earned for the probationary semester(s).
3. If either of the above requirements is not satisfied, the student will be suspended for two (2) semesters.
4. Any new student (first-semester freshman or new transfer student) who receives all "F"s in academic (three-semester-hour) courses will be placed on academic probation. In order to continue in the second semester, an academic contract must be completed in the Center for Academic Excellence, and the student must enroll in a 6-week, non-credit Academic Success Seminar. One of the following conditions must be met to avoid a two (2) semester suspension at the conclusion of the second semester: (a) a second semester quality point average (QPA) of 2.0 or higher, and/or (b) an overall quality point average (QPA) above, or equal to, the University minimum for the number of earned semester hours.

Suspension and Readmission

After at least two semesters of academic suspension for failure to meet the Minimum Scholastic Requirements outlined above, a student may apply for readmission. Before registering for classes, the student must meet with the Program Advisor and complete an "Academic Success Contract" that specifies the actions the student will take to improve his/her academic standing. The Academic Success Contract will specify the following, all at the discretion of the Program Advisor: 1) number of semester hours (6-13) for which the student can register, 2) a schedule of regular meetings with the Program Advisor, 3) class attendance policies, and 4) other appropriate intervention strategies.

Only after the Academic Success Contract is signed by the student and the Program Advisor will the student be allowed to register for courses. Copies of the Academic Success Contract will be kept on file in the Center for Academic Excellence and the Academic Affairs Office. The student's advisor and the student will also receive copies.

Suspension and Early Readmission

A student may appeal his or her two-semester suspension by complying with the following procedure:

1. Meet with a Program Advisor to complete an Academic Success Contract
2. Attend four Academic Success Workshops
3. Present a written appeal to the Readmission Appeals Committee at least four days prior to registration for classes that contains the following items:
 - A. justification for student's early readmittance
 - B. written proof of health, personal, or other problems that may have affected the student's academic performance in the past, with an explanation of how these problems will be remedied.
 - C. a signed copy of the Academic Success Contract.

If the required cumulative minimum grade point average is not reached by the end of the semester, the student may continue on warning/probation if a grade point average of 2.3 or higher is earned for the probationary semester.

ADVANCED PLACEMENT

UNCP participates in the Advanced Placement Program of the College Entrance Examination Board and welcomes applicants with preparation in AP courses. Students may have their AP test results submitted to the University for consideration with regard to placement in advanced courses and for college credit. See the UNCP Catalog for test score requirements.

ATTENDANCE REQUIREMENTS

Regular class attendance is important to the educational experience of each student and the academic integrity of the university curriculum. Students are expected to attend every class beginning with the first session. Regular class attendance is a student responsibility. A student is responsible for all the work, including tests and written work, of all class meetings. No right or privilege exists that permits a student to be absent from any given number of class meetings.

For all general education classes, instructors will keep attendance records. If a student misses three consecutive class meetings, or misses more classes than the instructor deems advisable, the instructor will notify the Center for Academic Excellence (administrators of the Early Alert Program) for appropriate follow-up.

For all classes, instructors have the discretion to determine how the attendance policy will be implemented in their classes, the circumstances under which make-up work may be allowed, and whether attendance will be used as a criterion in determining the final grade. Excessive absences may result in failure. Faculty will distribute a written statement of their attendance policy as part of the course syllabus.

Students should not enroll in a course if participation in University sponsored activities will cause them to miss an excessive number of classes, as determined by the instructor.

BASIC STUDIES

See GENERAL EDUCATION

CATALOG

Among other things, the University Catalog lists all the academic departments, their major and minor programs, requirements, and descriptions of all the courses the University promises to teach.

"CHOOSING A CATALOG"

Generally, students must meet the major curriculum and graduation requirements listed in the Catalog in effect at the time of the student's enrollment. However, a student may, in some cases, elect to meet the requirements of a subsequent Catalog, i.e., one published after his/her "catalog of entry." A student will not be allowed to meet some of the requirements of one Catalog and some of the requirements of another.

If attendance at UNCP is interrupted for **two or more** semesters (**excluding** summer session), the student must meet the requirements of the Catalog in effect at the time he/she resumes study, or those of a subsequent Catalog.

CLASSIFICATION

At **the end** of each semester, students are classified on the basis of hours earned. Classification determines when a student registers for classes; it does not affect continuance at UNCP.

Freshman	0-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 or more semester hours

COURSE LOAD

The number of hours you take each semester is your course load. Most full-time students can manage from 12 to 18 hours of course work. To graduate in eight semesters (usually four years), a student must average 16 hours per semester. **Eleven semester hours or fewer indicates part-time status** for tuition purposes; most scholarships, aid, and other financial benefits require that a student be full-time (12 or more semester hours). Eighteen semester hours is the maximum number a student can carry without special permission. See OVERLOAD.

DROP/ADD

After a student has completed registration the only way his/her schedule can be changed is through the drop/add procedure. To drop and/or add a course a student must obtain a Drop/Add Form from his/her academic advisor, the Registrar's Office, or the Center for Academic Excellence, complete the form, obtain the required signatures (see below), and present the form to the Cashier's Office (\$2.00 fee per course dropped or added) and the Registrar's Office. The drop/add period is normally the first five days of class.

A student may withdraw from a course after the drop/add period but prior to and including **the last day of the tenth week** of the semester with a grade of "W" if the required signatures have been obtained. (See TUITION SURCHARGE for further implications of dropping a class after the drop/add period.)

SIGNATURES REQUIRED FOR DROP/ADD

	Advisor	Instructor	Academic Affairs Office
drop/add period	NO	NO	NO
first 10 weeks	YES	YES	NO
after 10 weeks	YES	YES	YES

EARLY ALERT

Through the EARLY ALERT program, an instructor or staff member may recommend that a student get help with a problem that threatens his/her academic success at UNCP. Excessive absence from class and/or poor performance are usually the first and most significant indications that a student may need referral. The Center for Academic Excellence works with the students to determine appropriate help and draws on existing programs and services to help students find workable solutions to problems which threaten their success.

ELECTIVES

Courses that are not required for a specific major but which count toward the student's total degree program of 120 - 128 (depending on major requirements) semester hours. The number of elective hours allowed by the various majors differs; see the Catalog for a detailed description of the requirements for your major. Students may use their elective hours earning the requirements for a minor, **OR** use electives as an opportunity to take courses which are outside their major but in which they have some interest.

FINANCIAL AID REQUIREMENT

Students receiving various kinds of financial aid must make satisfactory academic progress toward the completion of a degree. Academic requirements and standards vary depending on the type of assistance you are receiving; refer to the Financial Aid Office for specific standards.

GENERAL EDUCATION

The general education program of a university is a list of those courses that it believes all students should take as a foundation for their major study and as a way of broadening the student's interests and exposure to new ideas. At UNCP, the General Education Requirements consist of 44 hours and, in most cases, should be completed within the first two years of full-time enrollment. Your academic advisor will assist you in choosing courses that meet these requirements. (See General Education Requirements in this Guide) In addition to the 44 semester-hour General Education requirement, every new freshman and transfer student with 15 or fewer semester hours is required to enroll in and pass the Freshman Seminar course.

GPA

See QPA (QUALITY POINT AVERAGE)

HONORS/CHANCELLOR'S LIST

Students are eligible for Honors List if they achieve a minimum semester QPA of 3.2 while passing at least 12 semester hours of course work, none of the 12 hours may be Pass/Fail.

Students are eligible for the Chancellor's List if they achieve a minimum semester QPA of 3.7 while passing at least 12 semester hours, none of the 12 hours may be Pass/Fail.

HOURS

ATTEMPTED HOURS -- the total number of semester hours attempted for all courses taken

EARNED HOURS -- the total number of semester hours earned for courses receiving a passing grade (A, B, C, D, or Pass)

QUALITY HOURS -- the total number of earned hours used to calculate a student's QPA, including grades of A, B, C, D, I, and F. (W, AU, and Pass grades are not calculated into the QPA.)

INCOMPLETE GRADES

The grade of "I" may be given by an instructor at his/her discretion when the student is unable to complete all the work required in a course because of unavoidable circumstances, such as illness. An "I" grade must be removed within one semester (excluding summer session) or it will automatically be converted to a grade of "F." In determining quality hours and QPAs, an "I" is counted as an "F" until it is removed.

MAJOR

A field of study in which a student specializes and which requires the completion of certain courses. See Majors Offered at UNCP.

MINOR

A field of study in which a student specializes but to a lesser degree than in a major. At UNCP a minor consists of approximately 18-21 semester hours, depending upon the area chosen. See Academic Minors Offered.

OVERLOAD

Anything in excess of 18 hours per semester is an overload and requires the special permission of the Academic Affairs Office.

PREREQUISITE

A condition which must be met (such as completion of an introductory course) prior to enrolling in an advanced level course. A prerequisite is not intended to be a stumbling block to other courses but to provide a necessary foundation for successful study at more advanced levels. Always refer to the course description in the Catalog to identify any prerequisites.

QPA (QUALITY POINT AVERAGE)

Scholastic standing at UNCP is based on the quality point average. For determining this average, every grade has a quality point value for each semester hour it represents, as follows:

A = 4.0	B- = 2.7	D+ = 1.3	P = 0.0
A- = 3.7	C+ = 2.3	D = 1.0	I = 0.0
B+ = 3.3	C = 2.0	D- = 0.7	T = 0.0
B = 3.0	C- = 1.7	F = 0.0	W or AU = 0.0

How To Figure A Quality Point Average (QPA)

- Multiply the number of quality hours assigned to each course by the number of quality points received.
[SAMPLE: History below received 3 quality hours X 2.3 quality points =6.9 total quality points earned]
- Add the quality points received for all courses.
[SAMPLE: 6.9+8.1+4.0.....=42.1 total quality points]
- Add the quality hours attempted.
[SAMPLE: 3+3+1.....=17 total quality hours]
- Divide the total quality points by the total quality hours.
[SAMPLE: 42.1÷ 17 = 2.476]
- The result is your QPA for the semester.

Sample QPA Calculation

Course	Final Course Grade	Quality Hours	X	Quality Points	=	Quality Points Earned
History	C+	3	x	2.3	=	6.9
Composition	B-	3	x	2.7	=	8.1
P.E.	A	1	x	4.0	=	4.0
Fresh. Sem.	B	1	x	3.0	=	3.0
Priv. Piano	F	1	x	0.0	=	0.0
Math	B	3	x	3.0	=	9.0
Psychology	A-	3	x	3.7	=	11.1
Health Educ.	I	<u>2</u>	x	0.0	=	<u>0.0</u>
Total Quality Hours		17		Total Quality Points		42.1

$$\text{QPA} = 42.1 \div 17 = 2.476$$

NOTE: Only courses attempted at UNCP are included in the QPA calculation. In the case of hours taken at other institutions (during the summer, for example) **credit only** transfers back to UNCP, not grades or quality points.

REPETITION OF COURSES

Undergraduate students who enter the University of North Carolina at Pembroke will have all enrollments in courses graded A, B, C, D (plus or minus), F and I included in the computations of their overall grade point average and hours attempted. Students may, for a variety of reasons, elect to repeat any course. The original course **and** the repeat course must be taken at UNC Pembroke. The following policies will govern the credit awarded and the computation of quality point averages:

- Credit hours earned in a particular course will not be awarded more than one time.
- When a course is repeated, the grade earned in an earlier attempt can be replaced in the calculation of the quality point average by a higher grade earned in a repeat of the class. Students entering UNCP as freshmen will have the option of replacing a maximum of 15 credit hours with improved grades earned by repeating courses. Students transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission. This replacement policy only applies to courses taken in the Fall of 1994 or thereafter.

Transfer or Readmission Hours Accepted as of Fall 1994	Maximum Hours for Replacement
0-23 hours	15
24-51 hours	12
52-89 hours	9
90 or more hours	6
Candidate for Second Bachelor's degree	6

3) The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's office. Decisions for course grade replacement are irrevocable.

SECTION

A section is an administrative division made so that a course may be taught to several different groups of students, or taught at different times. A course offered with multiple sections may have different instructors for each section.

TUITION SURCHARGE ("140 HOUR RULE")

Beginning Fall Semester 1994, students who enroll in state colleges and universities in North Carolina will be subject to a tuition surcharge (penalty) if they **attempt** more than 140 semester hours. Of the 140 allowable hours, 120 - 128 (depending on major requirement) are needed to complete a degree at Pembroke. That leaves a "cushion" of only 12 - 20 hours that students can attempt and not be penalized for. Hours attempted in excess of 140 will result in a surcharge of 25%, added to the tuition cost at the time the surcharge is incurred.

What is included in the 140-hour limit?

- 1) repeated courses
- 2) failed courses
- 3) courses dropped after "the last day to add a class" (normally the fifth day of class)
- 4) transfer credit hours

What is not included in the 140-hour limit?

- 1) AP or CLEP hours
- 2) summer session hours
- 3) ENG 0104, MAT 0104, EDN 0104 (not "degree creditable" hours)
- 4) Military credits

The reason for the new tuition surcharge policy is to encourage students to do their very best to graduate in eight semesters. It is important that, with your advisor's help, you choose your classes carefully and make every effort to complete the courses you start.

WITHDRAWAL FROM THE UNIVERSITY

Up to the last day to receive a "W" in a course, a student may complete a "Request for Withdrawal" form, available from the Office of the Registrar. The student should get the required signatures, take the I.D. card to the Student Accounts office, and return the form to the Office of the Registrar. The University makes applicable refunds only after the withdrawal procedure is completed. After that date, the Office for Academic Affairs approves withdrawal from the University without academic penalty only when unusual, documentable circumstances warrant.

Unsatisfactory academic performance does not by itself meet the requirement. As soon as possible, and no later than two weeks before final exams, the student should first meet with the Assistant Vice Chancellor for Academic Affairs to explore options. Approved requests receive "W" in all courses. Denied requests receive failing grades as assigned by each instructor.

Any student who stops attending classes without completing the withdrawal procedure ordinarily receives an "F" in courses for which the student is registered.

Suggested First Year Courses for Majors

Some majors at UNCP specify which of the General Education courses students need to take during their freshman year, especially in the areas of math and science. The chart below lists major requirements, as well as required math and science courses that should be completed during the first year.

Major Suggested First Year Courses in addition to ENG 1050, 1060 & FRS 1000

American Indian Studies	AIS 1100, 1110
Applied Physics	CHM 1100, 1300; PHY 2000, 1020, 2060, 2070; MAT 2210
ART	ART 1010, 1020, 1320, 2080, 2090, (ART AREAS; Ceramics, Digital Arts, Painting, Printmaking, & Sculpture)
Athletic Training	BIO 1000 or 1030, CHM 1300; MAT 1070 (Prereq for MAT 2100), MAT 2100; PHY 1500, 1510; PSY 1010
Biology	BIO 1000 with Lab, BIO 1010 or 1020; CHM 1100, 1110, 1300, 1310; MAT 1070
Business Administration	ECN 2020, 2030; MAT 1070
Chemistry	CHM 1300, 1310, 1100; MAT 1070, 1080
Chemistry (Biomed. Concen.)	BIO 1000, BIOL 1000; CHM 1300, 1100; MAT 1070
Chemistry Med. Tech.	BIO 1000, BIOL 1000; CHM 1300, 1100; MAT 1070
Community Health Edu.	CHM 1300; MAT 1070 (Prereq. for MAT 2100), MAT 2100; PSY 1010
Computer Science	CSC 1550, MAT 1090
Criminal Justice	SOC 1020 or 2090
Education	Any Social Science except ECN 1000; PHS 1100
English	SPE 2000 or 2010 Six hours of one foreign language
English Education	SPE 2000 or 2010 Six hours of the same foreign language
History	Select HST course to meet Humanities GenEd. requirement
Mass Communications	MCM 2100
Mathematics	MAT 1090, CSC 2020
Music	MUS 1140, 1140L, 1810; MUSP (private Lessons, 4 hrs credit), Vocal: MUS 1000, 1010; Instrumental: MUS 1000, 1410 and 1420, one 3-hour GenED course in addition to ENG 1050/1060.
Exercise & Sport Science	Any PE is OK
Physical Education (Teacher Cert.)	PED 1380
Philosophy	PHI 1000, 1010
Political Science	PSPA 1000, 1010
Psychology	PSY 1010
Religion	REL 1300, PHI 1000, PHI 1010
Social Studies Certification	Select HST course to meet Humanities Elective requirement (HST 1100/1110 does not meet State Teacher certification requirements.) + PSPA 1010+GGY 1010, 1020 or 2000; do not take PSY 1010
Social Work	ECN 1000 or GGY 2060; BIO 1000, 1030
Sociology	SOC 1020 and 2090
Special Education	Any Social Science except ECN 1000
Theatre Arts	SPE 2000 or 2010 Six semester hours of a foreign language.

Opportunities For Assistance

Center for Academic Excellence

The **Center for Academic Excellence** is designed to provide a support system for students through numerous programs and activities: academic advisement, career/major counseling, major declaration, and Early Alert consultation for those in jeopardy because of poor attendance or performance. In addition, the FRS 1000 (Freshman Seminar) course is coordinated by this office.

Contact: **Ms. Saundra Richardson-Cox, Director**
Jacobs Hall, Suite H
521-6625
<http://www.uncp.edu/cae/>

Americans with Disabilities Act Office

The **ADA Office** works with each student on a case-by-case basis to determine and implement appropriate and reasonable accommodations. In accordance with the ADA, accommodations will not be made to course or degree requirements which are considered to be essential. Appointments are requested.

Contact: **Ms. Mary Helen Walker, Director**
D.F. Lowry
521-6695
<http://www.uncp.edu/dss/>

Career Services Center

The **Career Services Center** exists to assist students with career planning. The Center maintains a library of resources related to majors, careers, employers, salary trends, the job market, graduate and professional schools, part-time and full-time employment opportunities, internships and co-ops. The Career Center sponsors a wide range of workshops, fairs, and on-campus recruiter presentations each semester.

An interactive computer program, DISCOVER, is utilized to help students identify, explore, and narrow down major and career possibilities that are in line with their interests, abilities, and aptitudes. The Director of the Center is available for individual career counseling sessions.

Contact: **Dr. Denisha Sanders, Director**
Suite 210, Chavis University Center
521-6270
<http://www.uncp.edu/cs/>

Center for Adult Learners

The **Center for Adult Learners** was established in the Fall of 2000 to help meet the needs of the adult/nontraditional/commuter student at UNCP by providing resources and referral information. The Center is designed to be a comprehensive resource area for adult/nontraditional/commuter students while they are attending UNCP. If you are a student whose responsibilities include those other than attending college, we encourage you to stop by the Center.

The Center offers information and encouragement for prospective students and particularly for those students returning to college after a period of time or for those who have postponed college due to family or work responsibilities.

The Center also sponsors the Mu Delta chapter of the Alpha Sigma Lambda Honor society, a nonprofit organization devoted to the advancement of scholarship and to the recognition of nontraditional students continuing their higher education. Potential inductees must have a minimum of twenty-four graded semester hours or the equivalent in a undergraduate degree programs. Members must have a minimum grade-point index of 3.2 on a 4.0 scale. To the newcomer in higher education, Alpha Sigma Lambda stands as an inspiration to scholastic growth and an invitation to associate with similarly motivated students.

We encourage you to stop by the Center. Our goal is to help you identify and access the various resources available to you at UNCP. We are here to support your educational goals and help your college career be a successful one!

Contact: **Ms. Sandra Richardson-Cox, Director**
Jacobs Hall, Suite H
521-6625
<http://www.uncp.edu/cae/cal/>

Chavis University Center

The **Chavis University Center** at UNCP is the hub of activities and food services on campus. The Cafeteria offers a wide variety of selections including hot entrees, sandwiches, and salad bar.

Hours: Monday through Friday
Hot Breakfast 7:15 am-9:00 am
Continental Breakfast 9:00 am-11:00 am
Lunch 11:00 am- 2:00 pm
Deli Lunch 2:00 pm-4:30 pm
Dinner 4:30 pm-7:00 pm
Saturday and Sunday
Brunch 11:30 am - 1:30 pm
Dinner 5:00 pm - 7:00 pm

BERT'S, adjacent to the dining hall.

Hours: Monday through Friday 8:00 am-12:00 am
Saturday 1:00 pm-12:00 am
Sunday 3:00 pm- 12:00 am

Counseling and Testing Center

Counseling services, personal and/or social, are provided for UNCP students at no cost. A variety of tests and assessment instruments are utilized to explore personality type, interests, and patterns of behavior. Students who are experiencing personal difficulties or who wish to increase their self-knowledge for personal growth are encouraged to utilize these services.

The **Counseling Center** is staffed by two professional counselors. Counseling is typically done by appointment, but emergency situations are addressed immediately. All counseling relationships are confidential.

Contact: **Dr. Monica Osburn, Director**
Suite 243, Chavis University Center
521-6202
<http://www.uncp.edu/ct/>

Financial Aid and Scholarship Office

The primary function of the **Financial Aid and Scholarship Office** is to provide students with financial aid and financial counseling. they coordinate various federal, state, private and institutionally funded aid programs. You may obtain detailed information from the Financial Aid office to determine eligibility.

Contact: **Mr. Bruce Blackmon, Director**
Lumbee Hall, 2nd Floor
521-6255 or 521-6691
<http://www.uncp.edu/fa/>

Health Careers Access Program (HCAP)

The **North Carolina Health Careers Access Program (NC-HCAP)** at The University of North Carolina at Pembroke is one of three centers of the North Carolina Health Careers Access Program (NC-HCAP). The program (NC-HCAP) is dedicated to helping minority and disadvantaged students fulfill their career goal of becoming health care professionals. Whether a student wants to become a cytotechnologist, physician assistant, podiatrist, optometrist or other health professional, NC-HCAP helps pave the way by enhancing student opportunities to gain access to, and succeed in, formal higher education in the health professions.

Contact: **Mrs. Sylvia Johnson, Director**
Jacobs Hall, Suite K
521-6673
<http://www.uncp.edu/hcap/>

Health Careers Opportunity Program (HCOP)

The **HCOP** program at UNCP, a federally funded program sponsored by the National Institutes of Health, is designed to increase the number of students applying for and completing health professions curricula, especially students who have aspirations of returning to rural southeastern North Carolina to practice their profession. The program attempts to increase awareness of various health careers (Medicine, Optometry, Dentistry, Pharmacy, Podiatry, etc.), assist students with the application/interview process for admission to professional level training programs and increase awareness of financial aid sources available to students pursuing health careers.

Contact: **Mrs. Sheila Brayboy, Director**
521-6590
<http://www.uncp.edu/hcop/>

Student Life

The mission of the **Student Activities Office** is to complement the University's academic programs and to enhance overall educational experiences of students through development of, exposure to and participation in social, cultural, intellectual, recreational and governance programs. Through providing a wide range of co-curricular opportunities, the department supports the University in its mission to enrich educational experiences of students.

Contact: **Mr. Robert Cooper, Director**
Chavis University Center
521-6207
<http://www.uncp.edu/activities/>

Student Support Programs

Student Support Programs is a federally funded program sponsored by the U. S. Department of Education to provide services to eligible college students. Priority is given to those applicants who are low-income, disabled, or first generation college students. Students who are not sure if they meet these criteria may inquire in the Student Support Programs Office.

The program is designed to enrich student life academically, culturally, and socially in order to ensure a supportive environment for students adjusting to college life. Services include career counseling, tutorial assistance, financial aid advisement and information about graduate and professional programs.

Contact: **Mr. Larry McCallum, Director**
Jacobs Hall
521-6276
<http://www.uncp.edu/trio/>

The University Writing Center

The **University Writing Center**, federally funded by the U.S. Department of Education Title III Development Grant, is a place where you can come for help with your writing. The purpose of The Writing Center is to help writers at all levels learn more about their writing through interactive learning sessions. Services are provided at no cost to students and include:

- ⇒ one-to-one tutoring
- ⇒ small group workshops focusing on specific topics
- ⇒ reference books, handbooks, professional writing texts, etc.
- ⇒ computer-assisted instruction to improve your grammatical skills and to help you generate a paper
- ⇒ handouts on specific grammatical problems and writing strategies

Contact: **Dr. Teagan Decker, Director**
Dial Humanities Building
521-6546
<http://www.uncp.edu/writing/>

University Police

The **University Police** provides 24-hour protection to the campus. They are responsible for handling all public safety services to UNCP. They provide emergency motorist assistance to students who find themselves in need. They also provide an escort service aimed a pedestrian safety on campus. In addition, they also maintain an emergency call box blue light system accessible throughout campus. Calling 521-6235 may access all services.

University Police also enforce vehicle parking rules and registration. All vehicles must be registered in the Cashier's Office by purchasing a hangtag and completing the appropriate registration information card. Certain lots are designated for commuter students only and some lots are designated for resident students only. Other parking lots are reserved for faculty and staff. Pay attention to the signage while entering a particular parking lot.

Contact: **University Police**
Auxiliary Services Building
521-6235
<http://www.uncp.edu/police/>

Academic Divisions

College of Arts and Sciences

●Dr. Paul Flowers, Interim Dean

241 Old Main
521-6198

Aerospace Studies Department (Air Force ROTC).....Lt. Colonel Evangeline Checks, Director
ROTC House
521-6373

American Indian Studies Department.....Dr. Mary Ann Jacobs, Chair
231 Old Main
775-4262

Art Department..... Dr. Richard Gay, Chair
106 Locklear Hall
521-6216

Biology Department..... Dr. David Zeigler, Chair
Oxendine Science Building
521-6245

Chemistry and Physics Department..... Dr. Tom Dooling, Chair
3101A Oxendine Science Building
521-6595

English, Theater, and Languages Department.....Dr. Dennis Sigmon, Chair
105 Dial Humanities Building
521-6246

History Department..... Dr. Robert Brown, Chair
212 Dial Humanities Building
521-6229

Mass Communications Department..... Dr. Jamie Litty, Chair
142 Old Main
521-6654

Mathematics & Computer Science Department.....Dr. Steven Bourquin, Chair
1233A Oxendine Science Building
521-6517

Military Science Department (Army ROTC).....M.SGT. Johnny Torre, Director
ROTC House
775-4217

Music Department..... Dr. Tim Altman, Chair
202 Moore Hall
522-5704

Nursing Department..... Dr. Barbara Synowicz, Chair
Nursing Building
521-6805

Philosophy & Religion Department **Dr. David Nikkel, Chair**
315 Educational Center
521-6892

Political Science and Public Administration Department **Dr. Nicholas Giannatasio, Chair**
241 Dial Building
521-6531

Psychology Department **Dr. Kelly Charlton, Chair**
312 Educational Center
521-6459

Social Work Department **Dr. Sherry Edwards, Chair**
D.F. Lowry Building
521-6476

Sociology and Criminal Justice Department **Dr. Mario Pappozzi, Chair**
202 Sampson Academic Building
522-5783

School of Business **●Dr. Eric Dent, Dean**
102 Business Administration Building
521-6214

Accounting and Information Technology **Dr. Craig Shoulders, Chair**
121 Business Administration Building
521-6463

Economics and Finance **Dr. Ramin Maysami, Chair**
121C Business Administration Building
522-5707

Management, Marketing and International Business **Dr. Chris Ziemnowics, Chair**
125 Business Administration Building
521-6286

School of Education **●Dr. Zoe Locklear, Dean**
118 Education Center
775-4041

Department of Education **Dr. Betty Brown, Associate Dean**
323 Education Center
521-6856

Health, Physical Education & Recreation Department **Dr. Tommy Thompson, Chair**
Administrative Suite, Jones HPER Center
521-6385

Directory - Important Telephone Numbers

The University telephone exchange is 521 (followed by a four-digit number). To call from one campus phone to another, dial only the four-digit extension.

Campus Police 6235
Main Switchboard 521-6000

WHERE TO GO FOR INFORMATION

QUESTIONS ABOUT	GO TO	LOCATED IN	OR CALL
Absences	Individual Teachers		
Absences away from campus	Student Affairs	Lumbee Hall	6226
Academic Advising	Academic Advisors Center for Academic Excellence	Jacobs Hall	6625
Academic Affairs		Lumbee Hall	6211
Academic Records	Registrar's Office	Lumbee Hall	6298
Academic Assistance	Student Support Programs	Jacobs Hall	6276
Activities Calendar	Student Activities	University Center	6207
Adding/Dropping Courses	Academic Advisor Registrar's Office	Lumbee Hall	6298
Address, Change of	Registrar's Office	Lumbee Hall	6298
Admissions	Admissions Office	Lumbee Hall	6262
Adult Programs	Adult Learners Center	Jacobs Hall	6625
Alcohol/Drug Education	Counseling Center	University Center	6202
Alumni Activities	Alumni Affairs	Lumbee Hall	6533
American Disabilities Act	ADA Office	D.F. Lowry Building	6695
Athletics	Sports Information Athletic Director Intramural Coordinator	Jones Center Jones Center Jones Center	6370 6227 6808
Audio-Visual Equipment	Media Center	Jacobs Hall	6254
Automobile Registration	Cashier's Office	Lumbee Hall	6206
Bills and Fees	Cashier's Office	Lumbee Hall	6206
Books & Supplies	University Bookstore	Auxiliary Services Building	6222
Campus Mail	Post Office	Auxiliary Services Building	6210
Campus Tours	Admissions Office	Lumbee Hall	6262
Career Planning	Career Services Center	University Center	6270
Catalogs	Admissions Office	Lumbee Hall	6262
Catering Services	Marriott Food Service	Cafeteria	6360
Check Cashing	University Bookstore	Auxiliary Services Building	6222

QUESTIONS ABOUT	GO TO	LOCATED IN	OR CALL
Class Schedules	Academic Advisor Registrar's Office Student Activities Computer Services	Lumbee Hall University Center D.F. Lowry Building	6298 6207 6260
Computer Labs	All Classroom Buildings Library 2nd Floor		
Counseling, Personal/Social	Counseling Center	University Center	6202
Counseling, Career/Major	Career Services Center	University Center	6270
Cultural Arts Programs	Performing Arts Center Music Department	Givens PAC Moore Hall	6287 6230
Discipline	Dean of Students	University Center Annex	6228
Duplicating, Printing	Print Shop	Auxiliary Services Building	6337
E-mail Accounts	Computer Services	D.F. Lowry Building	6260
Employment (campus)	Financial Aid Office	Lumbee Hall	6255
Employment (off campus)	Career Services Center	University Center	6270
Dining Facilities	Cafeteria Bert's	University Center	6360
Film Developing	University Bookstore	Auxiliary Services Building	6222
Fraternities	Student Life	University Center	6207
Freshman Orientation Summer Orientation Freshman Advisement	Enrollment Management Center for Academic Excellence	Lumbee Hall Jacobs Hall	6264 6625
Grades	Registrar's Office	Lumbee Hall	6298
Graduation Requirements	Registrar's Office	Lumbee Hall	6298
Grievances, Student	Student Affairs	Lumbee hall	6226
Homecoming	Student Activities	University Center	6207
Honors Programs Honors College Incentive Scholars	Honors College Incentive Scholars Ofc	Old Main Lumbee Hall	6195 6698
Housing Information	Dean of Students	University Center Annex	6228
I.D. Cards	Braves One Card Office	Auxiliary Services Building	6844
Information Center	Information Booth	University Center	6575
Interfraternity Council	Student Activities	University Center	6207
International Students	International Programs	International House	6864
Interview Experience	Career Services Center	University Center	6270
Intramural Sports	Intramural Coordinator	Jones Center	6808
Library Information		Livermore Library	6212
Loans	Financial Aid Office	Lumbee Hall	6255
Lost and Found	Student Affairs	Lumbee Hall	6226
LSOP	Center for Leadership & Services	Old Main	6163

QUESTIONS ABOUT	GO TO	LOCATED IN	OR CALL
Mail	Post Office	Auxiliary Services Building	6210
Meal Plans	Cashier's Office	Lumbee Hall	6206
Medical Assistance	Student Health Services	Student Health Services	6219
National Teacher Exam	Education Department	Educational Center	6221
Parking Permits	Cashier's Office	Lumbee Hall	6206
Pass-Fail Courses	Academic Advisor Registrar's Office	Lumbee Hall	6298
Peer Study Support Program	Center for Academic Excellence	Jacobs Hall	775-4028
Probation/Suspension	Registrar's Office Center for Academic Excellence	Lumbee Hall Jacobs Hall	6298 6625
Publications Newspaper Yearbook	<i>Pine Needle</i> Office <i>Indianbead</i> Office	Old Main University Center Annex	6204 6351
Refrigerators (Res. Halls)	Dean of Students	Lumbee Hall	6228
Refund of Fees	Cashier's Office	Lumbee Hall	6206
Registration	Academic Advisor Registrar's Office	Lumbee Hall	6298
Residency Status	Admissions Office	Lumbee Hall	6262
Room Assignments	Dean of Students	University Center Annex	6228
ROTC Air Force Army	ROTC Program Office ROTC Program Office	ROTC House ROTC House	6373 775-4217
Scholarships	Financial Aid Office Academic Scholars Ofc	Lumbee Hall BA Building	6255 6285
Sororities	Student Activities	University Center	6207
Student with Disabilities	ADA Office	D.F. Lowry Building	6695
Summer School (at UNCP)	Academic Advisor Academic Affairs	Lumbee Hall	6211
Summer School (away from UNCP)	Registrar's Office	Lumbee Hall	6298
Television	WNCP-TV	Old Main	6378
Textbooks	University Bookstore	Auxiliary Services Building	6222
Traffic Appeals	Student Life	University Center	6584
Transcripts	Registrar's Office	Lumbee Hall	6298
Tutorial Services	Student Support Programs	Jacobs Hall	6246
Upward Bound Program	Student Support Programs	Jacobs Hall	6276
Veteran's Affairs	Financial Aid Office	Lumbee Hall	6255
Withdrawal From School	Academic Affairs Office Registrar's Office	Lumbee Hall Lumbee Hall	6224 6298
Work-Study	Financial Aid Office	Lumbee Hall	6255
Writing Assistance	The University Writing Center	Dial Building	6880

Survival Tips

Now that you are a student at UNCP, we offer the following tips to successful survival:

- ▶ Buy a personal calendar and enter the dates for all the tests, papers, and other assignments you have in all your classes. Don't rely on your ability to remember the important dates/deadlines.
- ▶ Take advantage of free activities. This includes tutoring and advising, as well as many cultural, athletic, entertainment, and social events.
- ▶ Don't miss class! You will get behind and have to work twice as hard to catch up. If you must miss a class, contact your instructor, preferably in advance. You are responsible for anything you miss, including assignments and material presented or collected in class.
- ▶ Get involved on campus. We have more than 60 clubs and organizations. Find a place where you can "connect" -- but don't get so active that you are side-tracked from your studies.
- ▶ If you have a problem with a class, talk with the professor. Don't wait until it's too late. Check out his/her office hours; make an appointment and go to it.
- ▶ Anytime you have a concern, see your academic advisor. He or she will be glad to see you and you will probably get the help you need.
- ▶ Decide to view your college career as a full-time job. Plan to spend about 2 hours outside of class for every 1 hour you spend in class. That means that with a 15-hour schedule, you will probably need to spend 30 hours per week outside class on your studies in order to make the grades you are capable of making.
- ▶ Be sure, no matter how busy your schedule is, to allow for some regular quiet time for you. You will need it!
- ▶ When it's time to plan for the next semester, give it serious thought. Read your Catalog and Schedule of Classes to develop some idea of the courses you want/need to take.
- ▶ "Own" your education and college experience! Decide what you want to gain from your experience here. Decide early that you are responsible for the choices you make -- or put off making! Removing "it's somebody else's fault that...." from your vocabulary now may be the first step to college success!

Best wishes for your success at UNC Pembroke!

GENERAL EDUCATION CHECKLIST

(2008-2009 Catalog and later)

(Total General Education Requirements: 44 semester hours + 1 semester hour FRS 1000)

***Introductory Skills** (placement testing) ___ ENG 0104 ___ MAT 0104

I) Communication Skills (6 or 9 hours) ___ SPE 1020 (unless exempt) ___ ENG 1050 ___ ENG 1060

II) Academic Content and Skills (30 hours)

A) Arts and Humanities Division (12 Hours) - choose one course from each of these four (4) areas:

(1) Fine Arts

___ ART 2020 ___ MUS 1020
___ ART 2050 ___ MUS 1040
___ ART 2080 ___ MUS 2940
___ ART 2090 ___ MUS 2980
___ THE 2500

(2) Literature

___ ENG 2010 ___ ENG 2020
___ ENG 2030 ___ ENG 2050
___ ENG 2060 ___ ENG 2080
___ ENG 2090 ___ ENG 2100
___ ENG(AIS) 2200 ___ ENG 2190
___ ENG 2230 ___ ENG 2240
___ ENG 2470 ___ ENG 2480

(3) History

___ HST 1010
___ HST 1020
___ HST 1140
___ HST 1150
___ HST (AIS) 1100
___ HST (AIS) 1110

(4) Philosophy & Religion

___ PHI 1000
___ PHI 1010
___ PHI 2040
___ REL 1300

B) Social Science Division (9 hours) - choose one course from three (3) of these five (5) areas:

(1) Economics

___ ECN 1000
___ ECN 2020
___ ECN 2030

(2) Geography

___ GGY 1010
___ GGY 1020
___ GGY 2000
___ GGY (ECN) 2060

(3) Political Science

___ PSPA 1000
___ PSPA 1010

(4) Psychology

___ PSY 1010

(5) Sociology

___ SOC 1020
___ SOC (AIS) 1050
___ SOC 2090

Honors College students only may substitute for courses in two (2) areas: ___ HON 1000 ___ HON 2750

C) Natural Science & Mathematics Division (9 hours)

Natural Science (6 hours) - choose one course from each of two (2) of four (4) areas:

Students selecting Physical Science 1100 must select the other course from either Biology/Env. Science or Earth Science.

1) Biology/Env. Sci.

___ BIO 1000
___ BIO 1030
___ ENV 2100

2) Chemistry

___ CHM 1300
___ CHM 1400

3) Earth Science

___ GLY (GGY) 1150
___ GLY (PHS/GGY)2460

4) Physical Science

___ PHS 1100 ___ PHY 1000
___ PHS 1560 ___ PHY 1500
___ PHY 2000

Honors College students only may fulfill one natural science course requirement with: ___ HON 1510

Mathematics (3 hours) - choose one course from those listed below:

___ MAT 1050 ___ MAT 1070 ___ MAT 1080 ___ MAT 1090 ___ MAT 2150 ___ MAT 2210

III. Physical Education and Wellness (2 hours) - choose two (2) from the following:

___ PED 1010 ___ PED 1340 ___ PED 1380 ___ PED 1460 ___ PED (THE) 1810
___ PED 1300 ___ PED 1350 ___ PED 1390 ___ PED 1770 ___ PED (THE) 1820
___ PED 1310 ___ PED 1360 ___ PED 1410 ___ PED 1790 ___ PED 1900
___ PED 1320 ___ PED 1370 ___ PED 1450 ___ PED (MSC) 1800 ___ PED 1950
___ PED 1330

* These courses *do not* count towards graduation.

IV. General education Program Electives (6 hours, or 3 hours if SPE 1020 required)

Choose (2) courses from those listed below. These two courses must be from different divisions except for the foreign language option. Students who take SPE 1020 as an Introductory Skills course will take three (3) hours of electives, which may not be SPE 2000 or SPE 2010.

1) Foreign Language Option: two courses of the same foreign language:

<input type="checkbox"/> FRH 1310	<input type="checkbox"/> GER 1310	<input type="checkbox"/> SPN 1310	<input type="checkbox"/> XXXS 1310
<input type="checkbox"/> FRH 1320	<input type="checkbox"/> GER 1320	<input type="checkbox"/> SPN 1320	<input type="checkbox"/> XXXS 1320
		<input type="checkbox"/> SPN 2310	<input type="checkbox"/> XXXS 2310
		<input type="checkbox"/> SPN 2320	<input type="checkbox"/> XXXS 2320

2) Arts and Humanities Division Elective

American Indian Studies	Fine Arts	Communicative Arts	History
<input type="checkbox"/> AIS 1010	<input type="checkbox"/> ART 1010	<input type="checkbox"/> SPE 2000	<input type="checkbox"/> HST 1010
	<input type="checkbox"/> ART 2020	<input type="checkbox"/> SPE 2010	<input type="checkbox"/> HST 1020
	<input type="checkbox"/> ART 2050	<input type="checkbox"/> ENG 2010	<input type="checkbox"/> HST 1140
	<input type="checkbox"/> ART 2080	<input type="checkbox"/> ENG 2020	<input type="checkbox"/> HST 1150
	<input type="checkbox"/> ART 2090	<input type="checkbox"/> ENG 2030	<input type="checkbox"/> HST (AIS) 1100
	<input type="checkbox"/> ART 2560	<input type="checkbox"/> ENG 2040	<input type="checkbox"/> HST (AIS) 1110
	<input type="checkbox"/> ARTS 1XXX	<input type="checkbox"/> ENG 2050	
		<input type="checkbox"/> ENG 2060	
		<input type="checkbox"/> ENG 2080	
		<input type="checkbox"/> ENG 2090	
		<input type="checkbox"/> ENG 2100	
		<input type="checkbox"/> ENG 2190	
		<input type="checkbox"/> ENG (AIS) 2200	
		<input type="checkbox"/> ENG 2230	
		<input type="checkbox"/> ENG 2240	
		<input type="checkbox"/> ENG 2470	
		<input type="checkbox"/> ENG 2480	
		<input type="checkbox"/> ENGS 2XXX	

Honors College Students only:
 HON 2000
 HON 2010

Philosophy & Religion
 AIS 2010
 PHI 1000
 PHI 1010
 PHI (REL) 1020
 PHI (REL) 2020
 PHI 2040
 PHI 2050
 PHI 2110
 REL 1050
 REL 1060
 REL 1300
 REL 2090
 REL (AIS) 2130
 REL 2140
 REL 2160
 REL 2180

3) Social Science Division Elective

Economics	Geography	Sociology	Political Science
<input type="checkbox"/> ECN 1000	<input type="checkbox"/> GGY 1010	<input type="checkbox"/> SOC 1020	<input type="checkbox"/> PSPA 1000
<input type="checkbox"/> ECN 2020	<input type="checkbox"/> GGY 1020	<input type="checkbox"/> SOC (AIS) 1050	<input type="checkbox"/> PSPA 1010
<input type="checkbox"/> ECN 2030	<input type="checkbox"/> GGY 2000	<input type="checkbox"/> SOC 2090	
<input type="checkbox"/> FIN 2050	<input type="checkbox"/> GGY (ECN) 2060		Psychology
			<input type="checkbox"/> PSY 1010

4) Natural Science and Mathematics Division Elective

Biology/Env. Sci.	Math & Computer Science	Physical Science	
<input type="checkbox"/> BIO 1000	<input type="checkbox"/> MAT 1050	<input type="checkbox"/> CHM 1300	<input type="checkbox"/> CHM 1310
<input type="checkbox"/> BIO 1010	<input type="checkbox"/> MAT 1070	<input type="checkbox"/> CHM 1400	<input type="checkbox"/> CHM 1410
<input type="checkbox"/> BIO 1020	<input type="checkbox"/> MAT 1080	<input type="checkbox"/> GLY 1000	<input type="checkbox"/> GLY (GGY) 1150
<input type="checkbox"/> BIO 1030	<input type="checkbox"/> MAT 1090	<input type="checkbox"/> GLY 1250	<input type="checkbox"/> GLY 2260
<input type="checkbox"/> ENV 2100	<input type="checkbox"/> MAT 1180	<input type="checkbox"/> GLY 2620	<input type="checkbox"/> GLY (GGY/PHS) 2460
	<input type="checkbox"/> MAT 2100	<input type="checkbox"/> PHS 1100	<input type="checkbox"/> PHS 1110
	<input type="checkbox"/> MAT 2150	<input type="checkbox"/> PHS 1560	
	<input type="checkbox"/> MAT 2210	<input type="checkbox"/> PHY 1000	<input type="checkbox"/> PHY 1010
	<input type="checkbox"/> MAT 2220	<input type="checkbox"/> PHY 1500	<input type="checkbox"/> PHY 1510
		<input type="checkbox"/> PHY 2000	<input type="checkbox"/> PHY 2010

Honors College students only: HON 2510

V. Freshman Seminar FRS 1000 (1 hr)

Important Information for Transfer Students

Academic Standing

Required levels of academic achievement increases progressively over the approximately four years leading to graduation. This is in recognition of the adjustment period of transition from high school to college level, which is sometimes difficult. The total semester hours from all colleges attended will be the basis for determining the required minimum cumulative Quality Point Average (QPA). However, only those grades earned at UNC Pembroke will be used to compute student cumulative quality point average. The cumulative quality point averages required are found in the *Catalog*, *The Transfer and Readmitted Students Guide*, and in the *Student Handbook*.

Requirement for Honors

Graduating seniors may be considered for honors if they have earned a Quality Point Average (QPA) of at least 3.4 for 45 semester hours of course work in residence at UNCP. All course work attempted (including quality hours from other institutions and repeated hours) will be included in the calculation of the cumulative QPA for determining the particular honors designation awarded. Students who attain a cumulative QPA of 3.85 or higher are graduated summa cum laude. Those who achieve a minimum cumulative QPA of 3.7 are graduated magna cum laude and students whose cumulative QPA is at least 3.4 are graduated cum laude.

Students who achieve the hours and the QPA requirement at the beginning of the last semester of their senior year will be recognized at commencement. The final assessment is done after graduation and honors are pending for all students until this is completed. The honors designation will appear on the student's diploma and transcript.

Requirements For Baccalaureate Graduation

Each candidate for graduation must meet all of the following requirements:

1. Have a minimum of 120 to 128 semester hours of course work in accordance with specific degree requirements excluding ENG 0104, MAT 0104, EDN 0104;
2. Have successfully completed the General Education Program;
3. Earn a grade of "C" (2.0) or better in both English composition courses, ENG 1050 and ENG 1060;
4. Have successfully completed a program for an academic major;
5. Have a minimum overall cumulative quality point average of 2.0 and have a minimum cumulative quality point average of 2.0 in all work attempted at the University of North Carolina at Pembroke;
6. Have a minimum overall cumulative quality point average of 2.0 in the major filed of study;
7. Complete a minimum of 9 semester hours above the General Education Program level in the major field of study at UNC Pembroke if the student transferred here;
8. Be registered during the academic year in which the student's graduation occurs;
9. Complete the last 25 percent of course work in residence at UNC Pembroke;
10. Count no more than 3 semester hours of activity courses toward the credit hours required for graduation. Activity courses are defined as having: no regularly scheduled class meeting time, no well defined instructional format, and no graded (A, B, C, D) work required. Excluded from this definition are FRS 1000 (Freshman Seminar) and supervised internship courses.
11. Count no more than 24 semester hours of correspondence and/or extension credit (with no more than 12 hours of correspondence from regionally accredited institutions toward a degree, provided that such correspondence credit is approved by the Office of the Registrar and will not be applied to satisfy specifically stated course requirements in major programs (NOTE: Any student needing to take correspondence work after admission to study at UNC Pembroke may be permitted to do so only after obtaining formal approval from the student's academic advisor, from the Office of Academic Affairs, and from the Office of the Registrar.);
12. Meet the requirements of one catalog which were current at the time the student entered this institution or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog;
13. Meet the requirements of the catalog in effect at time of readmission or those of a subsequent catalog if attendance is interrupted for more than one semester;
14. Have the recommendation of the faculty;
15. Make application for the degree no later than November 1st for the spring commencement and April 1st for the winter commencement;

A- The Degree Application Form can be obtained from the Office of the Registrar;

- B- A non-refundable graduation fee of \$40 must accompany the application by the required date or an additional \$25 late filing fee will be charged;
 - C- If a candidate fails to qualify by the time of commencement, but does qualify at a later time, the student must submit another application and a \$25 diploma fee;
 - D- If the candidate fails to meet this requirement as specified, the student must wait until the next commencement to receive his or her degree;
16. Satisfy all financial obligations to the University.

All candidates are encouraged to complete a file in the Career Services Center.

Commencement

A student may complete graduation requirements at the end of fall, spring or summer session. A student who completes requirements in fall or spring is required to attend commencement at that time. A student who completes graduation at the close of the summer sessions will have the option of returning to participate in the winter commencement or of receiving the diploma in absentia. If the student elects to receive the diploma in absentia, the student must submit to the Registrar one month prior to commencement a written request which indicates the address to which the diploma will be mailed. The diploma will be mailed after commencement.

A student may participate in commencement exercises if he or she has met all the requirements for graduation. When commencement takes place before final grades are processed, a student may participate in commencement if the Registrar has not been notified that the student will not meet all the requirements by the last day of exams.