

**ADVISING HANDBOOK**  
**DEPARTMENT OF COMMUNICATION**  
**2019-2020**

Cynthia Zuckerman-Hyman, Director of Undergraduate Advising  
Department of Communication  
North Carolina State University  
Raleigh, NC 27695-8104

## **INTRODUCTION: PURPOSE AND OVERVIEW**

The Department of Communication at NC State University places a high priority on student academic success and graduation. The purpose of this *Advising Handbook* is to provide convenient access to frequently sought information.

In order to ensure academic success and timely progress toward degree, students are strongly encouraged to regularly meet with their Academic Advisor. The name of each student's academic advisor can be found in the student's MyPack Student Center. In the "Planning and Enrollment" tile, the advisor information can be found on the left menu under "Advisors" and on the student's Degree Audit. Students can easily access the advisor's contact information by clicking on the "Advisors" link in the "Planning and Enrollment" tile. The role of an Academic Advisor is to assist students in navigating their journey through the University. Academic Advisors and the Director of Undergraduate Advising provide valuable support and connection to resources and information about the University. Ultimately, however, it is the student's responsibility to complete their undergraduate journey at NC State.

Elaboration of information in the Handbook can found at the following:

- NC State University Website: [www.ncsu.edu](http://www.ncsu.edu)
- Department of Communication Website: <http://communication.chass.ncsu.edu>

Other useful sites:

- Current Students: <https://www.ncsu.edu/students/>
- Academic and Student Affairs: <https://dasa.ncsu.edu>
- Student Services Center: <https://studentservices.ncsu.edu/>
- Career Development Center: <https://careers.dasa.ncsu.edu/>
- Parents and Families Services: <https://emas.ncsu.edu/pfs/>

**Part I** of this Handbook pertains to the Curricula requirements, explaining the University (GEP), College (Humanities and Social Sciences), and Department (Communication) Requirements identified on the student's Degree Audit. Each NC State Student has a Degree Audit which is defined by a Program Plan (Major—Communication) and Sub-Plan (Concentration within Communication). The Degree Audit is a complete list of all the requirements a student **must complete** in order to graduate from NC State in the enrolled Program of Study. All students have access to their individual Degree Audits through their individual MyPack Student Center. Students should regularly review their Degree Audits to ensure timely progress toward degree.

Communication students entering NC State beginning Spring 2019 must complete 120 semester hours of coursework in order to graduate with a BA in Communication. Course listings on the Degree Audit are satisfied either by a specific course or by course options identified in the "Details" link on the Degree Audit. Only the specific courses or a course listed in the "Details" will fulfill a particular requirement.

**Part II** of this Handbook pertains to University policies: <https://policies.ncsu.edu>

**Part III** of this Handbook pertains to relevant University support, involvement, and other non-policy academic aspects.

## TABLE OF CONTENT

Handbook Overview	2
Part I – Curricula Requirements	5
Registering for Classes	5
Graduation Requirements and Departmental Commencement	5
University (GEP) Requirements	6
Mathematical Sciences	6
Natural Sciences	6
Physical Education and Healthy Living	6
GEP Additional Breadth	6
Interdisciplinary Perspectives	6
GEP US Diversity	6
GEP Global Knowledge	7
College of Humanities and Social Sciences (HSS) Requirements	
The First Year Writing Requirement	7
History I and History II	8
Literature I and Literature II	8
Philosophy	8
Arts and Letters	8
Social Sciences	8
Foreign Language	8
Communication Departmental Requirements	9
Requirements Shared by all Majors	9
Sub-Plan/Concentration Specific Requirements	10
300/400 Level Courses	10
“D” Grades in Communication Courses	10
Explanation of Elective Categories	10
COM 496 Internship	10
Interpersonal Organizational Rhetorical Concentration Guide	12
Communication Media Concentration Guide	15
Public Relations Concentration Guide	18
Part II – University Policies	20
Classification of Students	20
Undergraduate Plans of Study	20
Satisfactory Academic Progress	20
Progress Toward Degree	20
Satisfactory Academic Progress	21
Progress Deficiency	21
Continuation of Enrollment	21
Good Standing	21
Academic Warning	21
Academic Suspension	22
Academic Probation	22
Timely Advising Requirement	22
Revising Your Schedule	22
Adding Courses	23

Dropping Courses	23
Dropping Below Full-Time Status	23
Relevant Forms and Resources	23
Course Drop	24
Withdrawal	24
Academic Semester Withdrawal Prior to Term	24
Withdrawal Before Drop/Revision Deadline	24
Withdrawal After Drop/Revision Deadline	24
Retroactive Withdrawal	25
Extenuating Circumstances for Withdrawal	25
Undergraduate Grade Exclusion Policy	25
Incomplete (IN) Grades	27
Academic Honors	27
Academic Integrity	27
University Non-Discrimination Policy	27
Part III—University Resources	29
Minors	29
Study Abroad	29
Undergraduate Tutorial Center	29
Disability Resource Office	29
Student Ombuds	29
Academic Advising Services	29
Pack Essentials	29
Pack ASSIST	29
Student Legal Services	29
Prevention Services	30
Counseling Center	30
African American Cultural Center	30
GLBT Center	30
Military and Veteran’s Services	30
Multicultural Student Affairs	31
Women’s Center	31

## **PART I: CURRICULA REQUIREMENTS**

This overview provides an outline of the graduation requirements for the Department of Communication. Note that these requirements are divided among University (GEP) requirements, College of Humanities and Social Sciences (HSS) requirements, and those of the Communication Department.

### **Registering for Classes**

Students are eligible to register for their classes once their Advising Hold has been released and the student's enrollment window has opened. Please note that there may be other non-advising holds on a student's accounts, including holds from the Cashier's Office, Student Health Center, and other such holds. Academic Advisors can only remove Advising Holds. Students can find information on holds on their account in the "Holds" tile in MyPack.

To have the Advising Hold released, all Communication majors must:

1. Complete their plan of work in their Pack Planner through the next two immediate semesters and submit for approval (electronic through MyPack).
2. Submit a paper copy of BOTH their Pack Planner and Degree Audit to their Academic Advisor. The paper copy of the Pack Planner and Degree Audit must be submitted at a minimum 3 business days before either a schedule advising meeting or student's enrollment window opening, whichever comes first.
3. First Year students and Seniors MUST meet with their Academic Advisor or Director of Undergraduate Advising in order to have their advising hold released. Sophomores and Juniors are not required to meet with their Academic Advisor to have their advising hold released however, they are strongly encouraged to do so. Juniors who are two semesters from graduation must also meet with their advisor to ensure they will be graduating as expected.

### **Graduation Requirements and Department Commencement Ceremony**

To graduate with a BA in Communication, all students must complete the required degree hours with a Total Grade Point Average (TGPA) of at least 2.0 and a Major Grade Point Average (GPA) of at least 2.0. Students will need to apply for Graduation during the enrollment period for their final semester.

In order to participate in the Departmental Commencement Ceremony (December for the Fall semester or May for the Spring semester), students must be in the process of completing **ALL** degree requirements during the intended graduating semester. In other words, if a student wants to participate in the Department Commencement Ceremony in May, but is planning on taking one course in the Summer session, then the student **is not eligible** to participate in the Department May Commencement Ceremony. The student's graduation date would be Summer, and the student would be eligible to participate in the December Department Commencement Ceremony.

## **University (GEP) Course Requirements**

A full rationale for the GEP Course Requirements can be found here: <https://oucc.dasa.ncsu.edu/general-education-program-gep/>

### **GEP Mathematical Sciences (6 credit hours)**

All students must complete 2 courses from Math, Statistics, Logic, or PHI 250. Math Placement is determined by the SAT II score and/or the on-line NCSU Math test. Questions should be directed to Dr. Molly Fenn, Department of Mathematics ([mafenn2@ncsu.edu](mailto:mafenn2@ncsu.edu))

### **GEP Natural Sciences (7 credit hours)**

All students must complete 2 Natural Science courses - one with a lab for 4 credit hours and one non-lab course for 3 credit hours. COM majors are advised to select courses designed for non-science majors. Recommended lab science courses include: BIO 105/106; CH 100; MEA 100, MEA 101/110, MEA 130/135; PY 131/131L, PY 123/125, PY 124/125.

### **HES Healthy Exercise Studies (PE) (2 credit hours)**

Courses satisfying this requirement have the course designation HES\_. All students must complete one **HESF** Fitness and Wellness at the 100-level course. The second HES\_ course may be either a 100-level or a 200-level any of the following designations, HESA, HESD, HESF, HESO, HESR, HESS, or HEST.

All physical education courses will be graded (A, B, C, D, F), but any student taking a physical education course to fulfill the undergraduate physical education requirement may elect to have the course graded Credit Only (S/U). It is important to remember that to receive a "S," the student must have earned at least a "C-" in the course.

### **GEP Additional Breadth MSNSE (3 credit hours)**

Humanities and Social Sciences students must complete this requirement with an additional course that reflects a Mathematics/Natural Sciences/Engineering approach. In other words, students need to select one additional mathematics course (beyond the original two in GEP mathematics requirement) or and additional non-lab science (beyond the original non-lab science in the GEP science requirement). Thus, a student will either take 9 hours of Math and 7 hours of Natural Sciences, or 6 hours of Math and 10 hours of Natural Sciences.

### **Interdisciplinary Perspectives (5 credit hours)**

The rationale of this requirement is to provide students the opportunities to make connections between fields of study. Two courses are necessary to fulfill this requirement.

### **GEP US Diversity (co-requisite)**

All students are required to take at least one (1) course which accomplishes at least two (2) of the following:

- analyze how religious, gender, ethnic, racial, class, sexual orientation, disability, and/or age identities are shaped by cultural and societal influences;
- categorize and compare historical, social, political, and/or economic processes producing diversity, equality, and structured inequalities in the U.S.;
- interpret and evaluate social actions by religious, gender, ethnic, racial, class, sexual orientation, disability, and/or age groups affecting equality and social justice in the U.S.;

- examine interactions between people from different religious, gender, ethnic, racial, class, sexual orientation, disability, and/or age groups in the U.S.

Students should carefully examine the US Diversity course list to match this co-requisite with other requirements on the Degree Audit (e.g., Lit II, Arts & Letters, Social Science, Interdisciplinary Perspectives). If this requirement is NOT met with a co-required course, an additional course (free elective) must be taken to satisfy this requirement.

### **GEP Global Knowledge (co-requisite)**

All students are required to take at least one (1) course which accomplishes at least two (2) of the following:

- compare systematically the ideas, values, images, cultural artifacts, economic structures, technological developments, or attitudes of people from different societies;
- identify the historical context of ideas and cultural practices and their dynamic relations to other historical contexts;
- explain how a culture changes in response to internal and external pressures.

Students should carefully examine the course list to match the Global Knowledge co-requisite with other requirements on the Degree Audit. If the requirement is NOT met with a co-required course, an additional course must be taken to satisfy this requirement.

## **College of Humanities and Social Sciences (HSS) Requirements**

### **ENG 101 - The First-Year Writing Requirement (4 credit hours)**

NC State's First Year Writing Requirement is met by ENG 101, a single, 4 credit course. Placement in or exemption from ENG 101 is determined by your SAT-Critical Reading score, the ACT-Reading/ACT-English, AP English Language and Composition Test, and/or the International Baccalaureate: English A1/A2 Higher Level.

Consult this link for more detailed information about exemption from ENG 101:

[http://english.chass.ncsu.edu/undergraduate/first\\_year\\_writing/fy\\_writing\\_placement.php](http://english.chass.ncsu.edu/undergraduate/first_year_writing/fy_writing_placement.php)

For external transfer students: Students who have completed a 6 credit hour first-year composition requirement will receive 4 credit hours for ENG 101 and two credit hours of free electives (ENG 1\*\*). For students who completed the **first course** of a two-semester composition requirement, students may either need to take ENG 101, or can complete a one (1) credit hour ENG 105 course to receive the ENG 101 credit IF they have the notation of ENG1GEP noted for the ENG 101 requirement. If the student placed out of the first course in a two-semester requirement and received credit for the second semester composition course, then that student will need to contact Roy Stamper, Associate Director, FYWP

([roy\\_stamper@ncsu.edu](mailto:roy_stamper@ncsu.edu); 919-513-1807). Upon appropriate documentation, the ENG 101 requirement will be satisfied. However, students will have an "extra" one credit hour that will need to be met through a free-elective. Consult the following link for more detailed information on meeting the ENG 101 requirement for transfer students:

[http://english.chass.ncsu.edu/undergraduate/first\\_year\\_writing/fy\\_transfer\\_credit\\_guidelines.php](http://english.chass.ncsu.edu/undergraduate/first_year_writing/fy_transfer_credit_guidelines.php)

**History I and History II (6 credit hours)**

All Humanities and Social Science students must complete six (6) credit hours of History from two (2) distinct groups. NOTE – If two courses are completed from the same group, one course will be a Free Elective.

**Literature I and Literature II (6 credit hours)**

The Literature requirement calls for two literature courses for a total of six credit hours. Students considering a Minor in Spanish, French, German, Japanese, or Russian Studies should note that these 6 hours may be fulfilled with FLS (Spanish), FLF (French), FLG (German), FLJ (Japanese), or FLR (Russian) courses. NOTE: Students who complete ENG 261 or ENG 262 may NOT also take ENG 251 as ENG 251 covers in one semester much of the same information covered in ENG 261 and ENG 262.

**Philosophy (3 credit hours)**

All Humanities and Social Science students must complete one(1) 3-hour Philosophy course.

**Arts and Letters (3 credit hours)**

Check the group list for specific 3 hour courses in Art and Design (ADN), Africana Studies (AFS), Arts Studies (ARS), Dance (DAN), English (ENG), Foreign Languages (FL\_), Graphic Design (GD), History of Art (HA), History (HI), Interdisciplinary Studies (IDS), Landscape Architecture (LAR), Music (MUS), Religion (REL), Sociology (SOC), Science/Technology/ Society (STS), Theater (THE), or Women and Gender Studies (WGS).

**Social Science (12 credit hours)**

Twelve credit hours are required from at least three of the following disciplines:

- Anthropology (ANT)
- Agricultural Economics (ARE)
- Economics (EC)
- Political Science (PS)
- Psychology (PSY)
- Sociology (SOC)
- Multidisciplinary (see course list)

**NOTE:** Because students must complete courses in at least three of these six areas, they may not complete more than two from any one area to satisfy this requirement. In other words, students must complete 9 hours from three distinct content areas (e.g., one ANT, one PS, and one SOC), and then the remaining three hours can either be from a unique content area (e.g., PSY), or can be a duplicate of a previous content area (e.g., as second SOC course).

**Foreign Language (3 credit hours)**

For graduation, students in Humanities and Social Sciences are required to complete FL credit at the FL\_ 200 level. FL course placement is determined by either the SAT II FL score or the score on the Foreign Language Placement test administered at NC State. Students must enter the FL language sequence at the level at which they place. Complete information on the language placement and requirements is located here: <https://fil.chass.ncsu.edu/undergraduate/placement.php>

Students who receive a notation of proficiency in FL at the high school level, and then place into FL\_ 101 level on the NC State placement exam, can continue in the same language as the

one studied in high school, but will receive no credit towards graduation for FL\_ 101. Credit hours will be given for FL\_101 if the language is different from the one taken by the student in high school and is not the student's native language.

Please note that students may take the Placement Test in a given foreign language only once. Students may not take the Placement Test once they are taking or have taken an FL course at NC State or have FL transfer credit. If students feels they have placed too low or too high, please direct concerns and other questions regarding placement to the Associate Head of the Foreign Language Department, Dr. Scott Despain ([despain@ncsu.edu](mailto:despain@ncsu.edu)).

Native speakers of languages other than English do not take the NC State Placement Test and do not receive credit for FL 101-202 in their native language. They do, however, fulfill the foreign language proficiency requirement, as well as the foreign language requirement for Humanities and Social Sciences, and can receive certification by contacting the Associate Head of the Foreign Language Department, Dr. Scott Despain. Please provide Dr. Despain with your student ID number, major, native language, and how language skills acquired. The student will then need to complete 3 additional hours of Free Electives to take the place of the waiver for the FL\_ 200.

For Placement Waivers – Students need to see Dr. Scott Despain if they place out of a course; Dr. Scott Despain will process the necessary paperwork and forward it to Records and Registration. Please note that this transaction does not occur automatically.

### **Communication Departmental Requirements**

All Communication majors share the same University (GEP) requirements, College (Humanities and Social Sciences) requirements, and Departmental requirements. Sub-Plans/ Concentrations further define the coursework of Communication majors. These Sub-Plans/ Concentrations are: Interpersonal, Organizational, Rhetorical Communication; Communication Media; and Public Relations Communication.

#### **Departmental Requirements Shared by All Majors**

All Communication majors are required to take:

COM 230 – Introduction to Communication Theory

COM 240 – Communication Inquiry

COM 250 Communication and Technology.

More than one of these courses may be taken at the same time and it is not necessary to take them in sequence. (9 credit hours)

All majors will take either COM 110 – Public Speaking or COM 112 – Interpersonal Communication, as defined by their Sub-Plan/Concentration. (3 credit hours)

All majors take one (1) Departmental Elective, any COM course with the exception of COM 200.

#### **Sub-Plan/Concentration Specific Requirements**

Each Sub-Plan/Concentration has specific course requirements; students should check their Degree Audits for the listings of the courses.

Should you want to consider a different Sub-Plan/Concentration, use the “What If” link from the Degree Audit site. Students are advised to meet with their assigned Advisor or Ms. Zuckerman-Hyman to discuss changing concentrations.

**\*All Communication courses must be taken for a letter grade to satisfy a Graduation requirement, even if the COM course is taken as a Free Elective.** Any Communication course taken for Credit Only (S/U) will **not** count toward Graduation requirements. The only exceptions are COM 496 and COM 437, which are only graded S/U.

### **300 and 400 Level Courses**

All majors must complete at least 12 hours of COM Sub-Plan/Concentration specific courses at the 300/400 level; 6 of those 12 hours must be at the 400 level. Each Sub-Plan defines the exact number of 300/400 level courses required for Graduation. Students are advised to review their Sub-Plan requirements carefully and consult with their Advisor if they have questions.

### **“D” Grades in Communication Courses**

“D” grades in Communication courses means that the course will not count toward Graduation requirements – neither as a required or elective course in the Sub-Plan nor as a Free Elective. All Communication courses in which a student receives a “D” will fall into the Non-Degree portion of the Degree Audit. Though the course does not count toward Graduation, the grade received will impact both the overall GPA and the COM GPA. Students in this circumstance are advised to meet with either their COM Advisor or Ms. Zuckerman-Hyman.

### **Explanation of Elective Categories**

*Sub-Plan/Concentration Elective:* a communication course taken for credit within the student's chosen Sub-Plan (Interpersonal, Organizational, and Rhetorical Communication; Communication Media; or Public Relations).

*Departmental Elective:* any Communication course with the exception of COM 200.

*Free Elective:* any non-remedial course. Communication majors need 24 or 21 hours of Free Electives for graduation, depending on their requirement term (e.g, Fall '15 or Spring '19). It is suggested that Free Elective hours be used for Minor(s).

### **COM 496: Internship in Communication**

The Department of Communication Internship course, COM 496, is open to all eligible Communication majors and is required for students in the Public Relations Concentration. COM 496 is a 3-credit course and requires a **minimum** commitment of **120 hours at the internship site per semester** (approximately 10 hours per week; 15 hrs. in the 10-week summer session). The course also requires weekly **attendance in the internship class**. Students in the internship program have the opportunity to apply what they have learned in their Communication courses while gaining valuable work experience. Students in COM 496 are evaluated by the Internship Director in consultation with the internship site supervisor and through student preparation of an internship portfolio. COM 496 is graded as S/U only.

Because the internship offers a unique opportunity for exceptional students, several **criteria** must be met in order to be eligible for the internship program:

- Students must be a senior in Communication (have completed a minimum of 90 hours) in the semester they are enrolled in COM 496 (preference will be given to seniors graduating at the end of the semester in which they enroll in COM 496).
- Students must have completed a minimum of four (4) Communication courses at the 300- or 400-level (Note: For students in the Public Relations Concentration, ENG 214/316 can count as one of these 4 courses).
- Students must have earned a minimum GPA of 3.0 in the four courses at the 300- or 400-level.\*

\* If a student in the Public Relations Concentration does not qualify for COM 496, then that student **cannot** graduate in the Public Relations Concentration.

To obtain additional information concerning COM 496, COM students should schedule a conference with the Internship Director, Mr. Dean Phillips at [deanworks@nc.rr.com](mailto:deanworks@nc.rr.com).

Students who have the opportunity to participate in an internship experience outside the Triangle area or who are not eligible for COM 496 may be able to earn one (1) credit through enrolling in COM 296, Communication Internship: Non-Local. Interested students should schedule a conference with the Internship Director, Mr. Dean Phillips [deanworks@nc.rr.com](mailto:deanworks@nc.rr.com).

Students are responsible for securing their internship site.

**Interpersonal, Org, & Rhetoric Concentration (2157 16COMIOR) Spring 2019 Department of Communication Requirements**

**1 - Humanities & Soc Sci (37 units)**

10	ENG 101 Acad Writing Research	See Degree Audit for Requirements	4.000	C- or better required
20	History I	See Degree Audit for Requirements	3.000	
30	History II	See Degree Audit for Requirements	3.000	
40	Literature I	See Degree Audit for Requirements	3.000	
50	Literature II	See Degree Audit for Requirements	3.000	
51	Foreign Language 200 Level	See Degree Audit for Requirements	3.000	
60	Philosophy	See Degree Audit for Requirements	3.000	
70	Arts and Letters	See Degree Audit for Requirements	3.000	
80	Social Science (3 Different)	See Degree Audit for Requirements	9.000	
90	Additional Social Science	See Degree Audit for Requirements	3.000	

**3 - IOR Concentration Requirements (24 units)**

10 IORC Theory Requirement 6.000 C- or better required *Choose two of the following:*

Course #	Course Title	Credit Hours	Prereq/Coreq
COM 201	Introduction to Persuasion Theory	3.00	
COM 321	Survey of Rhetorical Theory	3.00	Sophomore standing and above
COM 332	Relational Communication	3.00	COM 112
COM 335	Language Development	3.00	
COM 402	Advanced Groups	3.00	COM 202
COM 456	Organizational Communication	3.00	COM 230
ENG 321	Survey of Rhetorical Theory	3.00	Sophomore standing and above

20 IORC Research Methods 3.000 C- or better required *Choose one of the following:*

Course #	Course Title	Credit Hours	Prereq/Coreq
COM 342	Qualitative Methods in Communication	3.00	COM 240
COM 386	Quantitative Research Methods	3.00	COM 240
COM 411	Rhetorical Criticism	3.00	Junior Standing
COM 451	Visual Rhetoric	3.00	COM 201 or COM 321
ENG 411	Rhetorical Criticism	3.00	Junior Standing

30 IOR Concentration Competency 3.000 C- or better required *Choose one of the following:*

Course #	Course Title	Credit Hours	Prereq/Coreq
COM 112	Interpersonal Communication	3.00	
COM 202	Small Group Communication	3.00	
COM 211	Argumentation and Advocacy	3.00	
COM 301	Presentational Speaking	3.00	COM 110
COM 315	Phonetics	3.00	
COM 322	Nonverbal Communication	3.00	COM 112

40 IORC Conc. Specialization

12.000 C- or better required

*Choose 4 from the following 2 lists;  
2 of the 4 must be at the 400-level  
(list 2)*

Maximum Units Allowed: 6 (List 1)			
Course #	Course Title	Credit Hours	Prereq/Coreq
COM 201	Persuasion Theory	3.00	
COM 301	Presentational Speaking	3.00	COM 110
COM 315	Phonetics	3.00	
COM 321	Survey of Rhetorical Theory	3.00	Sophomore standing and above
COM 322	Nonverbal Communication	3.00	COM 112
COM 325	Anatomy and Physiology of Speech	3.00	
COM 332	Relational Communication	3.00	COM 112
COM 335	Language Development	3.00	
COM 342	Qualitative Research Methods in Communication	3.00	COM 240
COM 362	Communication and Gender	3.00	Junior standing, COM 112
COM 385	Speech Science	3.00	COM 325
COM 386	Quantitative Communication Research Methods	3.00	COM 240
COM 392	International and Crosscultural Communication	3.00	Sophomore standing and above
COM 395	Studies in Rhetoric and Digital Media	3.00	ENG 101
ENG 321	Survey of Rhetorical Theory	3.00	Sophomore standing and above
ENG 395	Studies in Rhetoric and Digital Media	3.00	ENG 101
HSS 392	International and Crosscultural Communication	3.00	Sophomore standing and above
WGS 362	Communication and Gender	3.00	Junior standing, COM 112

**At least 2 courses from this list (list 2):**

Course #	Course Title	Credit Hours	Prereq/Coreq
COM 402	Advanced Group Communication	3.00	COM 202
COM 411	Rhetorical Criticism	3.00	Junior Standing
COM 417	Advanced Topics in Communication and Race	3.00	Prerequisite: COM 257; Coreq: COM 250
COM 421	Communication Law	3.00	Junior Standing
COM 431	Communication in Political Campaigns	3.00	COM 110 or COM 201
COM 436	Environmental Communication	3.00	COM 230 or STS 214
COM 441	Ethical Issues in Communication	3.00	COM 110, 112
COM 442	Communication and Conflict Management	3.00	COM 112
COM 451	Visual Rhetoric	3.00	COM 201 or 321
COM 456	Organizational Communication	3.00	COM 230
COM 457	Media and The Family	3.00	COM 327
COM 466	Nonprofit Leadership & Development	3.00	
COM 467	Advanced Topics in Gender and Communication	3.00	COM 327 or 362
COM 496	Communication Internship	3.00	COM major, Senior standing, 12 hours of COM courses at the 300/400 level; 3.0 COM GPA
COM 498	Advanced Topic in Communication	1-3 Units	Junior or senior standing
COM 499	Advanced Independent Research	1-3 Units	Nine credits in Communication courses. Junior standing or Senior standing in Communication
ENG 411	Rhetorical Criticism	3.00	Junior standing

**4 - Departmental Requirements (15 units)**

10	Intro Com Theory	COM 230	3.000	C- or better required
20	Com Inquiry	COM 240	3.000	C- or better required
30	Com and Tech	COM 250	3.000	C- or better required
40	Public Speaking	COM 110	3.000	C- or better required
50	Departmental Elective	<i>Any COM Except COM 200</i>	3.000	C- or better required

**5 - GEP Courses (minimum 23 units)**

10	GEP Mathematical Sciences	See Degree Audit for Requirements	6.000	
20	GEP Natural Sciences	See Degree Audit for Requirements	7.000	
30	Health & Exercise Studies	See Degree Audit for Requirements	2.000	S Allowed
40	GEP Additional Breadth MSNSE	See Degree Audit for Requirements	3.000	
50	Interdisc Perspectives	See Degree Audit for Requirements	5.000	
60	GEP US Diversity	See Degree Audit for Requirements	Verify Req	
70	GEP Global Knowledge	See Degree Audit for Requirements	Verify Req	
80	Foreign Language Proficiency	See Degree Audit for Requirements	Verify Req	

**20 - Free Electives (21 units)**

10	Free Electives (12 Hr S/U Lmt)	See Degree Audit for Requirements	21.000	S Allowed
----	--------------------------------	-----------------------------------	--------	-----------

**Total Units Required = 120**

**Communication Media Concentration (2157 16COMMED) Spring 2019 Department of Communication Requirements**

**1 - Concentration Requirements (24 units)**

10	Media His & Theory	COM 257	3.000	C- or better required	(prereq: COM 230)
20	Crit Analys Media	COM 327	3.000	C- or better required	(prereq: COM 240, 257; coreq COM 240)
25	<u>COM Media Conc Option II</u>		6.000	C- or better required	<i>Choose 2 from below</i>

Course #	Course Title	Credit Hours	Prereq/Coreq
COM 402	Advanced Group Communication	3.00	COM 202
COM 407	Advanced Digital Audio	3.00	COM 307
COM 411	Rhetorical Criticism	3.00	Junior standing
COM 417	Advanced Topics in Communication and Race	3.00	Prereq: COM 257 Coreq: COM 250
COM 421	Communication Law	3.00	Junior standing
COM 427	Game Studies	3.00	COM 250 or STS 214
COM 431	Communication in Political Campaigns	3.00	COM 110 or COM 201
COM 436	Environmental Communication	3.00	COM 230 or STS 214
COM 437	Advanced Digital Video	3.00	COM 357
COM 441	Ethical Issues in Communication	3.00	COM 110, 112
COM 444	Film Production	3.00	COM 267 or ENG 330
COM 447	Communication and Globalization	3.00	COM 327
COM 451	Visual Rhetoric	3.00	COM 201 or COM 321
COM 456	Organizational Communication	3.00	COM 230
COM 457	Media and the Family	3.00	COM 327
COM 467	Advanced Topics in Gender and Communication	3.00	COM 327 or COM 362
COM 477	Mobile Communication	3.00	COM 250 or STS 214
COM 484	Advanced Television Production	3.00	COM 317
COM 487	Internet and Society	3.00	COM 250 or COM 257 or STS 214
COM 496	Communication Internship	3.00	COM major, Senior standing; 12 hours of COM courses at the 300/400 level; 3.0 COM GPA
COM 498	Advanced Topic in Communication	(1.00-3.00 Units)	Junior or senior standing
COM 499	Advanced Independent Research	(1.00-3.00 Units)	9 credits in COM courses + Junior or senior standing in COM
ENG 411	Rhetorical Criticism	3.00	Junior standing

## 30 COM Media Conc Option I 12.000 C- or better required Choose 4 from below

Course #	Course Title	Credit Hours	Prereq/Coreq
COM 267	Electronic Media Writing: Theory and Practice	3.00	COM 230
COM 307	Digital Audio Production	3.00	COM 267
COM 317	Television Production	3.00	COM 267
COM 342	Qualitative Research Methods in Communication	3.00	COM 240
COM 346	Case Studies in Public Relations	3.00	COM 226 and COM 230
COM 357	Digital Video Production	3.00	COM 267
COM 367	Multimedia Production and Digital Culture	3.00	COM 267
COM 385	Speech Science	3.00	COM 325
COM 386	Quantitative Communication Research Methods	3.00	COM 240
COM 392	International and Crosscultural Communication	3.00	Sophomore standing and above
COM 395	Studies in Rhetoric and Digital Media	3.00	ENG 101
COM 402	Advanced Group Communication	3.00	COM 202
COM 407	Advanced Digital Audio	3.00	COM 307
COM 411	Rhetorical Criticism	3.00	Junior standing
COM 417	Advanced Topics in Communication and Race	3.00	COM 257 or COM 250
COM 421	Communication Law	3.00	Junior standing
COM 427	Game Studies	3.00	COM 250 or STS 214
COM 431	Communication in Political Campaigns	3.00	COM 110 or COM 201
COM 436	Environmental Communication	3.00	COM 230 or STS 214
COM 437	Advanced Digital Video	3.00	COM 357
COM 441	Ethical Issues in Communication	3.00	COM 110,112
COM 444	Film Production	3.00	COM 267 or ENG 330
COM 447	Communication and Globalization	3.00	COM 327
COM 451	Visual Rhetoric	3.00	COM 201 or COM 321
COM 456	Organizational Communication	3.00	COM 230
COM 457	Media and the Family	3.00	COM 327
COM 467	Advanced Topics in Gender and Communication	3.00	COM 327 or COM 362
COM 477	Mobile Communication	3.00	COM 250 or STS 214
COM 484	Advanced Television Production	3.00	COM 317
COM 487	Internet and Society	3.00	COM 250 or COM 257 or STS 214
COM 496	Communication Internship	3.00	COM major, Senior standing; 12 hours of COM courses at the 300/400 level; 3.0 COM GPA
COM 498	Advanced Topic in Communication	(1.00-3.00 Units)	Junior standing or Senior Standing
COM 499	Advanced Independent Research	(1.00-3.00 Units)	9 credits in COM courses + Jr or Sr standing in COM
ENG 395	Studies in Rhetoric and Digital Media	3.00	ENG 101
ENG 411	Rhetorical Criticism	3.00	Junior standing
HSS 392	International and Crosscultural Communication	3.00	Sophomore standing and above

**2 - Departmental Requirements (15 units)**

10	Intro Comm Theory	COM 230	3.000	C- or better required
20	Comm Inquiry	COM 240	3.000	C- or better required
30	Comm and Tech	COM 250	3.000	C- or better required
40	Public Speaking <b>or</b> Interpersonal Communication	COM 110 COM 112	3.000	C- or better required
50	Departmental Elective	<i>Any COM Except COM 200</i>	3.000	C- or better required

**3 - Humanities & Soc Sci (37 units)**

10	ENG 101 Acad Writing Research	See Degree Audit for Requirements	4.000	C- or better required
20	History I	See Degree Audit for Requirements	3.000	
30	History II	See Degree Audit for Requirements	3.000	
40	Literature I	See Degree Audit for Requirements	3.000	
50	Literature II	See Degree Audit for Requirements	3.000	
60	Philosophy	See Degree Audit for Requirements	3.000	
70	Arts and Letters	See Degree Audit for Requirements	3.000	
80	Social Science (3 Different)	See Degree Audit for Requirements	9.000	
90	Additional Social Science	See Degree Audit for Requirements	3.000	
100	Foreign Language 200 Level	See Degree Audit for Requirements	3.000	

**5 - GEP Courses (minimum 23 units)**

10	GEP Mathematical Sciences	See Degree Audit for Requirements	6.000	
20	GEP Natural Sciences	See Degree Audit for Requirements	7.000	
30	Health & Exercise Studies	See Degree Audit for Requirements	2.000	S Allowed
40	GEP Additional Breadth MSNSE	See Degree Audit for Requirements	3.000	
50	Interdisc Perspectives	See Degree Audit for Requirements	5.000	
60	GEP US Diversity	See Degree Audit for Requirements	Verify Req	
70	GEP Global Knowledge	See Degree Audit for Requirements	Verify Req	
80	Foreign Language Proficiency	See Degree Audit for Requirements	Verify Req	

**20 - Free Electives (21 units)**

10	Free Electives (12 Hr S/U Lmt)	See Degree Audit for Requirements	21.000	S Allowed
----	--------------------------------	-----------------------------------	--------	-----------

**Total Units Required = 120**

**Public Relations Concentration (2157 16COMPR) Spring 2019 Department of Communication Requirements**

**1 - Humanities & Soc Sci (37 units)**

10	ENG 101 Acad Writing Research	See Degree Audit for Requirements	4.000	C- or better required
20	History I	See Degree Audit for Requirements	3.000	
30	History II	See Degree Audit for Requirements	3.000	
40	Literature I	See Degree Audit for Requirements	3.000	
50	Literature II	See Degree Audit for Requirements	3.000	
51	Foreign Language 200 Level	See Degree Audit for Requirements	3.000	
60	Philosophy	See Degree Audit for Requirements	3.000	
70	Arts and Letters	See Degree Audit for Requirements	3.000	
80	Social Science (3 Different)	See Degree Audit for Requirements	9.000	
90	Additional Social Science	See Degree Audit for Requirements	3.000	

**3 - Concentration Requirements (24 units)**

10	Intro Pub Relation	COM 226	3.000	C- or better required	
20	Princ News Art Writing	ENG 316	3.000	C- or better required	
30	Public Relations Writing	COM 316	3.000	C- or better required	(prerequisite: COM 226, ENG 316)
40	Case Studies in Public Relation	COM 346	3.000	C- or better required	(prerequisite: COM 226, COM 230)
50	Pub Relations Campaigns	COM 476	3.000	C- or better required	(prerequisite: COM 226, COM 316, COM 386; COM 346 may be taken as either a prereq or corequisite)
60	Quant Com Rsrch Method	COM 386	3.000	C- or better required	(prerequisite: COM 240)
70	Com Internship	COM 496	3.000	S Allowed	(prerequisite: COM major, Senior standing; 12 hours of COM courses at the 300/400 level; 3.0 COM GPA)
80	Public Relations Elective		3.000	C- or better required	<i>choose 1 of the following:</i>

Course #	Course Title	Credit Hours	Prereq/Coreq
COM 202	Small Group Communication	3.00	
COM 267	Electronic Media Writing: Theory and Practice	3.00	COM 230
COM 307	Digital Audio Production	3.00	COM 267
COM 336	Newsletter Writing and Production	3.00	
COM 342	Qualitative Research Methods in Communication	3.00	COM 240
COM 357	Digital Video Production	3.00	COM 267
COM 367	Multimedia Production and Digital Culture	3.00	COM 267
COM 392	International and Crosscultural Communication	3.00	Sophomore standing and above
COM 402	Advanced Group Communication	3.00	COM 202
COM 407	Advanced Digital Audio	3.00	COM 307
COM 417	Advanced Topics in Communication and Race	3.00	Prerequisite: COM 257, Coreq: COM 250
COM 421	Communication Law	3.00	Junior standing
COM 431	Communication in Political Campaigns	3.00	COM 110 or COM 201
COM 436	Environmental Communication	3.00	COM 230 or STS 214
COM 441	Ethical Issues in Communication	3.00	COM 110, 112
COM 442	Communication and Conflict Management	3.00	COM 112
COM 447	Communication and Globalization	3.00	Coreq: COM 327
COM 451	Visual Rhetoric	3.00	COM 201 or COM 321
COM 456	Organizational Communication	3.00	COM 230
COM 466	Nonprofit Leadership & Development	3.00	
COM 467	Advanced Topics in Gender and Communication	3.00	COM 327 or COM 362

COM 484	Advanced Television Production	3.00	COM 317
COM 493	Advanced Topics in Public Relations	3.00	Junior or senior standing
COM 498	Advanced Topic in Communication (1-3 Units)	0.00	Junior or senior standing
COM 499	Advanced Independent Research (1-3 Units)	0.00	Nine credits in Communication courses. Junior standing or Senior standing in Communication.
HSS 392	International and Crosscultural Communication	3.00	Sophomore standing and above

**4 - Departmental Requirements (15 units)**

10	Intro Com Theory	COM 230	3.000	C- or better required
20	Com Inquiry	COM 240	3.000	C- or better required
30	Com and Tech	COM 250	3.000	C- or better required
40	Public Speaking	COM 110	3.000	C- or better required
50	Departmental Elective	<i>Any COM Except COM 200</i>	3.000	C- or better required

**5 - GEP Courses (minimum 23 units)**

10	GEP Mathematical Sciences	See Degree Audit for Requirements	6.000	
20	GEP Natural Sciences	See Degree Audit for Requirements	7.000	
30	Health & Exercise Studies	See Degree Audit for Requirements	2.000	S Allowed
40	GEP Additional Breadth MSNSE	See Degree Audit for Requirements	3.000	
50	Interdisc Perspectives	See Degree Audit for Requirements	5.000	
60	GEP US Diversity	See Degree Audit for Requirements	Verify Req	
70	GEP Global Knowledge	See Degree Audit for Requirements	Verify Req	
80	Foreign Language Proficiency	See Degree Audit for Requirements	Verify Req	

**20 - Free Electives (21 units)**

10	Free Electives (12 Hr S/U Lmt)	See Degree Audit for Requirements	21.000	S Allowed
----	--------------------------------	-----------------------------------	--------	-----------

**Total Units Required = 120**

## **PART II: UNIVERSITY POLICIES**

<http://policies.ncsu.edu/>

### **Classification of Students—Undergraduate Degree Students**

Undergraduate degree students are classified according to the number of **COMPLETED** credit hours. The required number of hours of each classification is as follows:

<b>Classification</b>	<b>Credit Hours Earned</b>
Freshman (FR)	0 – 29
Sophomore (SO)	30 – 59
Junior (JR)	60 – 91
Senior (SR)	92 or more

For registration purposes, the classification listed at the “Totals” link on the degree audit is the correct one.

### **Undergraduate Plans of Study**

All NC State undergraduate degree-seeking students who have entered as either first-time freshmen or transfers must design and submit to their Advisor for approval a Plan of Study. Students should complete this Plan in consultation with their respective Advisor. The Plan of Study (Pack Planner) is available in each student’s MyPack Portal. A tutorial on using the Pack Planner is located here: <https://studentservices.ncsu.edu/your-degree/degree-planning/pack-planner/>

**Note:** Communication majors **must submit and have approved** a current Pack Planner through the next 2 semesters to have their Advising Hold released before they can register for classes.

This Plan of Study will represent each student’s Progress Toward Degree. All full-time NC State students are expected to complete 24 hours each academic year. If students are not attending as a full-time students, it is their responsibility to notify their academic advisor or the Director of Undergraduate Advising.

### **Satisfactory Academic Progress**

Beginning with the 2015 Fall term, all undergraduate students, regardless of when they first enrolled at NC State University, will be subjected to the Satisfactory Academic Progress Regulation: <https://policies.ncsu.edu/regulation/reg-02-05-03>

The Satisfactory Academic Progress regulation has the following components: Progress Toward Degree (PTD), Satisfactory Academic Progress (SAP), and Progress Deficiency.

**Progress Toward Degree (PTD):** To make satisfactory PTD, students:

- must be in a degree-granting major before entering their fifth term (fall or spring).
- are encouraged to maintain continuous enrollment in a minimum of 15 hours toward a degree every fall and spring term, the pace which leads to graduation from a 120 hour degree program in four years.

**Satisfactory Academic Progress (SAP):** Satisfactory Academic Progress (SAP) will be evaluated for all students, including part-time students, at the end of each academic year (May). Students admitted mid-year (January) and those who only attend one term (fall/spring) will also be evaluated in May each year. Satisfactory academic progress is measured by meeting the following criteria:

- **Pace of Completion:** Students must pass at least 2/3 of all attempted hours, which means all hours for which a student is registered as of or after the official census enrollment date for the term, as well as transfer courses accepted for credit towards the NC State degree. Attempted hours include withdrawals, grade exclusions ([REG 02.20.16](#)), dropped courses, remedial courses (if countable towards a degree), repeated courses, courses with incomplete or failing grades, unreported grades (LA), and audited or no credit courses..
- **Academic Standing:** Students must have an academic standing that allows for continued enrollment.

**Progress Deficiency:**

- Students failing to make satisfactory academic progress **will have a Progress Deficiency hold placed on their record preventing enrollment and will have future term enrollments (summer, fall, or spring) cancelled.**
- Students meeting SAP, Students meeting SAP but failing to make reasonable progress toward degree may be placed on Progress Deficiency by their College. Reasonable progress may be defined as completing courses required for the student's major in a timely manner, maintaining the expected GPA for the major, or making timely progress toward degree completion.
- Students placed on Progress Deficiency may submit an appeal to retain their schedule and continue enrollment in the next term. (For information about appeals, see See [RUL 02.66.01](#) – Undergraduate Readmission and Appeals)
- Students with successful appeals will be placed on **Progress Probation** for one term (summer, fall, or spring) and will be required to meet the satisfactory academic progress standards described above.

**Continuation of Undergraduate Enrollment**

All undergraduate students, regardless of when they first enrolled at NC State University, will be subjected to the Continuation of Undergraduate Enrollment Regulation, which governs Academic Status and Suspension.

**Academic Status and Continuation Criteria:**

Academic status will be calculated at the end of every fall, spring, and summer terms according to the following:

- **Good Standing:** Students must maintain a cumulative GPA of at least 2.0 or be on Academic Warning or Academic Probation status in order to continue enrollment. Students are considered to be in Good Standing if they are eligible to continue enrollment.
- **Academic Warning:** Students with:
  - a cumulative GPA less than 2.0 and a grade point deficit of 15 or less will be placed on Academic Warning and allowed to continue enrollment. Grade point deficit (GPD) is defined as the number of grade points below the required minimum 2.0 GPA. The deficit reflects the number of hours of B (3.0) grades necessary in the future to raise your GPA to the 2.0 minimum.

- a cumulative GPA above 2.0 and a term GPA below 1.0 will be placed on Academic Warning and allowed to continue enrollment.
- Students on Academic Warning must maintain a term GPA of at least 2.0 for every fall, spring, and summer term of enrollment until they achieve a cumulative GPA of at least 2.0.
- **Academic Suspension:**
  - Who can be suspended?
    - ▶ Students with a cumulative GPA less than 2.0 and a grade point deficit greater than 15 at the end of any term will be placed on Academic Suspension.
    - ▶ Students on Academic Warning or Probation who fail to maintain a term GPA of at least 2.0 for every subsequent fall, spring, or summer term or fail to achieve a cumulative GPA of at least 2.0 will be placed on Academic Suspension.
  - What are the options for suspended students?
    - ▶ Students on Academic Suspension may submit an appeal to continue enrollment for the next term. (See [RUL 02.66.01](#) – Undergraduate Readmission and Appeals).
  - Students who remain on Academic Suspension will have future term enrollments cancelled and may not re-enroll.
- **Academic Probation:** Students will be placed on Academic Probation for one term after a successful appeal to return from Academic Suspension.
  - Students on Academic Probation who earn a term GPA of at least 2.0 during their Probation term will move to Academic Warning and will be subjected to the continuation criteria described above.
  - Students on Academic Probation who fail to earn a term GPA of at least 2.0 during their Probation term will be suspended.
- **Timely Advising:** Students on Academic Warning or Academic Probation are required to meet with either their advisor or the Director of Undergraduate Advising during the first four weeks of the fall or spring term to discuss their plan for academic success. Failure to do so will result in a separate Timely Advising hold placed on the student's account in addition to the Academic Advising Hold.

### **Revising Your Schedule**

Once you have initially enrolled (registered), you may make schedule revisions (drop/add) anytime on MyPack Portal until Census Date. You are encouraged to make your schedule changes as soon as you are aware that they need to be made. Please refer to the [Academic Calendar](#) for official Census Date.

Note: Upon adding coursework that results in an increased rate, students will be billed during the next Cashier's Office billing cycle. Refunds resulting from courses dropped will be mailed to the student's University correspondence address. The last day for a tuition adjustment is the same as the Census Date. Courses dropped after this date are not eligible for a tuition credit or refund. Students who drop all of their courses after the start of the semester (i.e. withdraw) will receive refunds based on the [Cashier's Office withdrawal schedule](#).

**Adding Courses:** Courses may be added without instructor permission during the five (5) days of the Fall and Spring semesters and first two (2) days of summer session by students through MyPack. Students must have the permission of the instructor to enroll in courses during days six (6) through ten (10) of the Fall and Spring semesters and on day three (3) of summer session.

### **Dropping Courses:**

- Except in the case of withdrawal (dropping all courses), courses may be dropped until Census Date without penalty. After Census Date, and until the Eighth Week (Drop/Revision Deadline), students may drop a course through MyPack; however, dropping a course at this point in the semester are considered course withdrawals and will result in a “W” grade.
- **Dropping below full-time status:** During weeks three through eight of the Fall or Spring semester, a full-time undergraduate degree student who wishes to drop courses at any level and whose academic load would thereby fall below the twelve-hour minimum course load may do so only for documented medical reasons or other verified, unforeseen grounds of personal or family hardship as provided for under Exceptions. The minimum course load for undergraduate students is twelve credit hours except in their final semester when a lesser number may be taken if that is all that the student needs to fulfill graduation requirements. To receive financial aid, a student must meet the minimum course load requirements of the appropriate funding agency.
- The complete withdrawal process and timeline can be found here: <https://studentservices.ncsu.edu/your-classes/withdrawal/process/>
- **Exceptions:**
  - For undergraduate students, exceptions to the drop policies above require the recommendation of the student's advisor (or the departmental coordinator of advising or the department head) and approval by the dean of the student's college. Students and advisors should check with the college dean's office concerning forms and procedures for requesting an exception.
  - For graduate students, exceptions to the drop policies require the recommendation of the chair of the student's advisory committee, the department head, approval by the dean of the students' college, and the dean of the graduate school.
  - For Non-degree (Lifelong Education) students, exceptions to the drop policies must be handled in person at 1000 Harris Hall.
- **Relevant Forms and Resources:**
  - Schedule Revision Form: <https://studentservices.ncsu.edu/wp-content/uploads/2018/10/Schedule-Revision-Form-10-2018.pdf> (the supplemental data form, which must be completed for items in 2B and 2C of the schedule revision form, can be found here: <https://studentservices.ncsu.edu/wp-content/uploads/2018/09/supplementaldataform-NO-DEAN.pdf>)
  - Withdrawal Process: **The complete withdrawal process and timeline can be found here:** <https://studentservices.ncsu.edu/your-classes/withdrawal/process/>
- **Individual Course Drops in a Previous Semester:** Courses may not be dropped after the final grades have been submitted by the instructor and processed by Registration and Records. Any action regarding a grade that has been recorded, including a change to W-Withdraw, requires the submission of a **Grade Change Report Form** by the instructor of the course with the approval by the instructor's department head and, for changes other

than from LA or IN, by the dean or associate dean of the college in which the course is taught.

### **Withdrawal:**

- **Withdrawing prior to the start of the term:** Students who are enrolled, but do not plan to attend any courses for a future term, should initiate a term withdrawal in order to notify the university that they will not be attending for an upcoming Spring or Fall term. You should consult with your Advisor or the Director of Undergraduate Advising before initiating a withdrawal to discuss the academic implications of the intended withdrawal. If you choose to withdraw prior to the start of the academic term, initiate your term withdrawal request through the **MyPack Portal: Student Homepage > Planning & Enrollment tile > Term Withdraw** menu item.
- **Academic Semester Withdrawal Prior to Drop/Revision Deadline:**
  - Undergraduate student withdrawals after the first day of classes, but prior to [census date](#) are recorded on the transcript with the notation “Term Withdrawal.”
  - Withdrawals after census are recorded on the transcript and dropped courses are noted with a grade of “W.” All courses graded with “W” count towards attempted hours for Satisfactory Academic Progress calculations (<https://policies.ncsu.edu/regulation/reg-02-05-03>).
  - You should consult with your Advisor or the Director of Undergraduate Advising before initiating a withdrawal to discuss the academic implications of the intended withdrawal. If you choose to withdraw prior to the start of the academic term, initiate your term withdrawal request through the **MyPack Portal: Student Homepage > Planning & Enrollment tile > Term Withdraw** menu item.
- **Withdrawing After the Drop/Revision Deadline:** A current semester withdrawal after the [drop/revision deadline](#) removes you from all courses in a current semester. Withdrawals after the drop/revision deadline are approved by the university only under [extenuating circumstances](#). Documentation is required to support these requests. The documentation must provide evidence that the extenuating circumstances were unforeseeable and unavoidable and caused a serious disruption in academic functioning. Submission of a withdrawal request after the drop/revision deadline is not guaranteed approval. Students should have contingency plans in place in case a withdrawal request is delayed or denied.
  - Consult with your advisor before initiating a withdrawal to discuss the academic implications of the intended withdrawal.
  - Organize the details of your case. It’s often helpful to write a statement detailing the grounds for your request to withdraw (for example, what occurred, when it occurred, how it affected you, and what you have done or plan to do about it).
  - Organize your documentation to verify the facts of your request. You can obtain documentation from your healthcare or mental health provider by giving them this [form](#).
  - Initiate your term withdrawal request through the **MyPack Portal: Student Homepage > Planning & Enrollment tile > Term Withdraw** menu item. Term withdrawal requests can be initiated through the MyPack Portal up to 30 days after the [last day of the term](#).
  - Withdrawal requests after the Drop/Revision deadline require the approval of the Associate Dean of your college. There is no guarantee of approval so it is recommended that you have a contingency plan in mind in the event of a denial.

- Notification of the approval or denial of withdrawal requests will be communicated to students via their NC State email address.
- Students who are denied their request for a Term Withdrawal have the right to appeal the decision. Information regarding the process for the appeal is available via a link in the denial notification email. Appeals must be filed within ten (10) calendar days from the date of the notification of denial.
- **Retroactive Withdrawal Requests:** A retroactive (previous semester) withdrawal removes you from all courses in a previous semester. University guidelines for the approval of a retroactive withdrawal require that the same conditions required for the “withdrawal after the drop/revision date’ are met.
  - Consult with your advisor to discuss the academic implications of the intended withdrawal and to plan for other avenues in the event that your withdrawal request is not approved.
  - Requests from degree students to drop all courses for a previous semester (i.e., retroactive withdrawal) are still initiated through the Counseling Center until further notice by using forms available in the Center, or available for [download from the Center’s website](#).
  - **NOTE:** An administrative fee of 5 percent of the total tuition and fee charges—not to exceed \$100—will appear on your student account. This charge covers the cost of processing your withdrawal and is assessed by the university.
- **Extenuating Circumstances for Withdrawal:** Withdrawals after the drop/revision deadline are approved by the university only under extenuating circumstances. The presence of extenuating circumstances are not a guarantee of a withdrawal approval. Withdrawals are approved by a student’s college on a case-by-case basis.
  - **Medical:** Certification by an appropriate medical professional of a serious disruption in academic functioning for medical reasons. Such medical petitions are subject to review by a University physician. A letter of explanation and guidance for your service provider is available [here](#).
  - **Psychological:** Certification by the Counseling Center or by an independent licensed mental health professional of inability to continue for psychiatric/psychological reasons. The latter are subject to review by the University’s Counseling Center. A letter of explanation and guidance for your service provider is available [here](#).
  - **Hardship:** Verification that a documented unforeseeable hardship of any kind resulted in it being unreasonable for the student to continue. Examples include: documentation of a work transfer out of the Triangle area, copy of an insurance claim confirming the destruction of primary residency due to fire, obituary, etc.
  - **Military:** Verification that the student has been called to active duty or training in the United States Armed Forces, including service in the National Guard or Reserve.

### **Undergraduate Grade Exclusion**

For the complete policy, please go to the following: <https://policies.ncsu.edu/regulation/reg-02-20-16/>

The undergraduate grade exclusion policy is one of forgiveness that helps NC State undergraduate students maintain good academic standing. Undergraduate students may

select up to two (2) NC State courses with a posted letter grade of C- or below to be excluded from calculation of their cumulative GPA. Unsuccessful audits or credit-only attempts are not eligible for grade exclusion.

Once a grade exclusion is applied to a course, the grade points and the credit hours attempted (and, if applicable, earned) for the course will be removed from the calculation of the cumulative GPA and from the calculation of the total hours attempted. The course and the grade for the course **will show on the student's official transcript** but will have a notation indicating that the grade was excluded from the computation of the cumulative GPA.

**Effects:**

- Grade exclusion will result in a recalculation of academic standing. Use of a grade exclusion does not retroactively change the status of the student's semester academic honors or result in a refund of tuition or fees.
- Students should be aware that many graduate and professional schools recalculate GPA in the process of considering an applicant for admission to such programs. This recalculation may include restoring the grades and the cumulative grade point average effects of courses to which a grade exclusion has been applied.

**Process:**

1. Undergraduate students may select up to two (2) NC State courses with posted letter grades of C- or below to be excluded from calculation of their cumulative GPA. Unsuccessful audits or credit-only attempts are not eligible for exclusion.
2. Grades excluded under previous University regulations (such as First Year Course Repeat of Course Repeat Without Penalty) count toward the maximum two courses allowed for exclusion.
3. Once a grade exclusion is applied to a course, the grade points and the credit hours attempted and earned on the course will be removed from the calculation of the cumulative GPA and from the calculation of the total hours attempted.
4. The course title and grade for the course will be shown on the official record (transcript) with a notation indicating that the grade was excluded from the computation of the GPA.
5. Excluded courses **cannot be used to satisfy degree requirements**. In other words—for courses other than Communication courses, a D- is considered a passing grade, and therefore the course in which a D- was earned meets the degree requirement and it is not longer necessary to take the course. However, if a student decides to use a grade exclusion for a D- on a course that has otherwise met the degree requirement, it now becomes necessary to re-take a course to meet the degree requirement. Thus, it is important that students **consult with their academic advisor or Director of Undergraduate Advising before using a grade exclusion**.
6. Grade exclusions **must be posted prior to a student applying for graduation**. Grade exclusions cannot be invoked after a baccalaureate degree has been conferred upon the student by NC State.
7. Once a grade exclusion is posted, students cannot remove the exclusion or change it to another course at a later date.
8. Grade exclusions cannot be applied to courses in which students were found to have committed academic dishonesty.
9. Grade exclusions are completed through a student's MyPack Portal.

## **Incomplete (IN) Grades**

Incomplete Grades (IN) are given, at the discretion of the instructor, when a student is not able to complete coursework because of a serious interruption not caused by the student's own negligence. "IN" Grades must be made up by the student, usually by the end of the next semester, through an arrangement between the student and the instructor. Students are advised to have a written contract with the Instructor defining the work and the timetable for completion of the coursework. "IN" Grades which are not made up by the end of the next academic semester will automatically change to "F." **IMPORTANT: Students must not register again for courses in which they have IN grades; so doing will result in the "IN" converted to an "F".**

## **Academic Honors**

The full policy on Academic Honors can be found here: <https://policies.ncsu.edu/regulation/reg-02-30-01/>

**Dean's List:** A full-time undergraduate student who earns a semester average of (a) 3.5 or better on 12 to 14 credit hours of coursework for which grade points are earned: or (b) 3.25 or better on 15 or more credit hours of coursework for which grade points are earned, shall be placed on the Dean's List for that semester. Students are not eligible for the Dean's List in any semester in which they receive an F or IN grade. When IN grades are resolved, however, students who are otherwise eligible shall be added retroactively to the Dean's List for that semester. Dean's List recognition shall be noted on the student's semester grade report and permanent academic record.

The names of students with "full" privacy blocks will not appear in files pulled for local publications/hometown newspapers. If you would like your name to appear, or if you would like your name removed, please [upgrade your privacy block](#).

## **Academic Integrity**

Students are required to comply with the NC State policy on academic integrity found in the Code of Student Conduct: <https://studentconduct.dasa.ncsu.edu/code/>

NC State Students are bound to an honor code, which states: "I have neither given nor received unauthorized aid on this test or assignment." It is my understanding and expectation that a student's signature on any test or assignment means that you have neither given nor received unauthorized aid. Strict standards of academic honesty will be enforced according to the University policy on academic integrity.

## **University Non-Discrimination Policy**

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, gender identity, genetic information,

sexual orientation, or veteran status (individually and collectively, “Protected Status”) is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at <https://policies.ncsu.edu/policy/pol-04-25-05/> or <https://oied.ncsu.edu/divweb/>. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Institutional Equity and Diversity at [oied-communications@ncsu.edu](mailto:oied-communications@ncsu.edu). Additional information regarding specific staff and program contacts can be found at <https://oied.ncsu.edu/divweb/contact-us/>.

### **PART III: UNIVERSITY RESOURCES**

**Minors:** <https://oucc.dasa.ncsu.edu/undergraduate-academic-programs/academic-minors/>  
 NC State University offers over 100 minors. Students are strongly encouraged to pursue a minor. Contact your Advisor to discuss the Minor(s) you are considering and how these will contribute to your after graduation plans as well as contribute to your degree progress.

**Study Abroad:** <https://studyabroad.ncsu.edu/>

Students are encouraged to explore the Study Abroad options available to NC State University students. Early planning with your Advisor can enhance the probability that courses completed abroad will fulfill requirements for graduation. The Study Abroad Office location is 315 Holmes Hall.

**University Tutorial Center:** <https://tutorial.dasa.ncsu.edu/>

The University Tutorial Center offers: Tutoring by Appointment; Supplemental Instruction; and Writing and Speaking Tutorial Services.

**Disability Resource Office:** <https://dro.dasa.ncsu.edu/>

The Disability Resource Office (DRO) is the designated office to assist eligible students with disabilities by determining access needs and coordinating academic adjustments in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504).

**Student Ombuds Services:** <https://ombuds.dasa.ncsu.edu/>

The NC State Student Ombuds is an independent, neutral, confidential and informal office at NC State to assist students and be a personal guide for conflict management, prevention and resolution. We advocate for fair processes, working to empower the student to successfully navigate NC State to address challenges and identify resources.

**Academic Advising Services :** <https://advising.dasa.ncsu.edu/>

Academic Advising Services provides walk-in advising to degree-seeking students exploring majors, current information on General Education, Declaring Majors and Minors, and Academic Policies.

**Pack Essentials:** <https://dasa.ncsu.edu/pack-essentials/>

NC State and campus partners have developed many programs to support students in need of food, housing, financial, and educational security.

**Pack ASSIST:** <https://ncsu.academicworks.com/>

NC State's scholarship application portal for Undergraduate scholarships. Applications for continuing students open December 1 for the 2019-2020 academic year. New students should apply as soon as they are admitted.

**Student Legal Services:** <https://studentlegal.dasa.ncsu.edu/>

University Student Legal Services (USLS) is a nonprofit corporation created by Student Government and funded by student fees. The purpose of USLS is to provide education, advice, and representation within the scope of the prepaid student legal services plan. The USLS plan is registered with the North Carolina State Bar. To make an appointment:

919.515.7091, or email [studentlegal@ncsu.edu](mailto:studentlegal@ncsu.edu) (confidential). They are located in 1107 Pullen Hall; hours are Monday - Friday, 8am - 5pm.

**Prevention Services:** <https://prevention.dasa.ncsu.edu/>

NC State Prevention Services provides case management, education and outreach emphasizing inclusive, developmental, and non-judgmental perspectives for student prevention efforts. Through the lenses of behavioral health, wellness, and sustainability, our professionals cross-collaborate with the campus community to enhance individual and collective well-being, as well as assisting students to gain the necessary resources to remain successful academically and emotionally at NC State.

**Counseling Center:** <https://counseling.dasa.ncsu.edu/>

The Counseling Center provides counseling for NC State students experiencing personal, academic or vocational problems. Psychological assessment and psychiatric consultation are also available. Services are primarily short-term in nature and referrals to other helping professionals and community agencies are made as appropriate. Strict confidentiality is assured. Many services are free to currently enrolled students of North Carolina State University. The Counseling Center is located in the Student Health Center at 2815 Cates Avenue.

If it's your first appointment or if you haven't seen your counselor recently, please **come by the Counseling Center** Monday – Friday between 9:00 a.m. and 3:00 p.m. (11:00 a.m. to 3:00 p.m. on Wednesdays) to schedule a session. For mental health emergencies during office hours (Monday – Friday, 8:00 a.m. to 5:00 p.m., except holidays), please come to the Counseling Center to talk to a triage counselor.

If you are experiencing an emergency but are unable to come to the center during the day, please call us at 919.515.2423. For after-hours emergencies (after 5:00 p.m. and on weekends and holidays) please call 919.515.2423 and select option 2 to speak with an on-call counselor.

**African American Cultural Center:** <https://oied.ncsu.edu/divweb/aacc/>

The African American Cultural Center promotes awareness of and appreciation for African American and other African descent experiences through activities and events that enhance academic excellence and strengthen cultural competence for the campus and surrounding communities.

**GLBT Center:** <https://oied.ncsu.edu/divweb/glbt/>

The GLBT Center serves students of all sexual orientations, gender identities and gender expressions, including gay, lesbian, bisexual, pansexual, asexual, queer, transgender, genderqueer, gender fluid, gender non-conforming, non-binary, agender, intersex and questioning students and their allies. It strives to increase the NC State campus community's understanding of diversity by working collaboratively to raise awareness, promote respect, and create a culture of equity, inclusion and social justice.

**Military and Veteran's Services:** <https://veterans.dasa.ncsu.edu/>

The NC State University Military and Veterans Resource Center is the university's centralized resource to coordinate integrated support to military-affiliated students.

**Multicultural Student Affairs:** <https://oied.ncsu.edu/divweb/msa/>

Multicultural Student Affairs (MSA) researches, designs and implements unique programs that promote the pursuit of academic success, retention and graduation of students, with an emphasis on African American, Native American and Hispanic/Latino students. Our programs and services expand students' cultural horizons while honoring their respective cultural experiences. We work to bring academic enhancement opportunities, cultural awareness activities and student leadership development to all students on campus.

**Women's Center:** <https://oied.ncsu.edu/divweb/womenscenter/>

The mission of the Women's Center is to build and create a community of authentic and engaged allies and leaders to pursue gender equity and social justice; enhancing the campus climate through education, advocacy, support and leadership development.