UNDERGRADUATE POLICIES

Academic Requirements and Limits for Undergraduates

Baccalaureate Degree Requirements And Limits
122 - Minimum number of credit hours required for an undergraduate degree
36 - Minimum number of credits required toward the degree at or above the 300 course level
31 - Minimum required credits in residence at UNC Greensboro
31 - Minimum required credits in residence at UNC Greensboro beyond the first degree for a second undergraduate degree
2.0 - Minimum cumulative GPA required for graduation

Credit Hour Regulations And Limits
12 - Minimum number of credits in which undergraduates must enroll per semester to qualify for full-time status
18 - Maximum number of credits per semester in which an undergraduate may enroll without special permission
64 - Maximum number of credits allowed for 2-year transfer credit
12 - Maximum number of credits allowed for physical education credit

Deans' List Qualifications
6 - Minimum number of credits a student must have completed at UNC Greensboro to be eligible for Deans' List
6 - Minimum number of credits in which a student must be enrolled for a given semester
3.50 - Minimum required GPA for the semester
B- - Minimum grade earned for the semester (no grade may be lower than B-)

Chancellor's List Qualifications
30 - Minimum number of credits a student must have completed at UNC Greensboro to be eligible for Chancellor's List
12 - Minimum number of credits in which a student must be enrolled for a given semester at UNC Greensboro
3.65 - Minimum required cumulative GPA

Transfer students must be enrolled for at least one semester at UNC Greensboro to be eligible for the Chancellor's List.

Graduation With Honors Requirements
45 - Minimum number of credits a student must complete in residence at UNC Greensboro by end of senior year to be eligible for graduation with honors
3.90 - Minimum required GPA for Summa cum laude
3.70 - Minimum required GPA for Magna cum laude
3.50 - Minimum required GPA for Cum laude

Second Degree Honors Required Hours
45 - Minimum number of credits a second degree candidate must complete toward the second degree in residence at UNC Greensboro, with the required GPA, to be eligible for graduation with honors

Simultaneous Baccalaureate Degrees Residency Hours
31 - Minimum number of credits in residence a student must complete beyond requirements for the first degree in order to receive a second, simultaneous baccalaureate degree

Academic Standing at UNC Greensboro

The following requirements and procedures for maintaining academic good standing became effective in Fall 2017 for undergraduate students and was modified by Faculty Senate in April 2017.

Undergraduate students are expected to be aware at all times of their academic standing and are responsible for knowing whether or not they are on Academic Good Standing, Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal. Students may check their academic standing via UNCGenie.

UNC Greensboro reserves the right to deny enrollment to any student, even though the student has met the minimum grade point average required, if it is apparent from the student's academic record of required courses that the student will not be able to meet graduation requirements.

The Academic Good Standing Policy applies to enrollment during any term, including summer term. Students may be placed on Academic Warning, Academic Probation, Academic Suspension, Academic Dismissal, or restored to Academic Good Standing based on their academic performance during Summer Session. Academic performance for both summer terms is evaluated at the end of Summer Session II.

Academic Good Standing Policy
(For degree-seeking students entering the university Fall 2014 and after. Students who entered the university as degree-seeking undergraduates prior to Fall 2014 are grandfathered into the policy last published in the 2013–14 Undergraduate Bulletin.)

To maintain Academic Good Standing at UNC Greensboro, undergraduate students will be required to satisfy all of the following requirements:

• Maintain a minimum 2.0 cumulative GPA.
• Earn 67% of their credit hours each term.

Failure to satisfy all of the requirements above will result in Academic Warning or Academic Probation.

Academic Warning
Academic Warning will occur when an undergraduate student maintains a minimum 2.0 cumulative GPA but earns less than 67% of their credits.

Students who fall on Academic Warning will be required to satisfy all of the following requirements during their next term of enrollment:

• Maintain a minimum 2.0 cumulative GPA.
• Earn 67% of their credits each term.
• Enroll in and successfully complete the requirements of the Academic Resources & Knowledge (ARK) Program.
Failure to meet the requirements for Academic Good Standing while on Academic Warning may result in Academic Probation. A student who is able to maintain a 2.0 cumulative GPA but does not earn 67% of their credits will continue on Academic Warning each consecutive semester until the required minimum percentage of hours is earned.

**Academic Probation**

Academic Probation will occur when an undergraduate student in Academic Good Standing or on Academic Warning fails to maintain a minimum 2.0 cumulative GPA.

Undergraduate students who fall on Academic Probation will be required to satisfy all of the following requirements during their next term of enrollment:

- Limit enrollment to a maximum of 16 credits each fall and spring term and 8 credits in the summer term until Academic Good Standing is restored.
- Earn a minimum 2.30 term GPA each term until a 2.0 cumulative GPA is restored.
- Enroll in and successfully complete the requirements of ARS 100.

Failure to satisfy all of the Academic Probation requirements above may result in Academic Suspension at the end of the probationary term. A student who is able to restore a 2.0 cumulative GPA but does not earn 67% of their credits will be placed on Academic Warning.

In cases where circumstances beyond the student's control have interfered with the student's academic performance, students placed on Academic Suspension may request immediate reinstatement by submitting an Academic Suspension Appeal. Contact the Students First Office, Forney Student Success Commons—Suite 101, 336-334-5730, for more information on the appeal process.

**Academic Suspension**

Academic Suspension will occur when an undergraduate student on Academic Probation fails to maintain either a minimum 2.30 term GPA or a minimum 2.0 cumulative GPA.

All students who fall on Academic Suspension are ineligible to enroll at UNC Greensboro for one fall or spring term.

NOTE: Summer session is not considered a term away for the purposes of Academic Suspension. After a one-term suspension, students may request permission to return to the university by submitting a Return from Suspension form to the Office of Undergraduate Admissions. Contact the Students First Office, Forney Student Success Commons—Suite 101, 336-334-5730, for more information on the appeal process.

If readmitted, upon return from Academic Suspension, an undergraduate student will be considered on Academic Probation and is required to satisfy all of the following requirements during their next term of enrollment:

- Limit enrollment to a maximum of 16 credits each fall and spring term and 8 credits in the summer term until Academic Good Standing is restored.
- Earn a minimum 2.30 term GPA each term until a 2.0 cumulative GPA is restored.
- Enroll in and successfully complete the requirements of ARS 120.

Failure to satisfy all of the Academic Suspension requirements above may result in Academic Dismissal at the end of the term. A student who is able to restore a 2.0 cumulative GPA but does not earn 67% of their semester hours will be placed on Academic Warning.

In cases where circumstances beyond the student’s control have interfered with the student’s academic performance, students placed on Academic Dismissal may request immediate reinstatement by submitting an Academic Dismissal Appeal. Contact the Students First Office, Forney Student Success Commons—Suite 101, 336-334-5730, for more information on the appeal process.

**Academic Dismissal**

Academic Dismissal will occur when an undergraduate student on Academic Probation after returning from Academic Suspension fails to maintain either a minimum 2.30 term GPA or a minimum 2.0 cumulative GPA.

All students who fall on Academic Dismissal are ineligible to enroll at UNC Greensboro for one academic year.

NOTE: Summer session is not considered a term away for the purposes of Academic Dismissal. After a one-year dismissal, students may request permission to return to the university by submitting a Return from Dismissal form to the Office of Undergraduate Admissions. Contact the Students First Office, Forney Student Success Commons—Suite 101, 336-334-5730, for more information on the appeal process.

If readmitted, upon return from Academic Dismissal, an undergraduate student will be considered on Academic Probation and is required to satisfy all of the following requirements during their next term of enrollment:

- Limit enrollment to a maximum of 16 credits each fall and spring term and 8 credits in the summer term until Academic Good Standing is restored.
- Earn a minimum 2.30 term GPA each term until a 2.0 cumulative GPA is restored.
- Enroll in and successfully complete the requirements of ARS 140.

Academic Appeals

In cases where circumstances beyond the student’s control have interfered with the student’s academic performance, students placed on Academic Suspension or Academic Dismissal may request immediate reinstatement by submitting an Academic Suspension Appeal or Academic Dismissal Appeal. Appeals must be submitted by the published deadlines, which are located in the academic calendar and the University Catalog. Events and/or circumstances that merit an appeal include officially documented unanticipated personal life events, officially documented unanticipated serious medical difficulty, and/or officially documented serious psychological difficulty. Students are strongly encouraged to contact the Students First Office for assistance before officially submitting an appeal.
An Academic Suspension Appeal or Academic Dismissal Appeal will be reviewed by the Academic Appeals Committee. Once an appeal has been submitted, students will be notified of the results of their appeal via their UNC Greensboro email account. All academic appeal decisions are final.

As mandated by the university, a student whose Academic Suspension Appeal or Academic Dismissal Appeal is approved must agree to participate in the designated Academic Recovery Program, coordinated within the Students First Office, during the next term of enrollment. Failure to participate in and successfully complete the requirements of the designated Academic Recovery Program will result in immediate Academic Dismissal at the end of the term.

**Average Time to Graduation**

Many factors affect both the length of time and the number of credit hours an individual student will require to complete the baccalaureate degree. Full-time undergraduate students are expected to complete at least 12 credit hours per semester. Failure to complete an average of 15 credits per semester may lengthen the student’s time to graduation. Some majors do require formal admission beyond that required for admission to the university in general.

Students should meet with their academic advisors regularly to plan their academic schedules. To graduate, students must complete specific university requirements as well as requirements within the major. Students who change majors may find that additional requirements must be fulfilled. Changing majors excessively, or after the third or fourth semester of study, may also lengthen the time to graduation.

Criteria for admission to a specific major (outlined in the University Catalog) and continuation in that major may include a university grade point average exceeding that required for continuation within the university as a whole. Students considering such majors should become familiar with the guidelines, and work with an academic advisor, as soon as possible to ensure that they meet the criteria.

**Classification of Students**

The following classifications became effective for fall 1996 and thereafter for newly admitted undergraduates (transfer students and freshmen).

Undergraduate students are classified as freshmen, sophomores, juniors, and seniors. These classifications are determined by the number of semester hours completed (including hours transferred from another institution). The classifications are as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0–29.9 credit hours completed</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30–59.9 credits completed</td>
</tr>
<tr>
<td>Junior</td>
<td>60–89.9 credits completed</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more credits completed</td>
</tr>
</tbody>
</table>

**Course Credit Regulations and Limits**

**Correspondence Credit**

Up to 64 credit hours in correspondence and extension credit may be applied to the completion of work for an undergraduate degree with the further stipulation that not more than one-fourth of the requirements for the degree may be completed in correspondence credit. Academic departments may establish such course and credit limitations in acceptance of correspondence credit as may be required by specific degree programs.

Although UNC Greensboro correspondence credit is treated as transfer credit at the time of admission, it will be thereafter considered “Residence” credit for degree certification purposes.

Correspondence credit earned from institutions other than UNC Greensboro is always treated as transfer credit. It will have no impact on the UNC Greensboro grade point average. Only credits will be applied toward UNC Greensboro degree requirements.

**Extension Credit**

UNC Greensboro extension credit, earned either on or off campus, will be considered transfer credit for admission purposes. Up to 64 credit hours in extension and/or correspondence credits may be applied to completion of work for an undergraduate degree. Academic departments may establish such course and credit limitations in acceptance of extension credit as may be required by specific degree programs.

Although UNC Greensboro extension credit is treated as transfer credit at the time of admission, it will be thereafter considered “Residence” credit for degree certification purposes.

**Non-Credit Courses**

Non-credit courses do not count toward graduation nor are they calculated in the student’s GPA. There are currently no non-credit courses available.

**Physical Education Credit Limit Policy**

Any university student may take up to 12 credit hours of elective credit in physical education activity courses to apply toward graduation.

**Repeated Courses**

If a course or its equivalent is taken more than once for credit and is not repeatable for credit, credit will be applied toward degree requirements only once.

**Summer Session Credit**

Students may enroll for no more than seven credits during each of the two summer sessions, unless permitted to take an increased load by their assigned academic advisor.

**Transfer Credit**

**Comprehensive Articulation Agreement**

The North Carolina General Assembly, the Board of Governors of The University of North Carolina, and the State Board of Community Colleges are committed to the simplification of transfer of credits for students and thus facilitating their educational progress as they pursue associate or baccalaureate degrees within and among public post-secondary institutions in North Carolina. The Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between N.C. community colleges and public universities in North Carolina, and has as its objective the smooth transfer of students, providing certain assurances to the transferring student by identifying community college courses that are appropriate for transfer as electives, and specifying courses that will satisfy pre-major and general education requirements.

The CAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of The University of North Carolina. To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of
at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis. Students officially enrolled in an AA or AS program at a North Carolina community college prior to Fall Semester 2014 are subject to the conditions and protections contained in the CAA in place at the time of their initial enrollment as long as they have remained continuously enrolled.

Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better will receive at least 60 semester hours of academic credit upon admission to UNC Greensboro. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to UNC Greensboro will have fulfilled the university's lower-division general education requirements, but not intermediate-level general education requirements like the College of Arts and Sciences' foreign language requirement. Also, due to degree requirements in some majors, additional lower-division courses at UNC Greensboro may be required beyond the general education courses and pre-major courses taken at the community college.

If a student from a North Carolina Community College System (NCCCS) college believes the terms of the Comprehensive Articulation Agreement (CAA) have not been honored by UNC Greensboro, the student may invoke the CAA Transfer Credit Appeal Procedure. Steps to file an appeal can be found in Appendix E of the Comprehensive Articulation Agreement document (https://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa)

Transfer Credit and Credit Limit

UNC Greensboro is accredited by and will accept transfer credit from schools accredited by the Commission on Colleges, Southern Association of Colleges and Schools (SACS). Colleges and universities outside of the SACS region must have accreditation from the appropriate regional accrediting agency for the transfer credit to be accepted.

Transfer credit to be awarded is determined by the quality as well as the quantity of the student's previous college work. Course work completed with a grade of C-, D+, D, or D- will not transfer. Transfer courses are evaluated on a course-by-course basis.

The sum total of transfer credit hours from two-year college(s), extension, or correspondence courses that may be applied toward an undergraduate degree may not exceed 64 semester hours. No combination of 2Plus and transfer/extension credit may exceed 64 semester hours on the student's transfer equivalency worksheet.

The University's Repeated Course policy applies to transfer credit. If a course or its equivalent is taken more than once for credit and is not repeatable for credit, credit will be applied toward degree requirements only once. In the case of duplicate transfer credit, only the first instance in which credit can be awarded will remain on the UNC Greensboro academic record.

Current UNC Greensboro policy stipulates that courses completed in technical, vocational, or professional programs at community colleges or courses from technical colleges or proprietary institutions cannot be accepted in transfer, unless they are part of a 2Plus Program. These programs give students with articulated Associate in Applied Science degrees access to a limited number of degrees at UNC Greensboro.

Credit for Military Training

Elective credit for military training may be awarded where UNC Greensboro has comparable courses and upon receipt of an official American Council of Education transcript.

Course Selection (including the Course Withdrawal Policy)

Adding Courses

Students may add courses to their schedules during the Drop/Add period. Between the end of the Drop/Add period and the 10th day of classes, a student desiring to add a course may do so only with the written approval of the instructor.

Late Adds

After the 10th day of classes, adding with instructor permission will be accepted by the University Registrar's Office only under extraordinary circumstances.

Course Withdrawal Policy

The following requirements and procedures for maintaining Academic Good Standing became effective in Fall 1996 for newly admitted degree-seeking undergraduates (freshmen and transfer students), modified by Faculty Senate in April 1998 and modified again in November 2013 in compliance with UNC Policy 400.1.1[R].

Withdrawing from Current Term Courses

16 credit hour limit for course withdrawals

Beginning Fall 2014, all undergraduate students will be limited to withdrawing from a maximum of 16 credit hours during their undergraduate career. This limitation does not include course withdrawals completed within the course adjustment period (as identified on the Academic Calendar) that do not count as attempted hours and are not limited to 16 credits. Students who have not exceeded their 16 credit limit may withdraw from a course or courses after the course adjustment period and within the first eight weeks of the term without incurring a WF grade (Withdrawn Failing). Withdrawal from courses within the 16 credit limit will be indicated on a transcript with a grade of WX.

Course withdrawals after eight weeks or in excess of 16 credits will incur a WF grade (Withdrawn Failing).

Courses of less than one semester's duration, including Summer School courses, shall have shorter withdrawal deadlines (proportional to the course adjustment and eight-week deadline for the regular semester). All withdrawal deadlines are published on the University Registrar's Office website.

All WX courses count as attempted hours and in tuition surcharge calculations, and are subject to academic standing, financial aid, and Satisfactory Academic Progress rules and calculations.

Withdrawing from a course with extenuating circumstances

Undergraduate students with appropriate cause, as determined by officially documented military deployment, medical, psychological, or unanticipated personal life events, or administrative reasons, may petition for an exemption from the 16 credit limit and the eight-week deadline by initiating a Course Withdrawal Request through the Students First Office. The Course Withdrawal Request Committee, under the purview of the Students First Office, shall be responsible for authorizing Course Withdrawal Requests in consultation with the instructor of every course, and with other departments or agencies as needed. If a Course
Withdrawal Request is authorized, all requested courses will be indicated on a transcript with a grade of WE (Withdrawn with Exception).

If a student withdraws from all courses, the student is considered officially withdrawn from the university. See section on Withdrawal from the University.

All WE courses count as attempted hours and are subject to financial aid, Satisfactory Academic Progression, and tuition surcharge rules and calculations; they do not count in academic standing calculations or GPA calculation.

Withdrawal from courses retroactively
Undergraduate students shall be given one year following the term in which a course or courses were taken to submit a Course Withdrawal Request with the Students First Office. Students who seek to withdraw from a course or courses retroactively must meet the conditions under Withdrawing from Current Term Courses and the Course Withdrawal Request Committee, under the purview of the Students First Office, must authorize the request. Students are strongly encouraged to contact the Students First Office for assistance before officially submitting a Course Withdrawal Request. If a Course Withdrawal Request is authorized, all requested courses will be indicated on a transcript with a grade of W (Withdrawn for classes taken prior to Fall 2014, and a grade of WE (Withdrawn Exception) for courses taken in Fall 2014 and thereafter. Students who have graduated may not withdraw from courses retroactively.

Neither the course withdrawal (WX) nor the course withdrawal with an exception (WE) can be replaced under the university’s Grade Replacement Policy or forgiven as part of the Academic Renewal Policy.

Course Levels
Course level numbers are structured as follows:

<table>
<thead>
<tr>
<th>Course Level Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100–199</td>
<td>intended primarily for freshmen</td>
</tr>
<tr>
<td>200–299</td>
<td>intended primarily for sophomores</td>
</tr>
<tr>
<td>300–399</td>
<td>intended primarily for juniors</td>
</tr>
<tr>
<td>400–499</td>
<td>intended primarily for seniors</td>
</tr>
<tr>
<td>500–599</td>
<td>intended for advanced undergraduates and graduate students; these courses are not open to freshmen and sophomores</td>
</tr>
<tr>
<td>600–749</td>
<td>registration restricted to students who are classified as graduate students</td>
</tr>
<tr>
<td>750–799</td>
<td>registration restricted to students admitted to doctoral programs</td>
</tr>
</tbody>
</table>

Course Loads
Twelve credit hours is considered full-time status for undergraduates. An undergraduate student must be enrolled for a minimum of 12 credits to qualify for full-time certification to any organization.

Full-time undergraduates normally take five courses per semester. Since a majority of courses carry three hours of credit with some carrying four hours of credit, a normal course load is 15 or 16 credits per semester.

To complete most undergraduate degrees in four years, students should plan to carry 15 or 16 credits per semester.

Undergraduates may not take more than 18 credits per semester except with the approval of their assigned academic advisor. Students who have cumulative grade point averages of 3.0 may be authorized, in special circumstances and at the discretion of the Dean of Undergraduate Studies, to carry a maximum of 21 credits of course work.

Suggested Academic Workload Guidelines
Students should be aware that academic excellence and scholastic achievement usually require a significant investment of time in study, research, and out-of-class projects. To provide guidance to students in planning their academic and work schedules, the following recommendations are offered:

1. In general, students should plan to devote between 2–3 hours outside of class for each hour in class. Thus, students with a 15 credits course load should schedule between 30–45 hours weekly for completing outside-of-class reading, study, and homework assignments.

2. Students who are employed more than 5–10 hours each week should consider reducing their course loads (semester hours), depending upon their study habits, learning abilities, and course work requirements.

Grading
Academic Renewal
The following policy was approved by the UNC Greensboro Faculty Senate on October 2, 2002; amended October 23, 2006; amended March 4, 2015.

Academic Renewal allows formerly enrolled students who have been readmitted the possibility of having grades earned during their previous attendance period to be forgiven (excluded from GPA calculations). Students initiate the request for Academic Renewal by filing a form with the Students First Office.

Formerly enrolled students who left UNC Greensboro with a cumulative GPA below 2.00 may pre-qualify for academic renewal when:

- they have not been enrolled in any institution of higher education for a minimum of one year (one fall and one spring semester); or, as an alternative:
  - they have completed 24 credit hours of transferrable college credit with a 2.50 GPA since their last enrollment at UNC Greensboro.

Upon being readmitted and/or reactivated under the provisions of this policy, pre-qualified students may apply for Academic Renewal after earning at least a 2.30 GPA on their first 12 credits following re-enrollment. If a student earns fewer than 12 credits in their first term after re-enrollment, all hours and grades earned in consecutive terms (concluding with the term in which the 12 credits total is reached) will be considered for this requirement. If a student earns more than 12 credits in the first term after re-enrollment, all hours and grades earned in that term will be considered for the GPA requirement. Thereafter, the student must meet the standard for continuation in the university Academic Good Standing policy.

All Academic Renewal requests should be submitted to the Students First Office and will be reviewed for approval by the Academic Renewal Review Committee.

Upon meeting the Academic Renewal requirements, previously completed courses in which grades of a D+ or below were earned will be forgiven.
The recomputed GPA will be calculated from the courses in which grades of C- or higher were earned. All courses taken will appear on the academic record and count toward attempted hours. Grades will be forgiven only once during a student’s career and cannot be reversed.

Students who receive approval for an Academic Renewal Request cannot utilize the Grade Replacement Policy in future semesters.

**Chancellor’s List**
Undergraduate students are eligible for the Chancellor’s List who meet the following criteria:

- achievement of 30 or more credits at UNC Greensboro
- a cumulative grade point average of 3.65 or higher
- current enrollment at UNCG in 12 or more credits
- be in Academic Good Standing

In the case of transfer students, at least one semester of enrollment at UNC Greensboro is required.

Recognition is accorded the recipients of this honor. The Chancellor’s List is published on the University Registrar’s website after all grades have been processed for the respective fall or spring term. The achievement also appears on the academic transcript.

**Deans’ List**
Undergraduate students are eligible for the Deans’ List who meet the following criteria:

- carry six or more credits of course work graded on an A, B, C, D, or F basis
- earn a grade point average of 3.50 or better and have no grade below B- for the semester
- be in Academic Good Standing

The list is compiled at the end of each semester or when a grade change is processed after a semester for all students whose grade point average falls within the range at the time the report is prepared.

Recognition is accorded the recipients of this honor. The Deans’ List is published on the University Registrar’s website after all grades have been processed for the respective fall or spring term. The achievement also appears on the academic transcript.

**Final Course Examinations**
Final examinations may be required at the discretion of faculty and must be scheduled in course syllabi with information available to students on the first day of class.

**Change of Examination Schedule**
A student desiring to change the meeting time of a final exam should make the request directly to the class instructor. It is the instructor’s prerogative to grant such requests. In instances where students have three exams within a 24-hour period, they may apply to the University Registrar’s Office, 180 Mossman Building, for permission to change their exam schedules. The usual process is to change the middle examination in a sequence of three. All requests for changes in examinations must be filed with the University Registrar’s Office before Reading Day.

**Grade Appeal Policy**
If a student wishes to appeal an assigned grade, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the department head, the dean of the school or college, and the provost, in that order.

The following amendment to the appeal policy was approved by the UNC Greensboro Faculty Senate on November 17, 2007.

Grade Appeals will be considered only in the most exceptional circumstances, and are approved only in cases where the evidence strongly supports the student’s claim. Appeals must be filed no later than the first six months after the grade has posted.

**Examples that do merit a grade appeal include:**
- The instructor has miscalculated a final grade;
- The instructor has violated the grading policies outlined in the syllabus without reasonable cause;
- The instructor has not provided a reasonable explanation of how the student’s work was evaluated.

**Examples that do not merit a grade appeal include:**
- The instructor’s grading policies differ from other instructors in the department, college or school, or university.
- The instructor’s Attendance Policy differs from other instructors in the department, college or school, or university.
- The instructor’s Late Work Policy differs from other instructors in the department, college or school, or university.
- The grade distribution in the class in question is lower than in other sections of the same course.
- The student’s grade in the course is significantly lower than grades the student earned in similar courses.
- The grade in question will trigger probation, suspension, or loss of financial aid.

Please note that simple disagreement about what constitutes fair grading is not grounds for an appeal. Department or school handbooks and/or the instructor’s syllabus define standards for grading in that course. When a student elects to remain in a class after reading these materials, the student is understood to have accepted the grading terms for the course. The instructor is not obligated to deviate from grading standards outlined in the department or school handbooks and/or the syllabus.

**Grade Points/Grade Point Averages (GPA)**
UNC Greensboro uses a credit hour and grade point system for evaluating undergraduates. Credit hours represent the number of course hours completed. Grade points are determined by the number of credits attempted and the grades earned.

The grade point average is determined by dividing the accumulated number of grade points earned by the accumulated number of semester hours undertaken. Hours attempted but not passed must be included in this calculation. However, a second F or WF in the same course is not used in computing the grade point average. Courses graded on the P/NP or S/U basis and courses transferred from another institution (except those courses taken through the Consortium and Inter-institutional Registration) may not be used in determining the UNC Greensboro grade point average.

Beginning with courses taken in Fall 1996, plus/minus grades are incorporated into the GPA for all undergraduates.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points Awarded Per Hour of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F/WF</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Grade Replacement Policy**

Except for courses with specific provision in the course description for repeated credit, a UNC Greensboro undergraduate student may repeat a UNC Greensboro course in an attempt to earn a better grade. Students may request that an original grade in a course be removed from the Grade Point Average (GPA) and replaced by the grade earned in the repeated course. Students must initiate the request by filing a form with the University Registrar’s Office to replace a grade.

- Grades can be replaced for courses taken Fall 2005 and thereafter.
- Only courses numbered 300-level and below may be repeated.
- During their undergraduate careers, students may request to replace the grades for a total of three courses, regardless of credit hour value. For example, a student may replace a single course three times, or a combination thereof, not to exceed the limits of the policy.
- Grades earned as a result of Academic Integrity violations, which are recorded by the Dean of Students Office, may not be replaced by another grade.
- Grades earned in repeated courses will not be used to replace grades earned as part of a degree once it has been conferred.
- All grade replacements are final.
- The academic record will reflect all attempts and grades.
- The attempted credits from all courses will be counted for academic standing, tuition surcharge, and financial aid eligibility (as applicable).
- Students who have received an approved Academic Renewal Request cannot utilize the Grade Replacement Policy in future semesters.

In the case of all other repeated courses, attempted credits and grade points from all attempts will be counted fully in the GPA; however, credits earned for the course will count only once in the total hours for the degree. Departmental policies may supersede this policy.

**Grades**

A grade in a course is based on the quality of the student’s classroom and written work throughout the semester. Most course grades are not solely based on the final examination alone.

If a course or its equivalent is taken more than once for credit and is not repeatable for credit, credit will be applied toward degree requirements only once.

**Grading System For Undergraduates**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent—indicates achievement of distinction and excellence in several if not all of the following aspects: 1) completeness and accuracy of knowledge; 2) intelligent use of knowledge; 3) independence of work; 4) originality.</td>
</tr>
<tr>
<td>B</td>
<td>Good—indicates general achievement superior to the acceptable standard defined as C. It involves excellence in some aspects of the work, as indicated in the definition of A.</td>
</tr>
<tr>
<td>C</td>
<td>Average—indicates the acceptable standard for graduation from UNCG. It involves such quality and quantity of work as may fairly be expected of a student of normal ability who gives to the course a reasonable amount of time, effort, and attention.</td>
</tr>
<tr>
<td>D</td>
<td>Lowest Passing Grade—indicates work that falls below the acceptable standards defined as C but which is of sufficient quality and quantity to be counted in the hours of graduation if balanced by superior work in other courses.</td>
</tr>
<tr>
<td>F</td>
<td>Failure—indicates failure that may not be made up except by repeating the course.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete—indicates that the completion of some part of the work for the course has been deferred because of prolonged illness of the student or because of some serious circumstances beyond the student’s control. Concomitantly with the recording of an Incomplete grade, the instructor files with the head of the school or department concerned the student’s average grade and the specific work that must be accomplished before the Incomplete can be removed. Incomplete grades may be recommended by the university physician, the Counseling and Testing Center, and by the Dean of Undergraduate Studies. See also the topic Incomplete Grades in this section.</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress—indicates that the course work was planned to continue beyond a single semester.</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported—indicates a final grade was not submitted prior to the official end of the semester according to the university’s academic calendar.</td>
</tr>
<tr>
<td>P/NP</td>
<td>Passing/Not Passing—used for designated courses only; courses graded P/NP are so indicated in the course description.</td>
</tr>
<tr>
<td>SP</td>
<td>Special Exam</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal—indicates a course from which the student withdrew during the first eight (8) weeks of classes; no academic penalty is attached to a grade of W; see also Course Withdrawal.</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal with Failure—indicates a course from which the student withdrew after the first eight (8) weeks of classes; a WF is computed in the student’s GPA; see also Course Withdrawal.</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawal Not Passing—used in courses designated P/NP.</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit—indicates an audited course.</td>
</tr>
</tbody>
</table>

**Incomplete Grades**

An Incomplete grade may be removed by completion of the deferred work. The time line for which all deferred work must be submitted by a student is determined at the discretion of the instructor and should be clearly outlined via a written document summarizing the course work to be completed and any deadlines for submission. A student should not reregister for the course in order to remove the Incomplete. An Incomplete received during a semester or in summer session must be removed within six months from the last day of examinations in the term in which the course was taken. Current deadlines for removals of incompletes are published below.

An incomplete not removed within this time limit is automatically converted to an F by the university registrar. A graduating senior who incurs an incomplete and who has completed all requirements and enough semester hour credits and grade points to graduate may so even though the Incomplete grade is outstanding. If the Incomplete is not removed within the required six months, it will be converted to F at the end of that period of time. When an Incomplete is removed, it may be replaced by A, B, C, D, F, or, in certain designated courses, P, NP, S, or U.

**Incomplete Removal Deadlines**

Incomplete grades must be removed by the deadlines stated below or they will be automatically converted to F on the student’s academic record.

Note: These deadlines indicate the final date that an instructor may submit a grade change to remove the incomplete grade. The parameters for removing an incomplete grade, including any deadlines for which work must be submitted by a student, are at the discretion of the instructor.

**Fall 2017**

Incomplete grades earned during Fall 2017 must be removed by June 7, 2018.

**Spring 2018**

Incomplete grades earned during Spring 2018 must be removed by November 3, 2018.

**Summer 2018**

Incomplete grades earned during Summer 2018 must be removed by January 20, 2019.

**Fall 2018**

Incomplete grades earned during Fall 2018 must be removed by June 6, 2019.

**Spring 2019**

Incomplete grades earned during Spring 2019 must be removed by November 9, 2019.

**Summer 2019**

Incomplete grades earned during Summer 2019 must be removed by January 25, 2020.

**Retroactive Grade Change**

A retroactive grade change is a change in an officially recorded grade. A grade becomes officially recorded when the Registrar so stipulates. Except to correct clerical errors or to resolve an incomplete grade (see Incomplete Grades), a retroactive grade change is an extraordinary action and is granted only in the most compelling circumstances. No change may occur unless the instructor who gave the grade initiates the formal process of a retroactive grade change. The change must also be approved by the instructor’s department head and by the instructor’s dean.

Students who seek a retroactive grade change to a W are referred to the section on Withdrawing from Courses Retroactively in the Course Withdrawal Policy.

Retroactive grade changes are not made for students who have graduated.

**Credit Hours**

Credits for all courses are reported in credit hours. A credit hour credit equals one 50-minute class period per week or its equivalent throughout one semester. The number of credits given for each course is listed as part of the course description.

**Honors For Second Degree Recipients and Transfer Students**

To maintain equity with students who have attended all four years at UNC Greensboro and who may have a semester GPA that would qualify them for honors, the following policy is in place: Any second degree candidate or degree candidate who transferred to UNC Greensboro from another institution is eligible for graduation with honors who, at the end of the final year, has completed toward the degree (in the case of second degree students, toward the second degree) at least 45 credit hours of work in residence at UNC Greensboro and has earned the requisite grade point average.
Majors, Minors, Double Majors and Simultaneous Degrees Policy

Major

The major is a field of study in which a student must specialize in an academic discipline or interdisciplinary area of study by taking a minimum of 27 credit hours in a specified selection of courses in the subject matter(s) as a part of the requirements for completion of an undergraduate degree program. All students must complete the requirements for at least one major, in addition to general education requirements, to successfully earn a bachelor’s degree. The major appears on the transcript.

All undergraduate degree-seeking students must meet the requirements to declare and be accepted into a major prior to the completion of 60 credits of credit. Transfer students entering with more than 60 credits must declare and be accepted into a major prior to registration of their first term at UNC Greensboro.

The student may declare the major in one of the following ways:

- Upon completion of the initial undergraduate freshman, transfer, or international admissions application.
- By formal request to the department of the new degree program.

Concentration

A concentration is a structured plan of study within select majors comprising a specified cluster of courses. The requirements for a concentration are determined by the department. The concentration appears on the transcript.

Minor

A minor represents an optional, secondary field of study for a degree-seeking student; no student may declare a major and a minor in the same discipline. A minor requires additional coursework beyond what is already required for a related major. The minor appears on the transcript.

Pre-Major

A pre-major is a designated pathway for interested undergraduate students to gain entry into a UNC Greensboro undergraduate major/degree program. A pre-major functions principally as an advising tool that helps departments guide interested students into required preparatory coursework and to advise them on any other major requirements. Acceptance or assignment into a pre-major does not guarantee acceptance into the associated major.

Preprofessional Programs

UNC Greensboro offers all courses required for admission to certain professional schools. The Pre-Professional Programs are not majors, but areas of interest. Students must select another academic area as the major.

Double Major

A student who fulfills the specified requirements for two different majors under a single degree program (e.g. B.A., B.S.) prior to graduation completes a double major. For example, a student may complete a Bachelor of Arts (B.A.) with majors in Music and Political Science or a Bachelor of Science (B.S.) with majors in Psychology and Business Administration.

The successful completion of prerequisite and curriculum requirements for both majors are required in order to complete the degree program with a double major. A student must declare a primary major and fulfill the General Education requirements of the primary major. For double majors, one diploma is issued and both majors are recorded on the student’s transcript.

Simultaneous Degrees

A student who fulfills the specified requirements for distinct programs from different degrees prior to graduation will be awarded simultaneous degrees. For example, a student may complete a B.A. in Economics and a B.S. in Physics.

The student must complete an additional 31 credit hours beyond the degree plan with the higher number of required credit hours. Successful completion of prerequisite and curriculum requirements for each degree is required in order to complete both degrees. In order to graduate, the student must complete two graduation applications (one application for each degree).

For students who receive simultaneous degrees, two diplomas are issued, and both degrees and majors are listed on the student’s transcript.

Change of Degree Program, Major, Concentration, and/or Minor

An undergraduate student may change the degree program which consists of major and/or concentration and/or minor and may enroll in a new degree program provided that the student meets the prerequisites for admission to the new degree program. See Student Catalog Year Policy for establishing the requirements for the changed degree.

The change of degree program (major, concentration, or minor) must be requested through and approved by the department of the new degree program. The department will submit the approval to the University Registrar’s Office for processing.

A student who has earned 60 or more credit hours cannot change his/her major to Exploratory/Undecided.

Second Baccalaureate Degree

Students who have previously earned bachelor’s degrees from UNC Greensboro or other accredited institutions may apply to a program leading to a second baccalaureate degree. The major selected for the second baccalaureate degree must be in a different academic discipline from that of the first degree.

Students seeking a second baccalaureate degree must:
- Complete no fewer than 31 credits at UNC Greensboro within the second baccalaureate degree requirements.
- Achieve a minimum grade point average of 2.0 on all work attempted toward the second degree.
- Satisfy all requirements for the second degree.

Students who hold a baccalaureate degree from an accredited institution will not be required to satisfy the UNC Greensboro General Education Requirements for the second degree.

Baccalaureate Minor After Degree Awarded

Students who have earned a bachelor’s degree from UNC Greensboro may not enroll in a program of study leading solely to a minor.

Steps to Graduation

By the beginning of the semester or summer session in which graduation is expected, undergraduates must officially apply for graduation to the University Registrar. Fulfillment of all requirements for the degree applied for, as well as official application for the degree, are the student’s responsibilities.
**Academic Requirements**
Candidates for a baccalaureate degree must satisfy all of the specific requirements of UNC Greensboro and of the School/College and department in which they major. They must present for graduation the specific number of semester hours required for the degree with a minimum cumulative overall grade point average of at least 2.0 on all credits undertaken.

At least 36 of the total credits for the degree must be at the 300 level or above.

**Graduation Requirements**
Students must complete the specific number of credits required for the degree with a minimum cumulative overall grade point average of at least 2.0 on all hours undertaken; at least 36 of the total credits for the degree must be at the 300 level or above; all students must complete at least 31 credits in residence at UNC Greensboro for the degree.

**Residence Requirements**
All students must complete at least 31 credits in residence at UNC Greensboro for the degree, 12 of which must be in the major field and 9 of which must be in the minor if a minor is sought. After enrollment, Extension credit and Correspondence courses offered by UNC Greensboro are considered residence credit; however, credit earned by special examination is not considered residence credit.

**Time Requirements**

**General Education Requirements**
The following policies regard time allowed for completion of GEC and GEC + LEC requirements. The Office of the University Registrar can provide additional details.

**GEC or GEC + LEC Requirements**

Students must meet the General Education or General Education and College Additional Requirements (LEC) for graduation as stated in this *University Catalog* in effect at the time of original enrollment at UNC Greensboro. If the student fails to graduate within seven years, however, the university has the option of enforcing:

1. the original requirements, or
2. the GEC or GEC + LEC requirements in effect at the time the seven year period expired, or
3. the GEC or GEC + LEC requirements in effect at the time of re-enrollment if the student withdrew.

* Typically, the UNC Greensboro Office of the University Registrar will make the choice among these options in consultation with the department in which the student chooses to major.

**Major Requirements**

Students must meet the departmental major requirements in effect when the student declares or, if required by the department, is formally admitted to a school/college major. If the student fails to graduate within seven years, however, the university has the option of enforcing:

1. the original requirements, or
2. the major requirements in effect at the time the seven year period expired, or
3. the major requirements in effect at the time of re-enrollment if the student withdrew.

* Typically, the department in which the student chooses to major will make the choice among these options in consultation with the UNC Greensboro Office of the Dean of Undergraduate Studies.

**Application for Graduation**
All undergraduate students are required to file an application for graduation with the University Registrar’s Office at the beginning of the semester in which they plan to graduate. The online degree application is available via UNCGenie.

This application is required for processing the final degree audit and for printing diplomas. See the topic Miscellaneous Fees and Expenses in the Expenses, Payments, and Refunds section. The fee is nonrefundable. The deadline dates for filing are also published each year in the Academic Calendar and on the University Registrar’s Office website.

Students who do not graduate in the semester for which they file a graduation application must refile for the next term in which they expect to complete their degrees.

Applications are accepted for a short period of time beyond the published deadlines in order to allow for extenuating circumstances; however, once the application for a term is disabled and deemed closed, students must apply to graduate for the next available term. These deadlines are not negotiable as notification of the candidates for graduation are submitted to the Board of Trustees for official action shortly after the deadline dates for filing each term.

**Graduation with Latin Honors**
Graduation with Latin honors is based on all courses (including the last semester’s work) for which grades and grade points are given. Any senior is eligible for honors who, at the end of the senior year, has completed at least 45 credits of work in residence at UNC Greensboro. This does not include hours for which credit and grade points have been received by special examinations. Honors information printed in the commencement program is based on course work completed through the previous semester, as is the list provided for the purchase of honor cords.

Latin honors are awarded to graduating seniors as follows:

* **Summa cum laude** (with highest honor)
  achievement of a minimum grade point average of 3.90

* **Magna cum laude** (with great honor)
  achievement of a minimum grade point average of 3.70

* **Cum laude** (with honor)
  achievement of a minimum grade point average of 3.50

**Commencement Ceremonies**
Commencement ceremonies are held in May and December of each year; there is no formal ceremony in August. The names of August degree recipients are printed in the December commencement program and listed on the University Registrar’s Office website. Visit [http://commencementcentral.uncg.edu](http://commencementcentral.uncg.edu) for information about the commencement ceremonies.

**Commencement Participation Policy**
*Approved by the Chancellor, February 19, 2003*

Students completing all degree requirements by the end of the spring semester are encouraged to participate in May Commencement.

Students completing degree requirements by the end of the fall semester...
are encouraged to participate in the December Commencement. There is no ceremony in August for summer graduates.

Students completing degree requirements by the end of the Summer Session may participate in either the May (preceding the completion of the summer term) or the December (following the completion of the summer term) commencement ceremony by applying to graduate for the summer term, paying the graduation fee, and completing the RSVP form found at http://commencementcentral.uncg.edu. Note that the names of August graduates appear only in the December commencement program.

Please note: Degree candidates will neither earn degrees nor be graduated from the university until they have completed all degree requirements. Participation in a commencement ceremony does not presume graduation from the university.

Students who do not apply for graduation before the published deadline for any semester must apply for graduation during the next semester. Students who have applied for graduation but fail to meet the requirements must reapply for graduation by the published deadline for the semester in which they will fulfill the requirements.

Degrees are conferred only after all requirements are completed and the Board of Trustees has taken official action.

Visit http://commencementcentral.uncg.edu for information about the commencement ceremonies.

Withdrawal from the University

Undergraduate students who find that they must withdraw from the university can do so by withdrawing from all courses through UNCGenie. Undergraduates who withdraw from all courses are considered to be withdrawn from the university and must seek reactivation or readmission through Undergraduate Admissions to return to school in subsequent terms.

Students withdrawing from the university within the first eight weeks of the term will be indicated on the transcript with a grade of WT (Withdrawn - Total). All WT courses count as attempted hours and are subject to financial aid, Satisfactory Academic Progression, and tuition surcharge rules and calculations; they do not count in academic standing calculations or GPA calculation.

If a student withdraws from the university after the eight-week deadline, WF grades will be recorded. WF grades are calculated in the student’s GPA as F (failing) grades.