

ACADEMIC REGULATIONS AND PROCEDURES

Students are responsible for knowing and abiding by the policies included in this catalogue.

OFFICIAL METHOD OF COMMUNICATION

The University of North Carolina Wilmington regards e-mail as an official method of communication with students, staff and faculty. The UNCW e-mail address is the official address for faculty, staff and student electronic communications. Faculty, staff and students assume full responsibility for the decision to forward e-mail and any failure to receive e-mail communications due to an alternative e-mail service does not necessarily constitute a defense for failure to respond. While e-mail is an official method of communication, it is not the only official method of communication and does not exclude alternate methods such as written or oral communications. All members of the university community must maintain good e-mail management habits and adhere to the standards of responsible use specified in the UNCW Responsible Use of Electronic Resources Policy <http://www.uncw.edu/sp/admproc/its100provisions.htm> if the institution is to maintain a quality, collaborative computing environment.

ELECTRONIC MAIL ACCOUNTS

The university electronic mail account that is assigned to each active student is the primary official means for communicating with individual or groups of students. Official university communications include, but are not limited to, enrollment information, grade information, financial information and policy, and announcements, as well as individualized notices. This system affords an efficient method for official messages to be disseminated to both on-and off-campus students. It is the responsibility of each student to frequently access their UNCW electronic mail account as it may contain an official communication from the university.

REGISTRATION

No minimum number of hours is required for official registration; however, specified maximum course loads must not be exceeded. Students in graduate programs are permitted to register for no more than 15 hours in any one semester. Course loads for students who have service appointments will be determined on an individual basis. A student enrolled in the summer may not register for, and will not receive credit for, more than six hours a term.

CANCELLATION OF REGISTRATION DUE TO FAILURE TO PAY TUITION AND FEES

Students that fail to pay, or make suitable arrangements for payment of, tuition and fees will have their registrations cancelled. Non-payment does not constitute official withdrawal from the university. If a student is registered, but decides not to attend UNCW, the student must notify the Graduate School in writing prior to the final day of drop/add. Please see the section on Charge for Late Payment of Tuition and Fees in the Expenses section of this catalogue.

CANCELLATION OF COURSE REGISTRATION

A department chairperson, upon recommendation of the instructor, may cancel a student's registration in any course offered in the department if the registered student fails to attend the first class meeting and fails to notify the department office of a desire to remain enrolled within 24 hours of the class time. This cancellation action will only take place when a course is fully enrolled and additional students are waiting to enroll. Students who wish to drop a class should not assume they have done so by not attending the first class, but should follow the normal drop/add procedures.

The appropriate dean's office should notify the relevant department chairperson of late-arrival students who cannot attend the first class meeting because of illness or other reasons approved by a dean of the college, the professional schools or the dean of students. If cancellation action is taken by a department chairperson, the registration openings resulting from this action will be offered to students seeking enrollment in the courses during the official drop/add period. Students who have been authorized to add a course should follow the normal drop/add procedures.

Student appeals resulting from emergencies or other extenuating circumstances will be considered on a case-by-case basis in the appropriate dean's office.

WEB REGISTRATION

Registration, preregistration and drop/add are done through SEANET. The current schedule of classes is also available through SEANET <https://seanet.uncw.edu>. Additional information regarding registration is available at the Registrar's office website <http://www.uncw.edu/reg>.

CONTINUOUS REGISTRATION POLICY

For graduate students in programs that require a thesis:

If you have finished all of your course work including all of the required thesis hours to complete the degree, you should follow one of the following actions. In any case, you should not register for more than the maximum number of thesis hours that are required to complete your degree.

- 1) Students who will continue to use university resources in completing their degrees must enroll in, and pay tuition and fees for, one hour of continuous enrollment (GRC 600, Graduate Continuation). This enrollment will be charged at the rate consistent with one credit hour of extension tuition and fees. These hours will not count toward the degree and will carry a different course number than those thesis courses that are included within the hours designated for the degree. Graduate students who need to register for GRC 600 must do so through the Graduate School. This may be done up to three times. Beyond that, students should complete a form of appeal that includes a time line for completion of the degree and signatures of approval from the thesis mentor and/or department academic advisor, and department chair. The appeal form should be sent to the Graduate School for final approval.
- 2) Students who will not use university resources should apply to the Graduate School for a leave of absence. Students choosing this option must file a formal petition for a leave of absence that states that they will not use university resources during the leave period.

For graduate students in programs that do not require a thesis:

If you have finished all of your course work for the degree but have not taken your comprehensive exam you must enroll in GRC 600 to continue in the graduate program or request a leave of absence from the Graduate School.

Leave of absence guidelines

If a graduate student requests, and is granted a leave of absence, reenrollment must occur in the term agreed to in the leave request. If a student fails to continue in the agreed upon term, then he/she must reapply for admission.

Graduate students must be enrolled in the term in which they complete their graduate work or are scheduled to receive their degree.

Regardless of the course of action selected, all graduate students must either 1) be enrolled in thesis preparation courses for credit; 2) be enrolled in continuous registration (GRC 600); 3) be enrolled in a course for credit in their program of study in the term in which they receive their degree.

Graduate students not complying with the policy stated above will be notified after the drop/add period has expired and will have 10 working days to comply with the policy or face possible dismissal from graduate study.

Please contact the Graduate School (James Hall, second floor, 962-4117) for clarification or more information.

PREREGISTRATION

Preregistration for students currently enrolled is held each semester. Students who complete preregistration and who pay fees by the designated date are registered except in the event that they are declared academically ineligible at the end of the preceding semester. Graduate students receive notification from their advisors regarding an appointment time to discuss their schedule.

FULL-TIME STATUS

Graduate-Regular Term

Full-time status requires a minimum enrollment of nine credit hours. However, a graduate student may also be considered full-time when enrolled for less than nine hours if the student: 1) holds a full (20 hour) teaching or research assistantship and is enrolled in five or more hours, 2) holds a partial (less than 20 hours) teaching or research assistantship and is enrolled for seven or more hours, 3) is enrolled in one of the following:

One to three hours of research (BIO 698)	Thesis (599) or dissertation (BIO 699) work
CRM 598 (Internship)	EDN 596 (Practicum)
EVS 597(Practicum in Environmental Studies)	EVS 598 (Internship)
GLS 598 (Final Project)	GLY 597 (Final Project)
GLY 598 (Internship)	GRN 590 (Practicum)
GRN 598 (Internship)	MAT 596 (Research Project)
PLS 598 (Internship)	PSY 597 (ABA Internship)
PSY 598 (Internship)	SOC 598 (Internship)
NSGL 594 (Clinical Practicum) or NSG 595 (Education Residency)	GRC 600 (continuous enrollment) (IMBA students - IMB 600)

Half-time status begins with at least four and a half (4.5) credit hours. A student may not enroll beyond two terms of continuous enrollment (GRC 600). Summer counts as one regular term.

Graduate-Summer Term

A graduate student in good standing, who is pre-registered for the following fall semester, is not required to enroll during the summer to maintain status as a graduate student and retain privileges for access to campus facilities. Full-time status, however, requires a minimum enrollment of four credit hours. A student may also be considered full-time when enrolled for less than four hours if the student: 1) holds a full (20 hour) teaching or research assistantship and is enrolled in two or more hours, 2) holds a

partial (less than 20 hours) teaching or research assistantship and is enrolled for three or more hours, 3) is enrolled in one of the following:

One to three hours of research (BIO 698)	Thesis (599) or dissertation (BIO 699) work
CRM 598 (Internship)	EDN 596 (Practicum)
EVS 597(Practicum in Environmental Studies)	EVS 598 (Internship)
GLS 598 (Final Project)	GLY 597 (Final Project)
GLY 598 (Internship)	GRN 590 (Practicum)
GRN 598 (Internship)	MAT 596 (Research Project)
PLS 598 (Internship)	PSY 597 (ABA Internship)
PSY 598 (Internship)	SOC 598 (Internship)
NSGL 594 (Clinical Practicum) or NSG 595 (Education Residency)	GRC 600 (continuous enrollment) (IMBA students - IMB 600)

One to three hours of thesis work may also qualify the student as half-time if approved in writing by the graduate dean. A student may not enroll beyond two terms of continuous enrollment (GRC 600). Summer counts as one regular term.

COURSE CREDIT

(http://www.uncw.edu/grad_info/forms-students.htm)

Graduate Courses Taken for Undergraduate Credit

Graduate courses at UNCW or other accredited institutions may be used to fulfill undergraduate requirements if approved by the course instructor, student's department chair, undergraduate dean, and the dean of the Graduate School. All other transfer credit policies apply. Permission forms may be obtained on the Graduate School home page at:

http://www.uncw.edu/grad_info/forms-students.htm.

Graduate Courses Taken as an Undergraduate to Later Apply to a Graduate Degree

Undergraduate students who wish to take graduate courses and later receive graduate credit for them must (1) obtain permission in advance from the course instructor, student's department chair and undergraduate dean, and (2) present it to the Graduate School for approval. Graduate courses taken under this provision may not be used to fulfill undergraduate degree requirements. Permission forms may be obtained on the Graduate School home page at http://www.uncw.edu/grad_info/forms-students.htm.

Credit for Approved Combined Degree Programs

Graduate courses used to fulfill an undergraduate degree requirement at UNCW may be applied to a graduate degree only when taken as part of an approved combined degree program. Courses applied toward an awarded degree may not be applied to a second degree except as described by specific degree programs.

Courses Approved for Undergraduate Credit Only

Courses approved for undergraduate credit only may not become a part of the graduate program, do not carry graduate course credit, and do not compute in the graduate GPA. A graduate student who is required to take undergraduate courses, whether as a requisite for admission or for other reasons, or who takes such courses in the field of his or her graduate major, must make grades of at least B on all such courses in order to maintain eligibility as a graduate student.

A graduate student voluntarily electing to register for undergraduate courses may make any grade above F without jeopardy to his or her graduate standing, but all such courses are recorded as part of the official record.

Non-degree Credit

Graduate courses taken at this institution as a non-degree student before formal admission to graduate studies will meet course requirements for a graduate degree only if approved by the departmental coordinator and the dean of the Graduate School. A maximum of 10 hours may be applied toward the degree.

Extension Courses (see section on Special Academic Programs)

Transfer of Course Credit

A maximum of six semester hours of graduate credit may be transferred from another accredited institution in partial fulfillment of the total hours required for the master's degree. Correspondence courses will not be accepted for transfer credit. When special circumstances warrant, students may petition the Graduate School for transfer of more than six semester hours. Each such petition must be accompanied by a statement of endorsement from the appropriate dean.

Grades earned on transferred work must be equivalent to B or better. Transferred credit will be accepted by the Graduate School only upon recommendation of the department or program in which the student is enrolled. The Graduate School must have an official transcript showing the satisfactory completion of courses offered for transfer credit. The courses must have been taken within the allowed time limits for the degree.

A graduate student who wishes to take one or more courses elsewhere for graduate degree credit must obtain prior approval from the appropriate department or program and the Graduate School.

Experiential Learning

The UNCW Graduate School will consider awarding transfer credit for experiential learning accepted for credit at another institution only if the experience was an integral part of a graduate program (e.g., internships, field experience) and was supervised and approved by the institution.

ADDING, DROPPING

Courses may be added or dropped only in the official drop/add period, which is noted in the current University Calendar (<http://www.uncw.edu/reg/calendars.htm>).

WITHDRAWAL POLICY FOR GRADUATE STUDENTS

A student is allowed to withdraw from the university or from individual courses through the first week of the semester without having a grade entered on the academic record. From the second week through the twelfth week of the semester, any student who withdraws will receive a grade of W.

A grade of W will not affect the student's grade point average. Beginning with the thirteenth week of the semester, a grade of F will be assigned for each course withdrawal.

To withdraw from an individual class or classes, the student must report to the Graduate School before or on the last day for withdrawal as indicated in the university calendar of events. To withdraw from all classes, the student must process an official withdrawal form through the Graduate School. If the student is unable to appear in person to withdraw, written notice must be sent to the Graduate School.

Should extenuating circumstances warrant, the grade of F assigned for course withdrawal may be changed to a W. This determination will be made by the Graduate School. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred.

Faculty who wish to register an accusation of academic dishonesty or misconduct against a graduate student should immediately notify the Graduate School in writing. Graduate students may not withdraw from any course for which such an allegation of academic dishonesty or misconduct has been filed with the Graduate School. Should the student subsequently be found innocent of these charges and if the withdrawal date has passed, the student may petition the dean of the Graduate School for withdrawal from the course.

GRADUATE GRADING

The University of North Carolina Wilmington uses the quality point system and semester hour credit for calculating student achievement. Plus (+) or minus (-) grades may be awarded at the discretion of the faculty. Only courses approved by the Graduate Council will be eligible for S/U grading. Up to six credit hours of S/U may be applied to any degree program. Grade symbols and equivalent quality points used are the following:

Grade	Grade Point	
A	4.00 qp	Excellence
A-	3.67 qp	
B+	3.33 qp	
B	3.00 qp	Completely satisfactory
B-	2.67 qp	
C+	2.33 qp	
C	2.00 qp	Minimally acceptable
F	0 qp	Failure
S		Satisfactory progress (thesis)
U		Unsatisfactory progress (thesis)
I		Work incomplete
W		Withdraw passing

*Earned grade points = quality points

The grade point ratio is determined by dividing the accumulated number of grade points earned (quality points) by the accumulated number of quality hours.

GRADES OF INCOMPLETE

An incomplete grade may be given if the course instructor determines that exceptional circumstances warrant extending the time for the student to complete the course work. The instructor may set the maximum allowable period for completion of the course work, but in no case will the extension exceed one year. If the time allowed is to be less than one year, this information should be transmitted in writing to the student, with a copy to the Graduate School. If, within 12 months, a change of grade has not been submitted by the instructor, the incomplete automatically becomes an F.

RETENTION POLICY

Three grades of C, one grade of F, or one grade of U (e.g. thesis/dissertation) results in dismissal from the graduate program. Further, if a student falls below a 3.0 GPA at any time, he or she goes on academic probation and has either three subsequent courses or nine hours to bring the GPA up to at least a 3.0. In addition, a student must have at least a 3.0 GPA in order to begin any program specific comprehensive examination and/or thesis work.

MINIMUM COMPETENCY REQUIREMENT

Individual graduate programs may designate certain courses as requiring minimum competence of B. Any student receiving a C in such a course must repeat it and receive a grade of B or better. Such courses may be repeated only once, and failure to receive a B or better grade in the repetition will result in dismissal from the graduate program. Both the initial C and subsequent grade will count in determining the GPA, but only the initial hours will count toward degree requirements.

POLICY ON REPEATING COURSES

A student who has received a grade of C in a graduate course may repeat that course once. Both the first and second grade will count in determining the GPA, but only the initial hours will count toward degree requirements. Students may not repeat a course in which they received a grade of A or B.

RETENTION BY APPEAL

Students who have been dismissed from the graduate program and readmitted by special action of the Graduate School shall have their subsequent retention policy determined individually by the dean. In cases where a student is readmitted by such special action, the grades of C, F or U that existed at the time of readmission will not be grounds for ineligibility for graduation as defined in the policy on GRADUATION below.

AUDITING POLICY FOR GRADUATE STUDENTS

Auditing is considered the privilege to attend a class if space is available. The decision to allow auditing within the professional schools and graduate degree programs is the prerogative of the deans and the department chairs. Within those programs granting the auditing privilege, students must have the approval of the instructor and the appropriate department chair or dean prior to registering or adding the course(s) to their schedule. The student should consult the Office of the Registrar for auditing registration dates. The audit will be considered part of the student course load. Tuition, fees, and enrollment procedures are the same as for credit enrollment.

Attendance, preparation, and participation in classroom discussions and activities are at the discretion of the instructor and the department. No credit is given, no examinations are required, and no grades are reported for audited courses. A formal record of the audit may be entered on the student's transcript at the discretion of the instructor. The procedure for dropping an audit course is the same as for credit enrollments. A course audit may not be changed to graduate credit.

GRADUATE INTERNSHIPS

Several units of the Graduate School offer students the opportunity to earn academic credit in a work environment. The purpose of the internship experience is to provide students the opportunity to integrate practical experience with classroom learning. Permission of the dean of the school/college or chair of a department, or director of a program offering the internship is required for enrollment. The Graduate School approves graduate internship policies. Information about specific graduate internships is available from graduate units offering the internships.

GRADUATION

A student must have no less than a 3.0 GPA on all graduate-level courses. Three grades of C, one grade of F, or one grade of U (e.g. thesis/dissertation) results in ineligibility for graduation. Grades of A,B,C,F,S,U and W are permanent grades and can be changed only by the instructor with the approval of the appropriate dean in cases of arithmetical or clerical error or as a result of protest of grade.

PROCEDURE FOR PROTEST OF GRADE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeals must be made not later than the last day of the next regular semester.

The student shall present the appeal in writing to the dean of the college or school within which the protested grade was awarded. By conferring with the student and the instructor, the dean will seek resolution by mutual agreement. Failing such resolution, the dean will transmit the written appeal to the Graduate School. The dean of the Graduate School (or his/her designee) will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the graduate dean (or his/her designee) as chairperson and five members of the graduate faculty appointed by the graduate dean. If the committee affirms the instructor's decision, the graduate dean will notify in writing the faculty member, the student, and the appropriate dean. If the committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. If the reevaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the reevaluation is final and may not be appealed further.

ACADEMIC GRIEVANCE PROCEDURE

Graduate students who have academic or procedural concerns, other than grades, should attempt to resolve those concerns at the lowest academic level as soon as possible (and no more than 90 days) after the event giving rise to the complaint. The first level for redress is with the appropriate faculty member. Within 30 days of failing to reach a satisfactory resolution with the faculty member, the student may appeal to the department chairman. Failing resolution at the department level, the student may, within 10 business days, appeal jointly to the dean for the student's academic area and to the dean of the Graduate School. The deans (or their designees) will conduct interviews with all parties to arrive at a resolution of the issue. The mutually agreed upon decision of the deans will be final and not subject to further appeal. Complaints that fall within the categories of sexual harassment, improper personal relationships, personal discrimination, unlawful workplace harassment, or workplace violence should be filed in accordance with Appendix J of the UNCW Code of Student Life.

FINAL EXAMINATION POLICY

University policy requires the scheduling of final examinations. Under this policy, the final examination schedule provides a three hour period for each examination and allows a maximum of four examinations per day. The length of the final examination, up to a maximum of three hours, is at the discretion of the instructor.

The final examination schedule is published at the beginning of each semester. Courses offered during the day have final examinations during the day. Night courses have final examinations at night.

A student who is scheduled to take three or more final examinations in one calendar day may have one or more rescheduled by notifying the three or four instructors and the appropriate deans of this desire at least two weeks before the beginning of the final examination period. It will be the responsibility of the instructors, working with the student, to reschedule the examinations and to so inform the student and the appropriate deans at least one week before the beginning of the final examination period.

Rescheduling of a final examination for an entire class requires the approval of the appropriate dean.

TRANSCRIPTS

Transcripts are issued by the Office of the Registrar at the request of students. All requests for transcripts must be in writing and must include the student's signature. Transcript request forms and instructions are available from <http://www.uncw.edu/reg/>. The fee for each transcript is \$5.

INDEBTEDNESS

All indebtedness to the university must be satisfactorily settled before a diploma or transcript of record will be issued.

CHANGE OF NAME AND ADDRESS

It is the obligation of every student to notify the Office of the Registrar in writing of any change in name or permanent mailing address. Documentation in the form of a government issued identification (such as a valid driver's license or voter registration card) plus a photo identification is required for name changes. Addresses may be updated by way of the Student Information System on SEANET.

SAFETY AND HEALTH PROGRAM

UNCW's safety program complies with the State Occupational Safety and Health Act of 1973.

MASTER'S DEGREE EXAMINATION

Every master's candidate must pass either a written comprehensive examination covering his or her field of study, or an oral comprehensive examination covering all course work required for the degree, or both, according to the decision of his or her department or school. The general expectation is that the comprehensive exam is taken near the end of coursework and in conformance with a schedule established by his or her department or school. If a thesis is required, a final oral defense of the thesis may be required in addition to the comprehensive examination, or as part of the oral examination.

A committee of at least three members of the graduate faculty (at least two of whom must be in the major program) evaluates the student's work for the master's degree, approves any thesis required, and administers any oral examination that

may be given. If the student has a minor field of study, at least one member of the student's committee must represent the program of the minor.

A master's candidate who fails either a comprehensive written or oral examination may not take the examination a second time until at least three months have elapsed. No student may take an examination a third time without approval of the dean of the Graduate School. A student passes an examination only on approval by at least two-thirds of the members of the examining committee. The vote of the examining committee is considered to be final.

REGISTRATION FOR THESIS

Every student required to write a master's thesis must register for a minimum of three hours of thesis credit. A maximum of six credit hours for the thesis may be used toward course requirements for the master's degree. During each term that a student is working on a thesis, he or she should register for as many hours as are academically appropriate, except that, if the required hours of thesis credit have been taken, the student may register for GRC 600 (continuous enrollment) so long as this is the only course for which he or she is registered. Any student engaged in thesis research and/or writing that involves the use of university faculty or facilities must be registered during the semester or summer session in which he or she is using faculty time or facilities, whether the student is in residence or not. Graduate students must be enrolled in the term in which they complete their graduate work or are scheduled to receive their degree.

FOREIGN LANGUAGE REQUIREMENT

Foreign language requirements differ from one graduate degree program to another. At an early stage, a graduate student should consult his or her graduate program advisor concerning what foreign language, if any, will be required. The requirement for a student in a given program must be one of the options approved for that program by the Graduate School. Each department or curriculum shall determine when a graduate student must fulfill a foreign language requirement, provided that such a requirement be satisfied before a student is admitted to candidacy. At the time a student requests admission to candidacy, his or her dean will be asked to certify on the application of candidacy that such a requirement has been met.

APPLICATION FOR ADMISSION TO CANDIDACY AND FOR THE DEGREE

A student in a master's degree program applies for admission to candidacy at the time of application for the degree. To be eligible for graduation each student must apply for a specific graduation on or before the deadline shown in the Calendar of Events. If a student has already applied for candidacy and for the degree, but fails to meet a deadline for a particular graduation, he or she must contact the Graduate School to specify a new graduation date.

DEGREE TIME LIMITS

A graduate student has five calendar years (masters) or six calendar years (Ph.D.) to complete his or her degree program. The period begins with the student's first term of work after formal admission to a degree-granting program. Work completed as a non-degree student does not initiate the five-year period for completing a degree program.

Courses taken more than five calendar years prior to the admission of a student into a degree program at UNCW normally are not accepted for credit toward fulfilling the requirements of the student's degree program. In some cases, however, with approval of the student's advisory committee and department/unit chair, a student may petition the Graduate School to accept for credit work that is more than five years old.

When extenuating circumstances warrant, an extension of the time limit for completing a graduate program may be granted to a student upon his or her petition to the Graduate School. Such petitions must include an explanation and the endorsement of the student's advisory committee and academic unit's chair or dean.

POLICY STATEMENT ON ILLEGAL DRUGS

In accordance with policy adopted by the Board of Governors of the University of North Carolina and the Board of Trustees of UNCW, disciplinary proceedings against a student, faculty member, administrator, or other employee will be initiated when the alleged conduct is deemed to affect the interest of UNCW. The penalties that may be imposed range from written warnings with probationary status to expulsion from enrollment and discharge from employment.

The full text of the policy appears in the UNCW Policies and Procedures Manual (<http://www.uncw.edu/sp/admproc/Msc120.htm>), the Faculty Handbook, VIII.C.3 (http://www.uncw.edu/fac_handbook/), and in both the electronic and print forms of the Code of Student Life (<http://www.uncw.edu/stuaff/doso/>).

RELEASE OF "DIRECTORY INFORMATION"

The University of North Carolina Wilmington routinely has made public certain information about its students. Typically, UNCW releases the names of students who are selected by the various honorary societies, receive scholarships, make the Dean's List, hold offices, or are members of athletic teams. The annual commencement program publishes the names of persons who have received degrees from UNCW during the year.

The Family Educational Rights and Privacy Act defines the term "directory information" to include the following information: the student's name, address, telephone listing, UNCW email address, place of birth, major field of study, participation in officially recognized activities and sports, weight and height and date of birth of members of athletic teams, dates of attendance, degrees

and awards received, and the most recent previous educational agency or institution attended by the student. The university will make public information about each student limited to these categories in ways such as those described above. Of course, information from all these categories is not made public in every listing.

Students who do not wish to have “directory information” made public without their prior consent must notify the Office of the Registrar of this fact in a signed and dated statement specifying items not to be published. This notice must be received by the Office of the Registrar by the end of the registration period for the semester or session of first enrollment or, after an absence, of re-enrollment and by the end of each fall registration thereafter.

Family Educational Rights and Privacy Act (FERPA)

Certain personally identifiable information about students (“education records”) may be maintained at The University of North Carolina General Administration, which serves the Board of Governors of the University system. This student information may be the same as, or derivative of, information maintained by a constituent institution of the University; or it may be additional information. Whatever their origins, education records maintained at General Administration are subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA provides that a student may inspect his or her education records. If the student finds the records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the student may request amendment to the record. FERPA also provides that a student’s personally identifiable information may not be released to someone else unless (1) the student had given a proper consent for disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA permit the information to be released without the student’s consent.

A student may file with the U.S. Department of Education a complaint concerning failure of General Administration or an institution to comply with FERPA.

The policies of the University of North Carolina General Administration concerning FERPA may be inspected in the office at each constituent institution designated to maintain the FERPA policies of the institution. Policies of General Administration may also be accessed in the Office of the Secretary of The University of North Carolina, General Administration, 910 Raleigh Road, Chapel Hill, NC.

Further details about FERPA and FERPA procedures at General Administration are to be found in the referenced policies. Questions about the policies may be directed to Legal Section, Office of the President, The University of North Carolina, General Administration, Annex Building, 910 Raleigh Road, Chapel Hill, NC (mailing address P.O. Box 2688, Chapel Hill, NC 27515-2688; tel: 919-962-4588).

STUDENT CONDUCT

The filing of an application of admission shall be construed as both an evidence and pledge that the applicant accepts the standards and regulations of the University of North Carolina Wilmington and agrees to abide by them. Each student, by the act of registering, is obligated to obey all rules and regulations of the university as stated in the Code of Student Life, the university catalogue and other university publications. The university reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

ACADEMIC HONOR CODE

The University of North Carolina Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution’s stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the university community are encouraged to report occurrences of dishonesty, honesty is principally the responsibility of each individual.

Academic dishonesty takes many forms, from blatant acts of cheating, stealing, or similar misdeeds to the more subtle forms of plagiarism, all of which are totally out of place in an institution of higher learning. Reporting and adjudication procedures have been developed to enforce the policy of academic integrity, to ensure justice, and to protect individual rights. Complete details may be found in the current Code of Student Life and in the Faculty Handbook.

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.