



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

ENROLLMENT, RESIDENCE, LEAVE AND WITHDRAWAL

UNIT POLICY—ACADEMIC AFFAIRS

1. **Full time enrollment:** A graduate student is considered to be enrolled full-time when registered for a minimum of nine (9) semester credit hours during a regular fall/spring semester. If a student is full time in the previous spring semester and is registered for the following fall semester, he/she is considered to be full time in the summer. Otherwise, a student is considered to be enrolled full-time in each summer session if he/she is registered for a minimum of six (6) credit hours. During the semester of graduation, registration in any number of credit hours will be considered full-time enrollment. Students seeking federal financial aid must adhere to the enrollment requirements prescribed by the University's financial aid office.
2. **Maximum Course Load:** No more than 15 credit hours may be taken in any fall or spring semester and no more than seven (7) credit hours may be taken in any summer session without the written permission of the graduate program coordinator and/or department chair and the dean of the Graduate College.
3. **Residence Requirement:** The residence requirement for a graduate program is met when a student has earned at least 60% of the required degree credits for his or her program through enrollment in courses offered by North Carolina A&T State University. If the program is offered as part of a consortium, then a student should earn at least 60% of the required degree credit for his or her program through enrollment in courses offered by A&T or any of the universities in the consortium.
4. **Continuous Enrollment/Registration:** Graduate students must continue to register each semester (except summer terms) until all degree requirements are completed.
5. **Leave of Absence:** In special circumstances, a student in good academic standing may request a leave of absence from his/her program of study. The student must notify the graduate program coordinator, department chair and Dean of the Graduate College. The request should be made at least one month prior to the semester involved. The request should be endorsed by the student's graduate advisory committee, program coordinator

and/or department chair, and the Graduate College. The time that the student spends on an approved leave of absence will be included in the maximum time allowed to complete the degree.

6. Withdrawal from the University: A student who wishes or is asked to leave the University at any time during the semester shall complete and file official withdrawal forms. The forms must be completed and submitted to the Office of the Registrar. Failure to execute and file these forms in a timely manner will result in a student incurring the penalty of receiving an “F” for each course in which he or she was enrolled during the semester in question.
7. Any N.C. A&T employee may enroll in graduate studies to pursue an advanced degree: Where there is a perceived conflict of interest, it must be resolved through approval by the immediate supervisor, department chair or dean, who is responsible for ensuring that no conflict of commitment, conflict of interest, unethical or improper actions, or privileges are incurred in this process. Tuition waivers must be approved through the established processes.

Date amended policy is effective: August 15, 2012.

First approved: Before July 2012

Amended: August 6, 2012
November 5, 2019
February 10, 2020

Approved by the Chancellor