

ADVISING HANDBOOK

A reference guide for
Students and Parents new to the
Department of Communication
2008-2009

Sandra Stallings, Assistant Head for Advising
Department of Communication
North Carolina State University
Raleigh, North Carolina 27695-8104

A priority concern of the Department of Communication at North Carolina State University is student academic success and graduation. The intent of this Advising Handbook is to provide easy access to information frequently sought by NCSU students, parents, and Communication majors. Elaboration on this Advising Handbook can be found at the NCSU University Website:

<http://www.ncsu.edu>

and at the Communication Department website

<http://www.ncsu.edu/ncsu/chass/communication>

Other useful sites –

for students, the Student Services page: <http://www.ncsu.edu/current-students/index.php>

for parents, the Parents and Families Services page: http://www.ncsu.edu/for_parents

Students are encouraged to meet with their Advisor. The Advisor name for each student can be found on the ADA and the Advisor contact information can be found in the NCSU Directory. All COM majors may contact Ms. Stallings at any time.

Part I of this Advising Handbook focuses upon curriculum requirements (both University General Education Requirements/GERs), and Communication Degree Requirements found on the student's Degree Audit. This Degree Audit, ADA, is a complete list of all the requirements a student must complete to graduate from NCSU in the enrolled curriculum. Each student has access to his/her Degree Audit through his/her MyPack Portal.

Communication students entering NCSU Fall 2008 must complete 122 semester hours of course work to graduate with a BA in Communication.

Course listings on the Degree Audit may be either course specific or by a GRP (Group) number. Each GRP number links to a list of specific courses that will satisfy a particular requirement. Only the specifically identified course or a course listed in the GRP reference will fulfill a particular requirement. No single course will satisfy 2 requirements.

Part II of this Advising Handbook focuses upon University policies. (Complete text of the policies can be found at: <http://www.ncsu.edu/policies/>)

Table of Contents

Handbook Overview	2
Part I – Curriculum Information	
NCSU General Education Requirements	
The First Year Writing Requirement	5
Literature	5
Foreign Languages	5
Arts and Letters	6
Social Sciences	6
Natural Sciences	6
Mathematics	7
Physical Education	7
Credit-Only Courses	7
Communication Requirements	
Departmental Information	8
Concentrations	8
300/400 Level Courses	8
“D” Grades in Communication Courses	8
Explanation of Elective Categories	8
COM 496 Internship	9
Department of Communication Honors Program	9
Advising in the Department of Communication	9
LCC Concentration Guide	10
LCC Semester-by-Semester Display	11
LCC Footnotes	12
LCM Concentration Guide	13
LCM Semester-by-Semester Display	14
LCM Footnotes	15
LCP Concentration Guide	16
LCP Semester-by-Semester Display	17
LCP Footnotes	18
Part II – University Policies	
Classification of Students	19

Undergraduate Plans of Study	19
Continuation of Enrollment	19
Schedule Revisions	21
Late Drop and Withdrawal	22
First Year Course Repeat	24
The Counseling Center	25
Disability Services	25
Legal Advising	26
Tutoring	26
Incomplete Grades	26
Minors	26
Registration for Classes	26
Academic Honors	26
Study Abroad	27
National Student Exchange	27
Graduation Requirements	27

NCSU General Education Requirements

Special Notes

The First-Year Writing Requirement

NC State students will take one four-hour writing course, ENG 101, in their first year to satisfy the freshman component of the General Education Requirements in Writing and Speaking.

English placement is based upon your SAT, ACT, AP, or IB score.

Students with lower placement scores will take a two-course freshman sequence, ENG 100 and ENG 101. Students with exceptionally high placement scores may qualify to submit a Portfolio, see:

(<http://social.chass.ncsu.edu/fwp/PortfoliosMain.htm>)

Students with questions regarding transfer credit for Freshman English should speak with Ms. Stallings.

LITERATURE (6 CREDIT HOURS)

The Literature requirement calls for two literature courses for a total of six hours. Students considering a Minor in Spanish, French, and/or German should note that these 6 hours may be fulfilled with FLS (Spanish), FLF (French), and FLG (German) courses. These courses may also be applied to completion of the FL Minor.

One course **must** be from Group 1. The other course **may** be chosen from either Group 1 or 2.

Group 1 - Literature Outside the United States and Prior to the Twentieth Century

NOTE: *Students completing ENG 261 or ENG 262 for this requirement may NOT also use ENG 251. ENG 251 covers in one semester much of the same information covered in ENG 261 and ENG 262.

Group 2 - American or Twentieth Century Literature

FOREIGN LANGUAGE (3 CREDIT HOURS AT 201-LEVEL)

University General Education Requirement: Upon admission to NC State all students who have earned a B average (85) or better for two years of high school study of the same foreign language, or a C average (78) or better for three years of the same foreign language, are notified during summer Freshman Orientation and receive a notation on their Automated Degree Audit (ADA) form stating that they have met the university foreign language proficiency requirement (noted as “PF” on the ADA).

This notation does not mean that students may enroll directly into FL_ 201, the minimum college requirement for CHASS. In order to be sure that students have the prerequisite knowledge for FL 201 or above, students in this college are required to take the FL placement test during New Student Orientation if they have not taken the SAT II test or the AP test in foreign languages.

Students who receive a notation of proficient in FL at the high school level, and then place into FL_ 101 or FL_ 102 level on the NC State placement exam, can continue in the same language as the one studied in high school, but will receive no credit towards graduation for FL_ 101. Credit hours will be given for FL_101 if the language is different from the one taken by the student in high school and is not the student’s native language.

Please note that students may take the Placement Test in a given foreign language only once. They may not take the test once they are taking or have taken an FL course at NC State. If a student feels that s/he has placed too low or too high, please direct this concern and other questions

regarding placement to the Associate Head/Foreign Language Placement, Dr. Dudley M. Marchi, dmm@unity.ncsu.edu.

TAKING THE PLACEMENT TEST - COMPUTERIZED PLACEMENT TESTS: The placement tests are offered M-F from 8-5 in the Foreign Language Technology Center. The test takes approximately 25-30 minutes. A lab assistant will set you up and print your test score. Keep your score printout until you have finished your FL courses.

Native speakers of languages other than English do not take the NC State Placement Test and do not receive credit for FL 101-202 in their native language. They do, however, fulfill the foreign language proficiency requirement, as well as the foreign language requirement for CHASS and can receive certification by contacting the FL Assistant Department Head, Dr. Dudley Marchi. The student will then need to complete 3 additional hours of Free Electives to take the place of the waiver for the FL_201.

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

Transfer students are required to take the placement exam if they have not fulfilled their language requirement to ensure the appropriate level of study.

ARTS AND LETTERS (3 CREDIT HOURS)

Any three-credit course in the arts, including art and design (AND), music (MUS), history of art (HA), dance (DAN), film (e.g., ENG 282), religion (REL), or classics (GRK[LAT]).

NOTE: Communication majors **MAY NOT** use a **COM** course to satisfy this requirement.

SOCIAL SCIENCE (12 CREDIT HOURS)

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

- Anthropology (ANT)
- Geography (GEO) – 200, 220, 300
- Economics (EC)
- Political Science (PS)
- Psychology (PSY)
- Sociology (SOC)

The Social Science Elective also includes: ENG 210, IDS 401, and STS 402.

NOTE: Because students must complete courses in at least three of these six areas, they may not complete more than two from any one area to satisfy this requirement.

NATURAL SCIENCE (14 CREDIT HOURS)

The Natural Science requirement calls for a minimum of fourteen (14) credit hours, 11 of which are pure science. No course taught within the College of Humanities and Social Sciences may be used to satisfy these pure science requirements. At least two courses **MUST** include a laboratory experience.

Students must receive eight (8) credit hours for basic introductory courses in two of these four areas: *Biological Sciences* (BIO; PB; ZO); *Chemistry* (CH); *Earth Sciences* (MEA; SSC; FOR); *Physics* (PY). These courses are especially designed for non-science majors: BIO 105/106; CH 100; MEA 101/110, MEA 130/135; and PY 131/131L.

The third course, a science elective, is 3 hours credit.

The **Science, Technology, and Society** requirement fulfills the remaining 3 hours.

MATHEMATICS (6 CREDIT HOURS)

To fulfill this requirement, Communication majors must receive credit for two three-credit courses. One of these courses **MUST** be a Math (MA) course.

The second course must be **ST 311**.

NOTES: Credit hours for MA 101 cannot be used toward the 122 needed for graduation, but the MA 101 credit hours do count when determining a student's classification (e.g., FR, SO) and GPA. Credit is not given for more than one of the calculus courses - MA 121, 131, and 141.

PHYSICAL EDUCATION (2 CREDIT HOURS)

Communication majors are required to complete the Fitness and Wellness Requirement, met with one PE course numbered 101 through 109. One additional credit hour in PE is also required. The 2nd PE course may be either a 100-level or a 200-level activity course.

Students who for medical or other validated reasons cannot participate in any physical education activity courses should contact the PE Dept. to determine alternative course work.

Students with appropriate skills, experience, and knowledge may earn credits through "credit by examination" for some of the PE 200 level activity courses.

Military experience is not accepted as fulfillment of the PE requirement.

All physical education courses will be graded, A, B, C, D, F, but any student taking a physical education course to fulfill the undergraduate physical education requirement may elect to be graded Credit Only, S/U.

CREDIT-ONLY COURSES

A student may complete a maximum of 12 credit hours of FREE ELECTIVE courses plus the 2 required Physical Education courses on a Credit-Only basis. COM courses taken as Free Electives **MUST** be taken for a grade.

If a student completes on a Credit-Only basis a REQUIRED General Education course, the requirement will not be satisfied and those credit hours will count only as Free Elective hours. If a student takes a COM course for Credit Only, the course will not be used toward Graduation credit.

COMMUNICATION REQUIREMENTS

DEPARTMENTAL INFORMATION

To earn a **Bachelor of Arts in Communication**, a student must satisfactorily complete at least 36 semester credit hours of Communication courses (and 3 hours of a restricted Elective) as explained below in addition to satisfying the College and University requirements.

Four courses (totaling 12 credit hours) are required of all students majoring in Communication. They are:

- COM 230—Communication Theory**, 3 credit hours
- COM 240—Communication Inquiry**, 3 credit hours
- COM 250—Communication and Technology**, 3 credit hours
- COM 110 - Public Speaking**, 3 credit hours

COM 230 **should** be taken by entering Freshmen during their first semester on campus and by transfer students during their first semester as an NCSU Communication major. COM 230, COM 240, and COM 250 must be completed one-at-a-time and in sequence.

CONCENTRATIONS

In addition to COM 230, COM 240, COM 250, and COM 110, students must complete hours in one of the three Departmental Concentrations:

- Communication Media (LCM)**
- Public and Interpersonal Communication (LCC)**
- Public Relations (LCP)**

Course requirements for each Concentration can be found on your Degree Audit. Details for each Concentration and worksheets for Plans of Study are located in this [Handbook](#).

300 AND 400 LEVEL COURSES

At least 12 credit hours in each of the concentrations must be taken at the 300 or 400 level.

* The LCM Curriculum requires 6 hours at the 400-level; the remaining 9 LCM Concentration hours may be satisfied with either 300 or 400 level courses.

"D" GRADES IN COMMUNICATION COURSES

If a student majoring in Communication earns the grade of "D" in a Communication course, that course will not count toward any graduation requirements, Departmental or Free Elective.

Explanation of Elective Categories

Concentration Elective: a communication course taken for credit within the student's chosen Concentration (LCC, LCM, or LCP) from the specified list for that Concentration.

Departmental Elective: any Communication course.

Free Elective: any non-remedial course. Communication majors need 24 hours of Free Electives for graduation. It is suggested that Free Elective hours be used to complete a Minor.

Restricted Elective: All Communication majors must complete a 3-hour Restricted Elective - FL_202, COM 486, or PS 371. LCP students are required to take COM 486.

COM 496 - INTERNSHIP IN COMMUNICATION

COM 496, the Department of Communication's Internship course, is open to seniors majoring in Communication who have earned a GPA of at least 3.0 for all COM courses attempted and who have completed the majority of their COM Concentration requirements. COM 496 is available for qualified seniors in all three of the Communication Department Concentrations, but it is required of all students enrolled in the Public Relations (LCP) Concentration. If a student in the LCP curriculum does not qualify for COM 496 (does not have a minimum 3.0 GPA for COM courses), s/he cannot graduate in the LCP curriculum and, therefore, must change Concentrations.

To obtain additional information concerning COM 496, students should schedule a conference with the Internship Director, Ms. Jill Heaton, heaton@social.chass.ncsc.edu. A list of sites where COM majors have completed Internship is available at:

<http://www.ncsu.edu/chass/communication/undergraduate/internships.html>

DEPARTMENT OF COMMUNICATION HONORS PROGRAM

The Honors Program in Communication provides academically talented students with an opportunity to expand their curriculum and abilities through in-depth guided study. Communication majors applying for admission to the Honors Program must, by the time of their enrollment in the program, have:

- junior or senior standing;
- a cumulative total GPA of at least 3.25 and 3.5 in Communication;
- completed the Communication core courses (COM 230, 240 and 250).

Inquiries about the Communication Honors Program should be directed to Dr. Daniel DeJoy, Honors Program Director, dejoy@social.chass.ncsu.edu. Successful completion of the Honors Program will be noted on the student's official transcript and in the Commencement and Honors Convocation programs. Honors Program members also receive preferential treatment in course registration.

ADVISING IN THE DEPARTMENT OF COMMUNICATION

All students in the Department of Communication have an assigned Advisor whose name can be found at the top of the student's Degree Audit. Ms. Sandra Stallings, the Asst. Head for Advising in the Department, is always available to any student needing assistance.

LCC CONCENTRATION CURRICULUM GUIDE

PUBLIC AND INTERPERSONAL COMMUNICATION CONCENTRATION

Departmental Required Courses (12 credits hours): COM 110, COM 230 (Communication Theory), COM 240 (Communication Inquiry), COM 250 (Communication and Technology). COM 230, COM 240 and COM 250 **MUST** be taken one semester at a time, in sequence. Twelve hours of COM courses, in either the Public or Interpersonal Track, **MUST** be completed at the 300/400 level.

Course #	Course Title	Prerequisites
LCC Required Courses (9 credit hours):		
COM 112	Interpersonal Communication	
COM 211 OR COM 321	Argumentation and Advocacy OR Survey of Rhetorical Theory	COM 201 or permission of instructor
COM 202 OR COM 332	Small Group Communication OR Relational Communication	COM 112
LCC Concentration Electives (12 Credit Hours): Beyond completing the required courses, students must complete four additional courses. Concentration Electives must focus study on either Public Communication or Interpersonal Communication.		
<u>Public Communication</u>		
COM 201	Persuasion Theory	
COM 211	Argumentation and Advocacy	
COM 301	Presentational Speaking	COM 110 or COM 146
COM 321	Survey of Rhetorical Theory	COM 201 or permission of instructor
COM 327	Critical Analysis of Media	COM 240, Coreq: COM 257
COM 411	Rhetorical Criticism	
COM 417	Adv. Topics in Com. and Race	COM 257, Coreq: COM 250
COM 421	Communication Law	Junior standing
COM 431	Com. in Political Campaigns	COM 110
COM 441	Ethical Issues in Com.	COM 110 and COM 112
COM 467	Advanced Topics in Com. and Gender	COM 327 or COM 362
<u>Interpersonal Communication</u>		
COM 201	Persuasion Theory	
COM 202	Small Group	
COM 322	Nonverbal Com.	COM 112
COM 332	Relational Com.	COM 112
COM 342	Interviewing	Junior standing
COM 362	Com. and Gender	Junior Standing; COM 112
COM 392	International Com.	
COM 402	Adv. Group Com.	COM 202
COM 441	Ethical Issues in Com.	COM 110 and COM 112
COM 442	Com. and Conflict Mgmt	COM 112
COM 456	Organizational Com.	COM 230
COM 462	Cross-Cultural Com.	COM 112; 3 additional COM credits
COM 467	Advanced Topics in Com. and Gender	COM 327 or COM 362
COM 486	Com. Research Methods	COM 240

COM Departmental Elective (3 credit hours): If eligible, students are recommended to use the Communication Internship (COM 496) or other COM 498 options to fulfill this requirement.

LCC Concentration - SEMESTER-BY-SEMESTER CURRICULUM DISPLAY

FRESHMAN YEAR

<u>Fall Semester</u>	<u>Credits</u>		<u>Spring Semester</u>	<u>Credits</u>
ENG 101	4		Free Elective ¹⁹	3
FL_201	3		Dept. Restricted Elec. ^{14, 18}	3
Math ¹¹	3		ST 311	3
COM 110 ¹⁸	3		COM 240 ¹⁸	3
COM 230 ¹⁸	3		History ¹	3
PE 100_level ¹²	1		PE ¹³	1
	-----		-----	
	(Total)	17		(Total)
16				

SOPHOMORE YEAR

<u>Fall Semester</u>	<u>Credits</u>		<u>Spring Semester</u>	<u>Credits</u>
Literature ³	3		History ²	3
Natural Science ⁸	4		Natural Science ⁸	4
Social Science ⁷	3		Arts & Letters ⁶	3
COM 112 ¹⁸	3		Social Science ⁷	3
COM 250 ¹⁸	3		COM 202 or COM 332 ¹⁸	3
	-----		-----	
	(Total)	16		(Total)

JUNIOR YEAR

<u>Fall Semester</u>	<u>Credits</u>		<u>Spring Semester</u>	<u>Credits</u>
COM 211 or COM 321 ¹⁸	3		LCC Concentration Elective ^{15,18}	3
Free Elective ¹⁹	3		LCC Concentration Elective ^{15,18}	3
Literature ⁴	3		Science, Tech & Society ¹⁰	3
Social Science ⁷	3		Social Science ⁷	3
Natural Science Elective ⁹	3		Free Elective ¹⁹	3
	-----		-----	
	(Total)	15		(Total)
15				

SENIOR YEAR

<u>Fall Semester</u>	<u>Credits</u>		<u>Spring Semester</u>	<u>Credits</u>
LCC Concentration Elective ^{15,18}	3		Departmental Elective ^{16,18}	3
Philosophy ⁵	3		LCC Concentration Elective ^{15,18}	3
Free Elective ¹⁹	3		Free Elective ¹⁹	3
Free Elective ¹⁹	3		Free Elective ¹⁹	3
Free Elective ¹⁹	3			
	-----		-----	
	(Total)	15		(Total)
12				

Minimum Credit Hours Required for Graduation 122¹⁷

- 1. History I.** HI 207, HI 208, HI 209, HI 215, HI 216, HI 263, HI 264, HI 270, HI 275, HI 276 (satisfies 3 hr GER requirement in History or Visual and Performing Arts and HSS GER non-English speaking culture requirement).
- 2. History II.** HI 205, HI 210, HI 221, HI 222, HI 233, HI 251, HI 252 (this could also satisfy 3 hr GER requirement in History or Visual and Performing Arts).
- 3. Literature I.** ENG/FL 219, ENGIFL 220, ENG/FL 221, ENGIFL 222, ENG 251, ENG 261, ENG 262, FLF 301, FLS 303, FLG 316, or FLR 303 (Satisfies 3 hr GER Literature requirement).
- 4. Literature II.** Any course that meets the Literature I requirement, or: ENG 246, ENG 248, ENG 252, ENG 265, ENG 266, ENG 305, ENG 349, ENG 362, ENG 363, ENG 369, ENG 370, ENG 371, ENG 372, ENG 373, ENG 376, ENG 377, ENG 380, ENG 382, ENG 383, ENG 385, ENG 390, ENG 398, ENG 399, ENG 420, ENG 439, ENG 448, ENG 449, ENG 451, ENG 452, ENG 453, ENG 462, ENG 463, ENG 464, ENG 465, ENG 468, ENG 469, ENG 470, ENG 471, ENG 486, ENG 487, ENG/FL 394, ENG/FL 223, ENGIFL 224, ENG/FL 406, ENG/FL 407, FLF 302, FLF 320, FLF 323, FLF 324, FLF 352, FLF 414, FLF 415, FLF 492, FLG 323, FLR 304, FLS 300, FLS 302, FLS 304, FLS 323, FLS 403, FLS 404, FLS 492, or GRK 320.
- 5. Philosophy.** A three-hour course in philosophy on university GER (satisfies 3 hr of GER requirement in History, Philosophy or Religion.)
- 6. Arts & Letters.** ADN 111, 112, 202, 212, 219, 231, 272, 273, 281, 311, 384, 386, 414, 454; AFS 340, 375; ARC 140, 141, 142; ARS 251, 252, 259, 306, 351, 353; DAN 272/295; ENG 282, 283, 321, 375, 411, 492; FL 216; FLF 318; FLG 318; FLS 318; GD 200, 342; GRK 310; all HA courses; IDS 496; LAR 444; LAT 310; MUS 180; all 200-400 level MUS courses; all REL courses (except REL 101-202).
- 7. Social Science.** Four 3-credit courses from 3 different social sciences (9 hrs must be outside the student's major field of study) including: anthropology, cultural geography, economics, linguistics, politics and government, psychology and sociology. All courses must come from the university GER (except BUS 305, FOR 460 and AFS/MDS 345) which satisfies 12 hours of GER requirement in Social Sciences.
- 8. Basic Science.** Introductory laboratory courses in two of four areas: physics, chemistry, earth sciences, or biological sciences (biology, botany, and zoology): BO 200, BIO 105/106, BIO 181, BIO 183, CH 100, CH 101/102, CH 201/202, FOR 212, MEA 100, MEA101/110, MEA 102/111, MEA 120/121, MEA 130/135, MEA 200/210, PY 123/125, PY 123/126, PY 124/125, PY 124/126, PY 131, PY 133, PY 201, PY 202, PY 205, PY 208, PY 211, PY 212, SSC 200, ZO 150, ZO 212.
- 9. Science Elective.** Any of the science courses that meet the Basic Science requirement or: ANS 105, ANS 110, ANS 215, ANS 301, ANS 322, ANS 324, BCH 150, BO 213, BO 220, BO 222, BO 277, BO 360/365, BO 400, BO 405, CS 213, CS 312, ENT 201, ENT203, ENT402, ENT 425, FOR 212, FOR 252, FOR 402, FS 201, FS 301, FS 322, FS 324, FW 221, GN 411, HS 100, HS 201, HS 211, HS 212, HS 301, MB 200, MB 351, MEA 220, MEA 250, NTR301, PO201, PO 322, PP 315, PP 318, PY203, SSC 361, PCC 203, TMS 211, WPS 202, ZO 220, ZO 221, ZO 260, ZO 425.
- 10. Science, Technology & Society.** ADN 231; ANS 105, 110, 301; ANT 261; ARE 336, 436; ARS 257; BO 213, 222, 360; CH 100; EC 336, 436; ENG 232, 233, 376, 425; ENT 201, 203; ET 410; FLS 212; FOR 248, 330, 414; FS 201, 301; FW 221, 403; GN 301; HI 321, 322, 341, 423, 440, 480, 481, 482, 483, 484, 485; HS 201; IDS 105, 201, 211, 220, 260, 303, 412, 414, 451; LAR 445; MAT 230; MB 200; MEA 140, 430; MSE 230; NR 406; NTR 301; PCC 401; PHI 325, 340, 415, 422, 440, 450; PS 314, 336; PSY 312; SOC 261, 381, 450; REL 471; SSC 185, 361; STS 210, 214, 257, 301, 302, 304, 320, 322, 323, 324, 325, 326, 402, 405, 412, 451, 471, 484, 490; TAM 414; TOX 201; WGS 210; ZO 221, 260.
- 11. Mathematics 1.** A course in college-level mathematics on University GER list (any MA course except MA/LOG 335).
- 12. Health & Wellness.** One of PE 100 through PE 109.
- 13. Physical Education.** A 1-credit physical activity course.
- 14.** FL_202, COM 486, PS 371.
- 15. LCC Concentration Electives** must be taken from either **Public Communication:** COM 201, COM 211, COM 301, COM 321, COM 327, COM 411, COM 417, COM 421, COM 431, COM 436, COM 441, COM 451, COM 466, COM 467, COM 496 or **Interpersonal Communication:** COM 201, COM 202, COM 322, COM 332, COM 342, COM 362, COM 392, COM 402, COM 431, COM 441, COM 442, COM 451, COM 456, COM 462, COM 466, COM 467, COM 486, COM 496.
- 16.** Any COM course not already used to satisfy Departmental requirement.
- 17.** Twelve hours of LCC Concentration courses must be completed at the 300/400 level.
- 18.** All courses, except COM 437 and COM 496, taken to meet COM Department Curriculum requirements must be completed with a grade of "C-" or higher.
- 19.** Any COM course taken as a Free Elective must be completed with a grade of "C-" or higher.

LCM CONCENTRATION CURRICULUM GUIDE COMMUNICATION MEDIA

Departmental Required Courses (12 Credit Hours): COM 110 (Public Speaking), COM 230 (Communication Theory), COM 240 (Communication Inquiry), COM 250 (Communication and Information Technology). COM 230, 240 and 250 **MUST** be taken one semester at a time, in sequence and serve as prerequisites for much of the upper-level curriculum. 12 of the 36 credit hours in the major must be taken at the 300/400 level and, at least, 6 of these hours **MUST** be at the 400 level.

LCM Required Courses (6 Credit Hours):

COM 257 – Media History and Theory (prerequisite: COM 230)
COM 327—Critical Analysis of Communication Media (prereq: COM 240, 257; coreq COM 240)

LCM Concentration Electives (15 Credit Hours): Four courses must be taken from the following list. Students may choose to emphasize media production or media analysis (theory, criticism, and history), or they may combine courses from the two areas. The final column of the following table indicates if a course is predominantly analytical (A) predominantly production-oriented (P), or a combination of the two perspectives (P/A).

Course #	Course Title	Prereq	Coreq	P, A, P/A
COM 244	Introduction to Film Production			P
COM 267	Electronic Media Writing: Theory and Practice (formerly COM 204)	COM 230		P/A
COM 307	Digital Audio Production (formerly COM 214)	COM 267		P
COM 317	Television Production (formerly COM 224)	COM 267		P
COM 344	Film Production	COM 267		
COM 357	Digital Video Production (formerly COM 354)	COM 267		P
COM 364	History of Film To 1940			A
COM 367	Multimedia Production and Digital Culture	COM 267		P/A
COM 374	History of Film From 1940	Jr. standing		A
COM 377	Television Writing Seminar (formerly COM 444)	COM 267		P/A
COM 387	Advanced Television Production (formerly COM 324)	COM 317		P/A
COM 417	Advanced Topics in Communication and Race (Special Topics Seminar)	COM 250 & 257		A
COM 421	Communication Law	Jr. Standing		A
COM 431	Communication in Political Campaigns	Com 110		A
COM 437	Digital Video Practicum (formerly COM 454)	COM 357		P
COM 441	Ethical Issues in Communication	COM 110/112		A
COM 447	Communication and Globalization	COM 327	COM 327	A
COM 457	Media and the Family	COM 327	COM 327	A
COM 467	Advanced Topics in Gender and Comm. (Special Topics Seminar)	COM 327 or 362, or permission of instructor		A
COM 487	Internet and Society	COM 230 & 257		A
COM 498	Topics in Communication. With permission of the instructor and Coordinator of Advising or Director of Undergraduate Studies, those concentrating in Communication Media may count up to two 498 Topics courses toward the four required concentration electives.	COM 257		

Departmental Elective (3 Credit Hours): If eligible, students are encouraged to consider COM 496, the COM Internship or any COM 498 option.

LCM Concentration - SEMESTER-BY-SEMESTER CURRICULUM DISPLAY

FRESHMAN YEAR

<u>Fall Semester</u>	<u>Credits</u>	<u>Spring Semester</u>	<u>Credits</u>
ENG 101	4	Free Elective ²⁰	3
FL_201	3	Dept. Restricted Elec. ^{14,19}	3
Math ¹¹	3	ST 311	3
COM 110 ¹⁹	3	History ¹	3
COM 230 ¹⁹	3	COM 240 ¹⁹	3
PE 100_level ¹²	1	PE ¹³	1
(Total)	17	(Total)	16

SOPHOMORE YEAR

<u>Fall Semester</u>	<u>Credits</u>	<u>Spring Semester</u>	<u>Credits</u>
Literature ³	3	Free Elective ²⁰	3
Natural Science ⁸	4	Natural Science ⁸	4
Free Elective ²⁰	3	Arts & Letters ⁶	3
Social Science ⁷	3	Social Science ⁷	3
COM 250 ¹⁹	3	COM 257 ¹⁹	3
(Total)	16	(Total)	16

JUNIOR YEAR

<u>Fall Semester</u>	<u>Credits</u>	<u>Spring Semester</u>	<u>Credits</u>
COM 327 ¹⁹	3	LCM Concentration Option II ^{17,19}	3
LCM Concentration Option I ^{15,19}	3	LCM Concentration Option I ^{15,19}	3
Literature ⁴	3	Science, Tech & Society ¹⁰	3
Social Science ⁷	3	Social Science ⁷	3
Natural Science Elective ⁹	3	Free Elective ²⁰	3
(Total)	15	(Total)	15

SENIOR YEAR

<u>Fall Semester</u>	<u>Credits</u>	<u>Spring Semester</u>	<u>Credits</u>
LCM Concentration Option I ^{15,19}	3	Departmental Elective ^{16,19}	3
LCM Concentration Option II ^{17,19}	3	History ²	3
Philosophy ⁵	3	Free Elective ²⁰	3
Free Elective ²⁰	3	Free Elective ²⁰	3
Free Elective ²⁰	3		
(Total)	15	(Total)	12

Minimum Credit Hours Required for Graduation 122¹⁸

- 1. History I.** HI 207, HI 208, HI 209, HI 215, HI 216, HI 263, HI 264, HI 270, HI 275, HI 276 (satisfies 3 hr GER requirement in History or Visual and Performing Arts and HSS GER non-English speaking culture requirement).
- 2. History II.** HI 205, HI 210, HI 221, HI 222, HI 233, HI 251, HI 252 (this could also satisfy 3 hr GER requirement in History or Visual and Performing Arts).
- 3. Literature I.** ENG/FL 219, ENGIFL 220, ENG/FL 221, ENGIFL 222, ENG 251, ENG 261, ENG 262, FLF 301, FLS 303, FLG 316, or FLR 303 (Satisfies 3 hr GER Literature requirement).
- 4. Literature II.** Any course that meets the Literature I requirement, or: ENG 246, ENG 248, ENG 252, ENG 265, ENG 266, ENG 305, ENG 349, ENG 362, ENG 363, ENG 369, ENG 370, ENG 371, ENG 372, ENG 373, ENG 376, ENG 377, ENG 380, ENG 382, ENG 383, ENG 385, ENG 390, ENG 398, ENG 399, ENG 420, ENG 439, ENG 448, ENG 449, ENG 451, ENG 452, ENG 453, ENG 462, ENG 463, ENG 464, ENG 465, ENG 468, ENG 469, ENG 470, ENG 471, ENG 486, ENG 487, ENG/FL 394, ENG/FL 223, ENGIFL 224, ENG/FL 406, ENG/FL 407, FLF 302, FLF 320, FLF 323, FLF 324, FLF 352, FLF 414, FLF 415, FLF 492, FLG 323, FLR 304, FLS 300, FLS 302, FLS 304, FLS 323, FLS 403, FLS 404, FLS 492, or GRK 320.
- 5. Philosophy.** A three-hour course in philosophy on university GER (satisfies 3 hr of GER requirement in History, Philosophy or Religion.)
- 6. Arts & Letters.** ADN 111, 112, 202, 212, 219, 231, 272, 273, 281, 311, 384, 386, 414, 454; AFS 340, 375; ARC 140, 141, 142; ARS 251, 252, 259, 306, 351, 353; DAN 272/295; ENG 282, 283, 321, 375, 411, 492; FL 216; FLF 318; FLG 318; FLS 318; GD 200, 342; GRK 310; all HA courses; IDS 496; LAR 444; LAT 310; MUS 180; all 200-400 level MUS courses; all REL courses (except REL 101-202).
language course), or classics (GRK/LAT 310). The following course in the STS major is excluded: REL 471.
- 7. Social Science.** Four 3-credit courses from 3 different social sciences (9 hrs must be outside the student's major field of study) including: anthropology, cultural geography, economics, linguistics, politics and government, psychology and sociology. All courses must come from the university GER (except BUS 305, FOR 460 and AFS/MDS 345) which satisfies 12 hours of GER requirement in Social Sciences.
- 8. Basic Science.** Introductory laboratory courses in two of four areas: physics, chemistry, earth sciences, or biological sciences (biology, botany, and zoology): BO 200, BIO 105/106, BIO 181, BIO 183, CH 100, CH 101/102, CH 201/202, FOR 212, MEA 100, MEA101/110, MEA 102/111, MEA 120/121, MEA 130/135, MEA 200/210, PY 123/125, PY 123/126, PY 124/125, PY 124/126, PY 131, PY 133, PY 201, PY 202, PY 205, PY 208, PY 211, PY 212, SSC 200, ZO 150, ZO 212.
- 9. Science Elective.** Any of the science courses that meet the Basic Science requirement or: ANS 105, ANS 110, ANS 215, ANS 301, ANS 322, ANS 324, BCH 150, BO 213, BO 220, BO 222, BO 277, BO 360/365, BO 400, BO 405, CS 213, CS 312, ENT 201, ENT203, ENT402, ENT 425, FOR 212, FOR 252, FOR 402, FS 201, FS 301, FS 322, FS 324, FW 221, GN 411, HS 100, HS 201, HS 211, HS 212, HS 301, MB 200, MB 351, MEA 220, MEA 250, NTR301, PO201, PO 322, PP 315, PP 318, PY203, SSC 361, PCC 203, TMS 211, WPS 202, ZO 220, ZO 221, ZO 260, ZO 425.
- 10. Science, Technology & Society.** ADN 231; ANS 105, 110, 301; ANT 261; ARE 336, 436; ARS 257; BO 213, 222, 360; CH 100; EC 336, 436; ENG 232, 233, 376, 425; ENT 201, 203; ET 410; FLS 212; FOR 248, 330, 414; FS 201, 301; FW 221, 403; GN 301; HI 321, 322, 341, 423, 440, 480, 481, 482, 483, 484, 485; HS 201; IDS 105, 201, 211, 220, 260, 303, 412, 414, 451; LAR 445; MAT 230; MB 200; MEA 140, 430; MSE 230; NR 406; NTR 301; PCC 401; PHI 325, 340, 415, 422, 440, 450; PS 314, 336; PSY 312; SOC 261, 381, 450; REL 471; SSC 185, 361; STS 210, 214, 257, 301, 302, 304, 320, 322, 323, 324, 325, 326, 402, 405, 412, 451, 471, 484, 490; TAM 414; TOX 201; WGS 210; ZO 221, 260.
- 11. Mathematics I.** A course in college-level mathematics on University GER list (any MA course except MA/Log 335).
- 12. Health & Wellness.** One of PE 100 through PE 109.
- 13. Physical Education.** A I-credit physical activity course.
- 14.** FL_202, COM 486, PS 371.
- 15. LCM Concentration Option I:** COM 244, COM 267, COM 307, COM 317, COM 344, COM 357, COM 364, COM 367, COM 374, COM 377, COM 387, COM 417, COM 421, COM 431, COM 436, COM 437, COM 441, COM 447, COM 451, COM 457, COM 467, COM 487, COM 496, COM 498, COM 451.
- 16.** Any COM course not already used to satisfy Departmental requirement.
- 17. LCM Concentration Option II:** COM 417, COM 421, COM 431, COM 436, COM 437, COM 441, COM 447, COM 451, COM 457, COM 467, COM 487, COM 496, COM 498.
- 18.** Twelve hours of LCM Concentration courses must be completed at the 300/400 level.
- 19.** All courses, except COM 437 and COM 496, taken to meet COM Department Curriculum requirements must be completed with a grade of "C-" or higher.
- 20.** Any COM course taken as a Free Elective must be completed with a grade of "C-" or higher.

PUBLIC RELATIONS CONCENTRATION LCP CONCENTRATION CURRICULUM GUIDE

Departmental Required Courses (12 credit hours): COM 110, COM 230 (Communication Theory), COM 240 (Communication Inquiry), COM 250 (Communication and Technology). COM 230, 240 and 250 **MUST** be taken one semester at a time, in sequence.

LCP Required Courses :

Course #	Course Title	Prerequisites
Phase 1: Introductory Phase (to be completed during the first year)		
COM 226	Introduction to Public Relations	
Phase 2: Application, Management and Research Phase (to be completed during the sophomore and junior years)		
ENG 214	Writing and Editing Requirement	
COM 316	Communication Techniques for Public Relations	COM 226
COM 456	Organizational Communication	COM 230
COM 486	Communication Research Methods	12 hours of COM courses and COM 240
Phase 3: Theory Development Phase (taken upon completion of Phase 1 and 2; 2 nd semester of junior year or 1 st semester of senior year)		
COM 446	Problems in Public Relations	COM 226 and COM 230
Phase 4: Practicum Phase (to be completed the senior year)		
COM 476	Public Relations Applications (formerly 326) Senior Capstone Course	COM 226, COM 316, COM 446 and COM 486
COM 496	Communication Internship (last semester, senior year; requires a minimum GPA of 3.0 for all COM courses completed.	Jr. standing in Communication; permission of Department. Communication majors only

COM__ Departmental Elective (3 credit hours): Any Communication course (except COM 146) not being used by the student to fulfill other requirements may be used as Departmental Electives.

NOTE 1: Students choosing the PR Concentration **MUST** complete **ENG 214**, introduction to Editing, which should be completed during phase 2. ENG 214 must be completed with a "C-" or higher.

NOTE 2: COM 486 satisfies the Departmental Restricted Elective.

NOTE 3: Students who do not meet the 3.0 COM GPA required for the Communication Internship will not be allowed to complete COM 496 and therefore will not graduate in the LCP curriculum. These students will need to change to a different COM Curriculum.

LCP Concentration - SEMESTER-BY-SEMESTER CURRICULUM DISPLAY

FRESHMAN YEAR

<u>Fall Semester</u>	<u>Credits</u>	<u>Spring Semester</u>	<u>Credits</u>
ENG 101	4	COM 226 ¹⁵	3
FL_201	3	Free Elective ¹⁶	3
Math ¹¹	3	ST 311	3
COM 110 ¹⁵	3	COM 240 ¹⁵	3
COM 230 ¹⁵	3	History ¹	3
PE 100_level ¹²	1	PE ¹³	1
(Total)	17	(Total)	16

SOPHOMORE YEAR

<u>Fall Semester</u>	<u>Credits</u>	<u>Spring Semester</u>	<u>Credits</u>
Literature ³	3	Free Elective ¹⁶	3
Natural Science ⁸	4	Natural Science ⁸	4
Social Science ⁷	3	Arts & Letters ⁶	3
Free Elective ¹⁶	3	Social Science ⁷	3
COM 250 ¹⁵	3	ENG 214 ¹⁵	3
(Total)	16	(Total)	16

JUNIOR YEAR

<u>Fall Semester</u>	<u>Credits</u>	<u>Spring Semester</u>	<u>Credits</u>
COM 316 ¹⁵	3	COM 486 ¹⁵	3
COM 456 ¹⁵	3	COM 446 ¹⁵	3
Literature ⁴	3	Science, Tech & Society ¹⁰	3
Social Science ⁷	3	Social Science ⁷	3
Natural Science Elective ⁹	3	Free Elective ¹⁶	3
(Total)	15	(Total)	15

SENIOR YEAR

<u>Fall Semester</u>	<u>Credits</u>	<u>Spring Semester</u>	<u>Credits</u>
COM 476 ¹⁵	3	COM 496 ¹⁵	3
Departmental Elective ^{14,15}	3	History ²	3
Philosophy ⁵	3	Free Elective ¹⁶	3
Free Elective ¹⁶	3	Free Elective ¹⁶	3
Free Elective ¹⁶	3		
(Total)	15	(Total)	12

Minimum Credit Hours Required for Graduation 122

- 1. History I.** HI 207, HI 208, HI 209, HI 215, HI 216, HI 263, HI 264, HI 270, HI 275, HI 276 (satisfies 3 hr GER requirement in History or Visual and Performing Arts and HSS GER non-English speaking culture requirement).
- 2. History II.** HI 205, HI 210, HI 221, HI 222, HI 233, HI 251, HI 252 (this could also satisfy 3 hr GER requirement in History or Visual and Performing Arts).
- 3. Literature I.** ENG/FL 219, ENGIFL 220, ENG/FL 221, ENGIFL 222, ENG 251, ENG 261, ENG 262, FLF 301, FLS 303, FLG 316, or FLR 303 (Satisfies 3 hr GER Literature requirement).
- 4. Literature II.** Any course that meets the Literature I requirement, or: ENG 246, ENG 248, ENG 252, ENG 265, ENG 266, ENG 305, ENG 349, ENG 362, ENG 363, ENG 369, ENG 370, ENG 371, ENG 372, ENG 373, ENG 376, ENG 377, ENG 380, ENG 382, ENG 383, ENG 385, ENG 390, ENG 398, ENG 399, ENG 420, ENG 439, ENG 448, ENG 449, ENG 451, ENG 452, ENG 453, ENG 462, ENG 463, ENG 464, ENG 465, ENG 468, ENG 469, ENG 470, ENG 471, ENG 486, ENG 487, ENG/FL 394, ENG/FL 223, ENGIFL 224, ENG/FL 406, ENG/FL 407, FLF 302, FLF 320, FLF 323, FLF 324, FLF 352, FLF 414, FLF 415, FLF 492, FLG 323, FLR 304, FLS 300, FLS 302, FLS 304, FLS 323, FLS 403, FLS 404, FLS 492, or GRK 320.
- 5. Philosophy.** A three-hour course in philosophy on university GER (satisfies 3 hr of GER requirement in History, Philosophy or Religion.)
- 6. Arts & Letters.** ADN 111, 112, 202, 212, 219, 231, 272, 273, 281, 311, 384, 386, 414, 454; AFS 340, 375; ARC 140, 141, 142; ARS 251, 252, 259, 306, 351, 353; DAN 272/295; ENG 282, 283, 321, 375, 411, 492; FL 216; FLF 318; FLG 318; FLS 318; GD 200, 342; GRK 310; all HA courses; IDS 496; LAR 444; LAT 310; MUS 180; all 200-400 level MUS courses; all REL courses (except REL 101-202).
- 7. Social Science.** Four 3-credit courses from 3 different social sciences (9 hrs must be outside the student's major field of study) including: anthropology, cultural geography, economics, linguistics, politics and government, psychology and sociology. All courses must come from the university GER (except BUS 305, FOR 460 and AFS/MDS 345) which satisfies 12 hours of GER requirement in Social Sciences.
- 8. Basic Science.** Introductory laboratory courses in two of four areas: physics, chemistry, earth sciences, or biological sciences (biology, botany, and zoology): BO 200, BIO 105/106, BIO 181, BIO 183, CH 100, CH 101/102, CH 201/202, FOR 212, MEA 100, MEA101/110, MEA 102/111, MEA 120/121, MEA 130/135, MEA 200/210, PY 123/125, PY 123/126, PY 124/125, PY 124/126, PY 131, PY 133, PY 201, PY 202, PY 205, PY 208, PY 211, PY 212, SSC 200, ZO 150, ZO 212.
- 9. Science Elective.** Any of the science courses that meet the Basic Science requirement or: ANS 105, ANS 110, ANS 215, ANS 301, ANS 322, ANS 324, BCH 150, BO 213, BO 220, BO 222, BO 277, BO 360/365, BO 400, BO 405, CS 213, CS 312, ENT 201, ENT203, ENT402, ENT 425, FOR 212, FOR 252, FOR 402, FS 201, FS 301, FS 322, FS 324, FW 221, GN 411, HS 100, HS 201, HS 211, HS 212, HS 301, MB 200, MB 351, MEA 220, MEA 250, NTR301, PO201, PO 322, PP 315, PP 318, PY203, SSC 361, PCC 203, TMS 211, WPS 202, ZO 220, ZO 221, ZO 260, ZO 425.
- 10. Science, Technology & Society.** ADN 231; ANS 105, 110, 301; ANT 261; ARE 336, 436; ARS 257; BO 213, 222, 360; CH 100; EC 336, 436; ENG 232, 233, 376, 425; ENT 201, 203; ET 410; FLS 212; FOR 248, 330, 414; FS 201, 301; FW 221, 403; GN 301; HI 321, 322, 341, 423, 440, 480, 481, 482, 483, 484, 485; HS 201; IDS 105, 201, 211, 220, 260, 303, 412, 414, 451; LAR 445; MAT 230; MB 200; MEA 140, 430; MSE 230; NR 406; NTR 301; PCC 401; PHI 325, 340, 415, 422, 440, 450; PS 314, 336; PSY 312; SOC 261, 381, 450; REL 471; SSC 185, 361; STS 210, 214, 257, 301, 302, 304, 320, 322, 323, 324, 325, 326, 402, 405, 412, 451, 471, 484, 490; TAM 414; TOX 201; WGS 210; ZO 221, 260.
- 11. Mathematics I.** A course in college-level mathematics on University GER list (any MA course except MA/LOG 335).
- 12. Health & Wellness.** One of PE 100 through PE 109.
- 13. Physical Education.** A 1-credit physical activity course.
- 14.** Any COM course not already used to satisfy Departmental requirement.
- 15.** All courses, except COM 437 and COM 496, taken to meet COM Department Curriculum requirements must be completed with a grade of "C-" or higher. COM 437 and COM 496 are taken S/U.
- 16.** Any COM course taken as a Free Elective must be completed with a grade of "C-" or higher.

PART II – UNIVERSITY POLICIES

TAKEN FROM THE UNIVERSITY WEBSITE:

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

CLASSIFICATION OF STUDENTS

Undergraduate Degree Students

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

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

For registration purposes, the classification listed on the ADA is the correct one.

UNDERGRADUATE PLANS OF STUDY

All NC State undergraduate degree-seeking students who have entered as either first-time freshmen or transfers must design and submit to their Advisor for approval a “Plan of Study.” It is recommended that this Plan be completed in consultation with the Advisor. The Plan of Study and the on-line tutorial for completion and submission are located at the student’s Degree Audit page.

This Plan of Study will represent each student’s “Progress Toward Degree.” All full-time NCSU students are expected to complete 24 semester hours each academic year.

Students not in compliance with University expectations as relate to “Progress Toward Degree” will be identified as eligible for “Progress Warning” and will be reviewed by the department.

*Note: COM majors must have a submitted and approvable Plan of Work through the next 2 semesters to receive a PIN during Formal Advising.

CONTINUATION OF UNDERGRADUATE ENROLLMENT

Minimum Eligibility Standard

The minimum eligibility standard for continued enrollment for any undergraduate student is defined as achieving the required cumulative grade point average for the total number of credit hours attempted at NC State plus transferred credit hours according to the Schedule of Performance Requirements for Continuing Undergraduate Enrollment, referred to hereafter as the Continuation Schedule.”

Schedule of Performance Requirements for Continuing Undergraduate Enrollment (Effective Fall 2004)	
Credit Hours Attempted at NCSU Plus Credit Hours Transferred	Minimum Required Cumulative Grade Point Average on all Courses Taken at NCSU
1-59	1.8
60 or more	2.0

Undergraduate students who, at the end of any spring semester, do not meet the minimum standards shown in the Continuation Schedule will not be allowed to continue their enrollment at the University during subsequent fall and spring semesters, with the following exceptions:

1. no student will be suspended until the end of the student's second regular semester at NCSU;
2. any student who begins a given semester with a cumulative GPA of 2.00 or better will be eligible to continue in the next regular semester in which they seek enrollment regardless of academic performance in that given semester;
3. students who are eligible to continue at the end of a spring semester will be eligible to continue into the following fall, regardless of summer session performance;
4. students will be eligible to continue their enrollment until they have attempted at least twelve hours at NC State; and,
5. suspended students re-admitted on appeal will be eligible to enroll on Academic Probation.

A student with a cumulative GPA below 2.00 will be in one of three academic statuses: Academic Warning, Academic Suspension, or Academic Probation.

Academic Warning Status

Every student who meets the criteria set forth in section above but whose cumulative grade point average is less than 2.00, the minimum for graduation, will be on Academic Warning Status. The [Timely Advising Requirement](#) applies to students on Academic Warning Status.

Academic Suspension Status

Academic Suspension Status is assigned at the end of the spring semester to students who do not meet the minimum eligibility standards and who were enrolled in either the fall or spring semester. Academically suspended students are subject to the provisions of the regulation on Readmission of Former and Academically Suspended Undergraduate Degree Students.

Academic Probation Status

Academically suspended students may appeal to the University Admissions Committee for re-admission on Academic Probation Status in order to enroll in a regular semester (fall or spring). Students will not be

considered in good academic standing while on Academic Probation Status. The [Timely Advising Requirement](#) applies to students on Academic Probation Status. The University Admissions Committee may prescribe additional requirements as a condition of re-admission. Students who obtain a cumulative GPA above the suspension level, after being placed on probation status, will have the probation status discontinued. Students who do not obtain a cumulative GPA above the suspension level, by the end of the spring semester after being placed on probation, will return to Academic Suspension Status.

Timely Advising Requirement

All students on Academic Warning Status or Academic Probation Status are required to meet with their academic advisers during the first four weeks of classes in regular semesters to review their academic situations and to formulate or review and revise as needed their plans of study. Any student in either of these statuses who does not comply with these requirements to consult with the faculty adviser will not be allowed to register for and continue enrollment at the University during subsequent fall and spring semesters unless the cumulative GPA of the student is 2.00 or greater at the end of the semester in which the requirement was not met.

SCHEDULE REVISIONS (ADDING AND DROPPING COURSES)

Adding Courses

Courses may be added during the first week of a semester and during the second week with permission of the instructor. In a summer session, courses may be added during the first two days and during the third and fourth days with permission of the instructor.

Dropping Courses Within First Two Weeks

All courses may be dropped without regard to course load during the first two weeks of a semester and during the first four days of a summer session. The number of hours for which a student is officially enrolled is that number in which the student is enrolled at the end of the second week of classes and at the end of the fourth day of a summer session (the last day to drop a course with a refund or reduction). Students dropping all courses must follow the procedures for withdrawal.

Full-Time Undergraduate Students Dropping Courses During Weeks

Three through Six (Fall 1996)

During weeks three through six of a semester, full-time undergraduate students who wish to drop courses at any level and whose academic load would thereby fall below the twelve-hour minimum course load may do so only for documented medical reasons or other verified, unforeseen grounds of personal or family hardship, as provided for under "*Exceptions*" below.

The minimum course load for full-time undergraduate degree students is 12 credit hours, except in their final semester when a lesser number may be taken if that is all the student needs to fulfill the requirements for a degree. In any case, to receive financial aid a student must meet the minimum course load requirements of the appropriate funding agency. (See also Length of Time to Graduation)

Deadline For Dropping 100-Through 400-Level Courses

Except as provided in the paragraph above, 100- through 400-level courses may be dropped during the first six weeks of a semester and during the first eleven days of a summer session. Thereafter, no drops shall be allowed except for documented medical reasons or other verified, unforeseen grounds of personal or family hardship as provided for under "*Exceptions*" below. Faculty members are encouraged to provide evaluative feedback to students in their classes prior to the deadline.

For mini-courses normally offered for one credit during one-third of a semester, the drop period shall end at the middle of the second week of that particular course, regardless of whether it is offered at the beginning, middle, or end of a regular semester.

Exceptions

Undergraduate student exceptions to the drop policies above require the recommendation of a student's adviser, the departmental coordinator of advising, or department head and approval by the dean of the student's college. Students and advisers should check with their college dean's office concerning forms and procedures for requesting an exception.

Procedures for Adding and Dropping Courses

Dropping or adding courses may be done at any time that telephonic registration (TRACS) is operational. Students should be encouraged to make schedule changes as soon as they are aware that they need to be made. TRACS closes at the end of the two week drop/add period. Courses may be dropped after the two week drop/add period - but before the drop deadline as provided in the above described policies - in person at the Department of Registration and Records.

To add or drop a course after the deadline, a Schedule Revision Form with the student's dean's approval is needed. The College of Humanities and Social Sciences has developed a Late Drop form that can be picked up from the Departmental Records Specialist. This form must accompany any request made to the CHASS Dean's office for a late drop.

LATE DROP AND WITHDRAWAL PROCEDURE

To request that a class be dropped after the deadline stated in the official university schedule (found on the R&R website), students must do the following:

1. Obtain two forms: a Late Drop Approval Request and a Schedule Revision Form. These are available at the College of Humanities and Social Sciences (CHASS) Dean's Office at 106 Caldwell Hall or at the Communication Department office at 201 Winston Hall.
2. Prepare a written explanation and secure documentation of extenuating circumstances, such as a letter from a counselor or physician.
3. Meet with the instructor of the course to secure the instructor's signature and comments on the late drop form.
4. Meet with their faculty adviser to discuss this request and secure the adviser's signature on the Late Drop Approval Form. **NOTE:** The adviser does not approve this action; his or her signature certifies only that he or she has discussed the situation with the student.
5. Bring the forms and written explanation to the CHASS Dean's office. The request will be evaluated by the CHASS Associate Dean for Student Affairs.
6. If the request is approved, the student must take the signed Schedule Revision Form to the Department of Registration and Records at 1000 Harris Hall. The Late Drop Approval Request will be placed in the student's file in the CHASS Dean's office.

Late drops are not granted for reasons of convenience. The CHASS Associate Dean will expect to see substantial and verifiable documentation supporting valid reasons for the request.

Students who wish to drop all their courses after the deadline must withdraw from the university. This action will be approved only in exceptional circumstances. To initiate a late withdrawal request, the student must contact the University Counseling Center, located in the new Student Health Service building at 2815 Cates Avenue, 515-

2423, and follow their guidance and instructions. The student should also discuss this matter with his or her faculty adviser.

Withdrawal from the University

Students who wish to drop all the courses for which they are registered must withdraw from the University for the remainder of the semester or summer session in which they are enrolled. Students who have registered and prepaid are considered to be registered and must be officially withdrawn, unless they have notified the University prior to the beginning of the first day of classes that they wish to have their registration canceled. (See Registration Cancellation and Refund of Tuition and Fees in the Handbook for Advising and Teaching)

It is highly recommended, but not required, that students considering withdrawal consult their faculty adviser or departmental coordinator of advising. The withdrawal process is as follows:

1. Degree candidates and Unclassified students initiate the official withdrawal process with the Counseling Center, 2000 Harris Hall, 515-2423. Parental approval to withdraw may be required for single students who are under eighteen.
2. NCSU students carrying course work at another campus under the interinstitutional arrangement must contact the Department of Registration and Records, 1008 Harris Hall, 515-2577, to initiate the paperwork necessary for removal from the class roll at the other institution.
3. Students visiting from other institutions who are registered for NCSU course work under the Interinstitutional arrangement must initiate withdrawal on their home campus and contact the NCSU Department of Registration and Records.

Withdrawal After the Last Day of the Official Drop Period

It is considered that after the last day of the official drop period a student has become a partner in an implied contract with the University to continue until the end of the semester. Therefore, withdrawals without academic penalty are granted by the University only when exceptional circumstances exist.

Undergraduate and graduate degree students may receive late withdrawals through the Counseling Center under three conditions:

1. Certification by an appropriate medical professional of serious disruption in academic functioning for medical reasons. Such medical petitions are subject to review by a University physician and by the Counseling Center.
2. Certification by the Counseling Center of serious disruption in academic functioning because of an emotional problem or crisis. It is important to verify that (a) there has been a significant decrease in the student's usual level of psychological functioning and (b) that regaining that previous level of functioning will involve a process of sufficient academic disruption to make continuing as a student unreasonable. In this case a "hold" may often be placed on the student's readmission pending certification by the Counseling Center and/or independent psychologist/psychiatrist that the student has regained and can be expected to maintain that usual level of psychological competence.
3. Verification by the office of the student's college dean that a decision has been reached in accordance with that college's policies and procedures that a documented hardship of any kind which, responsibly handled, resulted in it being unreasonable to insist that the student continue. The hardship should normally have been reasonably unforeseeable.

Courses for which students are officially enrolled are recorded on the transcript without grades or grade points but with a notation of "W" to indicate approval to withdraw after the withdrawal deadline.

FIRST YEAR COURSE REPEAT POLICY

For courses first attempted Fall 1995 and afterwards

The first-year course repeat policy is a policy of forgiveness that helps new NCSU undergraduate students maintain good academic standing. The policy is necessary because new students lack familiarity with the University, and as a result; they are more likely to make errors in their choice of courses and total course load.

Effects

1. The eligible student who repeats a course while electing that the first-year course repeat policy apply will have the grade points and the credit hours attempted and earned on the first completion of the course removed from the calculation of the cumulative grade point average and from the calculation of the total hours attempted regardless of the grade earned on the second attempt. The modification of the cumulative grade point average which will result from the removal of the grade points and credit hours attempted and earned on the first completion of the course will be calculated and recorded on the student's record after the second completion of the course.
2. The course title and grade for the first completion will be shown on the official record with a code (R) to indicate that it was repeated and that the first grade was removed from the computation of the cumulative grade point average.
3. The recorded grade point average of the student for the semester in which the course was originally taken will not be changed.
4. Repeating a course and exercising the first-year course repeat policy does not retroactively change the status of the student as to semester academic honors, academic warning, probation, or suspension in prior semesters.
5. Many graduate and professional schools recompute grade point averages in the process of considering an applicant for admission to such programs. This recomputation of grade point averages may include restoring the cumulative grade point average effects of initial attempts at courses repeated under this policy.

Eligibility

1. The initial attempt and the repeat under this policy must be an NCSU course;
2. The course being repeated was completed for the first time after the 1995 Fall Semester;
3. The course being repeated must be at the 100- or 200-level;
4. The student received a grade below C- in the course that is repeated;
5. Both attempts of the course were for letter grades; no unsuccessful audits or credit-only attempts may be repeated nor may repeats under the policy be made for audit or credit-only;
6. The student has not received credit for an advanced course dealing with the same subject matter as the course being repeated; and,
7. The first attempt of the course must have occurred within 12 months of the student's initial enrollment in any classification at NCSU; this period is not lengthened by voluntary or involuntary failure to enroll in subsequent semesters or summer sessions, nor by enrolling at less than a minimum full-time load, following the initial date of enrollment;
8. The second attempt is for the same course or for an approved substitute course (see "Listing of Approved Substitute Courses for the First Year Course Repeat Policy");
9. The second attempt occurs in a regular semester or summer session which ends within 12 months of the completion of the first attempt of the course; if the course is not available during that period or if the student is not enrolled when it is available, then the second attempt must occur in the next regular semester during which the student is enrolled at NCSU and the course is available;
10. The total number of courses repeated by the student under this policy will not exceed two (2) courses nor will the total of the hours of such courses exceed eight (8) hours, nor will the total number of courses repeated under this policy combined with those repeated under the Course Repeat Without Penalty Policy exceed three (3) courses nor will the total hours of such courses exceed twelve (12) hours;

11. The Notice of Exercise of First Year Course Repeat Policy is filed by the student with the Department of Registration and Records on or before the "last day to drop a course without a grade for courses at the 400 level and below" of the semester or summer session in which the course is repeated.

Procedures to Implement 1st Year Course Repeat Policy

1. Students are advised to consult with their academic advisers in making the decision to elect a course repeat under this policy.
2. The student must submit a Notice of Exercise of First Year Course Repeat Policy to the Department of Registration and Records on or before the last day to drop a course without a grade at the 400 level or below of the semester or summer session in which the course is repeated. Forms may be obtained on-line at the Registration and Records website.

THE COUNSELING CENTER

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

The Counseling Center is now located in the new Student Health Center at 2815 Cates Avenue, Rm. 2401.

Office Hours:

Offices are open 8:00 am to 5:00 p.m. Monday through Friday.
Offices are open year-round except NCSU holidays.

Appointments:

Call 515-2423 or stop by our offices on the second floor of Student Health Service to schedule an appointment.
Walk-in services are available 9:00 am to 4:00 p.m. daily (11:00 - 4:00 on Wednesdays).

After-hours Emergency Service:

Emergency service is available continuously, 24 hours/day, 365 days/year. When the Counseling Center is closed, contact Campus Police at 515-3000 and ask for the Counselor on Call.

DISABILITY SERVICES

Students requiring special assistance because of visual, hearing, or motor disabilities should contact Disability Services for Students (DSS), NC State. Interpreter, tutorial, note taker and/or reader services are available by contacting the center.

Direct services for all learning disabled students, such as educational counseling and arrangements for appropriate academic support, can also be initiated by DSS.

Those students needing special assistance in scheduling courses should make contact as far as possible in advance of preregistration deadlines.

Any DSS student who seeks a FL accommodation should contact the DSS office.

Additional Information: Suite 1900 Student Health Center, 2815 Cates Ave, Campus Box 7509, Phone: 515-7653, TTY phone: 515-8830

STUDENT LEGAL SERVICE

Free legal advice is available to all currently enrolled students. The attorney's services are limited to providing advice and limited representation of off-campus legal problems that do not involve the University, the State of North Carolina, or another student. The University Student Legal Services (USLS) is available by appointment only.

http://www.ncsu.edu/student_affairs/legal_services/

Additional Information: USLS, Suite 4128, University Student Center, 515-7091

TUTORING

The Undergraduate Tutorial Center offers FREE tutoring for courses at the 100 and 200 level in many undergraduate disciplines. Undergraduate Tutorial Center: http://www.ncsu.edu/tutorial_center

Other Selected Tutoring Services:

Writing and Speaking Tutorial Services

Physics and Math Tutorial Center

Supplemental Instruction

Individual Tutoring by appt.

INCOMPLETE (IN) GRADES

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

IMPORTANT: Students must not register again for courses in which they have IN grades.

MINORS

NCSU offers 103 minors. Students are strongly encouraged to pursue a minor. A complete list of the Minors offered at NCSU and the faculty to contact may be found at:

http://www.ncsu.edu/advising_central/minors.html

Contact your Advisor to discuss the Minor(s) you are considering and how these will contribute to your after graduation plans.

Registration for Classes

1. Securing your PIN – PINs are distributed during Formal Advising appts. only to those students who have a submitted Plan of Work extending 1 academic semesters beyond the current date. PINs are obtained from the student's academic advisor or the Asst. Head for Advising, Ms. Stallings.
2. Useful Resources: Current/Future course listings found at the MyPack link from the R&R webpage, NCSU and COM Homepages, *The Technician*, and Advisors.

ACADEMIC HONORS

Dean's List

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

Study Abroad

Students are encouraged to explore the Study Abroad options available to NCSU students. Early planning with your Advisor can enhance the probability that courses completed abroad will fulfill requirements for graduation.

The Study Abroad office is: 2118 Pullen Hall; phone: 515-2087/

The Study Abroad website provides useful information:

<http://www.ncsu.edu/studyabroad/>

National Student Exchange (NSE)

NCSU students may elect to study at another Institution in the United States. The NSE office is 4130 Talley Student Center, 513-1829. Additional information about NSE can be found at:

www.fis.ncsu.edu/nse/

Graduation Requirements

To graduate with a BA in Communication, all students must complete the required 122 hours with a Total Grade Point Average (TGPA) of at least 2.0 and a Communication Grade Point Average (GPA) of at least 2.0.

