ACADEMIC PROGRAMS DIVISION

The Vice Chancellor for Academic Programs is responsible for the overall academic program of students in residence at NCSSM. These responsibilities include leadership in the development of curriculum, implementation of instructional policies and procedures, and recommendations for the appointment and reappointment of faculty.

NCSSM Graduation Requirements

Graduation requirements are adopted by the Board of Trustees and published in the NCSSM Course Catalog and the NCSSM Student Handbook. Changes in requirements become effective at the beginning of the school year following their adoption. NCSSM graduation requirements include both academic and residential curricular requirements.

Every student must complete a minimum of five trimester credits of mathematics at NCSSM. Unless a student is placed in a higher level of mathematics upon entry to NCSSM, these units must include completion of MA305 Precalculus and Modeling (or MA355 Precalculus and Modeling with Advanced Topics). Students who begin their mathematics study at NCSSM in Algebra are required to complete six trimester credits.

Each student must earn a minimum of six trimester credits of laboratory science while in residence at NCSSM and show competence in each of three science disciplines (biology, chemistry, and physics), either by completing at least two trimesters of coursework or by passing an exemption test. A student earning exemption in a particular discipline must still complete at least six trimester credits of laboratory science by taking courses in any of the three disciplines.

All juniors are required to enroll in interdisciplinary AS305 American Studies for two trimesters (which provides them with two trimester credits in English and two trimester credits in history/social science). In addition to American Studies, students must earn two additional trimester credits from selected English courses.

Each student is required to master the intermediate level or higher of a world language at NCSSM. Any student who begins a new language in the junior year must continue that language in the senior year, regardless of prior world language credit. Students exempted from the world language requirement are not required to take additional world language courses at NCSSM.

Every student must successfully complete two to five units of core elective credit (depending upon the amount of core-subject requirements) and complete one trimester credit of an activity-based physical education course at NCSSM. They also must receive evaluations of S (or better) in their required Student Life 101 (junior) and 201 (senior) courses, Work Service, Summer Service Learning, and both years of Mini-Term.

(See catalog for a complete description of the residential curricular requirements.)
Trimester Credit Requirements
The minimum credit requirements for graduation from NCSSM are listed in the next table. The Registrar reviews the transcripts of incoming juniors to determine the credits earned at the previous school. To be counted among the earned credits for NCSSM graduation, high school credit must have been recorded on the ninth and tenth grade transcript from the previous school. Any student who has not earned the required credits is informed by the beginning of classes in the junior year which missing credits, if any, must be fulfilled with additional coursework at NCSSM.

Coursework completed at another institution can substitute for the requirements of the eleventh- and twelfth-grade NCSSM program, but only under limited circumstances (see below). To complete the NCSSM program, a student must be in residence at NCSSM for both the junior and senior years. A diploma cannot be awarded to a student under any other circumstances.

Students who do not meet the standards of behavior of the school as outlined in the Code of Student Conduct may be required to withdraw from the School. In such cases, the student is not awarded a diploma. To receive a diploma, a senior must have passing grades in all courses and must be free from any pending disciplinary action.

NCSSM Credit for Courses Taken at Other Institutions
NCSSM intends to offer all the courses necessary for students to meet graduation requirements over the two years of enrollment at the School. In addition, NCSSM offers a number of Core-Elective, additional-elective, and Special Study Options to address the special needs, interests, and learning styles of a talented student population. Given the relatively small total enrollment of the School, however, and limited resources for addressing every academic interest and need, NCSSM has provisions by which students may seek to earn NCSSM credit for coursework completed at other institutions.

**Course must be taken during the student’s official enrollment at NCSSM. In other words, it must be taken between the first day of classes junior year and graduation day of senior year. NCSSM credit is not awarded for any course taken between the end of the 10th grade year and first matriculation (first day of classes) at NCSSM.

**Course must be approved by the appropriate Vice Chancellor (Academic Programs or Student Life, depending upon the course subject area) prior to the student’s enrollment in the course. The Vice Chancellor may consult with the appropriate Dean and/or other teachers knowledgeable about the subject to determine whether or not the course is eligible for NCSSM credit in addition to whatever credit the offering institution awards.

**If approved, a contract is developed that details how and by whom at NCSSM the student’s progress will be monitored and evaluated.

**The contract includes any special criteria or conditions for the awarding of NCSSM credit. For example, in some cases, a challenge exam designed and administered by NCSSM may be required.

**Courses taken in the summer between the junior and senior year at NCSSM that are approved for NCSSM credit require a special plan regarding monitoring and evaluation. Since NCSSM does not have a summer term, credit earned for such courses is recorded as spring term, junior year credit with a notation that it was completed in summer after junior year.
**Amount and type of NCSSM credit (i.e. Core-Subject, Core-Elective, or Additional Elective credit), final grade, and quality points for the grade are determined by NCSSM and conform to the NCSSM grading scale. The final grade and credit may be higher or lower than that recorded by the offering institution.**

**Responsibility for any costs (tuition, fees, books, other course materials, etc.) is specified in the contract. Unless the student is required by NCSSM to take the course to meet a Core-Subject graduation requirement, these costs may need to be borne by the student and his/her family.**

**Enrollment in such courses is subject to the same enrollment requirements as courses offered at NCSSM: students must be enrolled in four core courses in fall of junior year and in five core courses each term after that. If enrollment in such courses would create an “underload” or an “overload” for a student in part, or all, of an NCSSM term, explicit permission for this and any conditions associated with the permission is part of the contract.**

**Drop/Add criteria, procedures, and deadlines for such courses are the same as for enrollment in courses offered at NCSSM. Exceptions must be approved by the appropriate Vice Chancellor.**

**Exempting Course Requirements**

Students are not permitted to exempt the NCSSM mathematics, history/social science, or English requirements. However, students who demonstrate exceptional mastery of world language, chemistry, physics, or biology may qualify to exempt some NCSSM graduation requirements. Students who wish to apply for exemption from one or more of these requirements should review criteria for exemption listed in the NCSSM Course Catalog. There are opportunities to exempt either by a specified score on the Advanced Placement (AP) examination in that subject or by an adequate score on a NCSSM exemption test administered during Orientation at the beginning of the school year.

Students exempting a science requirement must make up the exempted credit by taking other laboratory science course(s) of equal credit approved by the Dean of Science. Students exempting the world language requirement are not required to elect additional world language credit. Yet, in all cases, students must earn a minimum of 27 trimester credits at NCSSM (i.e. by enrolling in core electives) to be eligible for graduation.

An exemption form, signed by the instructor, the appropriate Dean, and the Vice Chancellor for Academic Programs, is filed in the student’s permanent record in the Registrar’s Office. The transcript and proposed coursework of any student receiving exemption from a graduation course requirement is reviewed by the Registrar for compliance with minimum admissions requirements at University of North Carolina institutions. The Registrar will inform the student and parents/guardians in any case where requirements would not be met.

**Course Registration**

**Schedule Revision**

A student may request to drop a course up to three weeks before the end of classes for the trimester of enrollment (specific date noted on the school calendar). If the request is approved, no record of the course appears on the student transcript. For students approved to drop the second or third trimester of a multi-trimester course, the dropped course and a designation of no credit remain on the transcript. In those rare instances where a student is approved to enter a multi-trimester course in the second or
third trimester (typically as a level-change to a currently enrolled course), the student transcript reflects a course ending grade and appropriate earned credit for the new course.

It is the responsibility of the student to initiate the course drop process by obtaining a schedule revision form from the Registrar’s Office (Watts 102). Students may not initiate a course drop in Mentorship after the first four weeks of the initial trimester.

Students should be aware of three important facts regarding their course schedules and subsequent responsibilities: (1) the official schedule provided by the Registrar’s Office is the only class schedule the student should follow, (2) no credit is given for attending a class for which the student is not registered regardless of when the student began attending the class (see Course Audit), and (3) no partial credit is given for any course, regardless of the time at which it was dropped, except as specified for certain withdrawals from NCSSM (see Procedures for Student Withdrawal from NCSSM, pg. 32).