

The NCSSM course numbering system reflects the level of the course and the quality point weighting for the grades earned in the course. All courses are at the Honors level or higher. Physical Activity & Wellness, Student Life Curriculum, Work Service, and Community Service are graduation requirements, however, these courses, along with Special Study Options, carry no quality points and are not computed in the GPA.

QUALITY POINTS AND GPA

The Quality Point value of courses is reflected in the NCSSM course numbering system:

QUALITY POINTS AWARDED BY LETTER GRADE

COURSE #	DESCRIPTION	QUALITY POINTS AWARDED BY LETTER GRADE			
		A+ / A / A-	B+ / B / B-	C+ / C / C-	D
300 - 349	Introductory level courses that meet a core NCSSM graduation requirement (comparable to honors level courses at many high schools)	5.0	4.0	3.0	0.0
350 - 399	<p>Meet one or more of the following criteria:</p> <ul style="list-style-type: none"> • accelerated versions of classes at the 300 – 349 level • courses that require prerequisites taken at NCSSM • courses at a level higher than a typical high school honors course • courses that are for seniors only 	5.5	4.5	3.5	0.0
400 - 449	Courses at the level of introductory college courses and/or that help prepare students to take an Advanced Placement examination	6.0	5.0	4.0	0.0
450 - 499	Courses that deal with topics beyond those of introductory college courses	6.0	5.0	4.0	0.0

STUDENT RECORDS

STUDENTS' EDUCATION RECORDS AT THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS: ANNUAL NOTIFICATION OF RIGHTS

Certain personally identifiable information about students (“education records”) may be maintained at the North Carolina School of Science and Mathematics (NCSSM). Education records maintained at NCSSM are subject to the federal [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).

FERPA provides that a parent/eligible student may inspect his or her education records. If the parent/eligible student finds the records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the parent/eligible student may request amendment to the record by submitting a written request to the NCSSM Office of the Registrar. FERPA also provides that a student’s personally identifiable information may not be released to someone else unless (1) the parent/student has 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 parent/student’s consent. Such provisions are listed in the North Carolina School of Science and Mathematics Policies and Procedures Under the Family Educational Rights and Privacy Act of 1974, copies of which are available in the NCSSM Office of the Registrar.

One exception, which permits disclosure without consent, is disclosure to NCSSM school officials who have a legitimate educational interest in the information. An NCSSM school official is a person employed by NCSSM as an administrator, supervisor, instructor, or support staff member (including health or medical staff and Campus Resources Personnel); a person serving on the NCSSM Board of Trustees; a person or company with whom NCSSM has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official duty, (including

Residential Life Assistant, selection committees and disciplinary or grievance committees) or assisting another NCSSM official in performing his or her tasks. Such officials are deemed to have a “legitimate educational interest” in the information if it is necessary or desirable for them to obtain the information in order to carry out their official duties and/or to implement the policies of NCSSM.

As provided by FERPA, parents/students are hereby notified that it is the policy of NCSSM to forward education records to officials of another school in which the student seeks or intends to enroll, without notifying the parent/student of such transfer of records. As a constituent institution of the University of North Carolina (UNC), NCSSM also may disclose the student’s education records to another UNC institution if an NCSSM student seeks to apply and/or transfer from one of the seventeen UNC campuses to another without prior notification of the parent/student.

FERPA also provides that NCSSM may define certain information from the education record as “directory information” which may be released without prior consent of the parent/student. NCSSM defines the following as “directory information”: student’s name, name(s) of parents, address, telephone listing, county, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, video and/or audio recordings made by NCSSM or made by others authorized by NCSSM, dates of attendance, date of graduation, awards received, and the most recent previous school attended by the student. A parent/eligible student who objects to the release of any or all of this information without prior consent must notify, in writing, the NCSSM Office of the Registrar by September 10 of each school year. Such a request to not release directory information means that no information about the student will be released except to NCSSM officials, as described in paragraph 3, except with the express written consent of the parent or student. If no objection is received by September 10, the information will be classified as directory information until the beginning of the next academic year.

To request to review records, request an amendment to records, request the North Carolina School of Science and Mathematics Policies and Procedures Under the Family Educational Rights and Privacy Act of 1974, or to file an appeal, contact the NCSSM Office of the Registrar, P.O. Box 2418, Durham, NC 27715-2418. Telephone: 919-416-2977. Email: registrar@ncssm.edu.

Complaints alleging violations by NCSSM of the provisions of FERPA or the regulations promulgated thereunder may be submitted in writing to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

STUDENTS’ EDUCATION RECORDS AT THE UNIVERSITY OF NORTH CAROLINA GENERAL ADMINISTRATION: ANNUAL NOTIFICATION OF RIGHTS

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 has 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, North Carolina.

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 the Division of Legal Affairs, The University of North Carolina General Administration, Annex Building, 910 Raleigh Road, Chapel Hill, North Carolina (mailing address Post Office Box 2688, Chapel Hill, NC 27515-2688; telephone: 919-962-4588).

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CHANGE OF PERMANENT ADDRESS

The School requires that parents or guardians make current addresses and telephone numbers available at all times. This information is essential for use in emergency situations and for compliance with the North Carolina residency requirement. Changes to this contact information should be made by the parent on their "Parent's Page" profile in the Uni-Center database or by calling the Registrar's Office at (919) 416-2977 or 416-2978.

STUDENT TRANSCRIPTS

The NCSSM transcript includes grades and units of credit earned at the prior school during the student's ninth and tenth academic years, and grades and units of credit earned at NCSSM for academic years 11 and 12. Only course-ending grades are included on the NCSSM transcript for multi-trimester courses taken in the junior year. Multi-trimester courses taken in the senior year show each term grade and the course-ending grade on the NCSSM transcript.

PSAT, SAT I and II (formerly Achievement Tests), and ACT scores are shown as a part of the NCSSM course transcript. Scores on these standardized tests, for which the School receives an official score report from the testing agency, are recorded as part of the NCSSM transcript, regardless of the score. NCSSM honors testing agency options that enable students to withhold certain scores when the student has followed testing agency procedures for such options. Advanced Placement scores are NOT shown on the NCSSM transcript. Students make their own arrangements with the Advanced Placement Program for reporting of these scores to the colleges of their choosing.

Students request transcripts through their Uni-Center account. Such requests are processed by the Office of Counseling Services. The School issues two types of transcripts. Official transcripts are released upon signed permission of the student to the mailing addresses of institutions and organizations. If a student requests a copy of a transcript and does not provide an appropriate institutional or organizational mailing address, a copy of the transcript is given directly to the student. Such a transcript is stamped "Student Copy." There is no fee for transcripts. Because of the confidential nature of the material, the School does not fax transcripts.

PROCEDURES FOR STUDENT WITHDRAWAL FROM NCSSM

Students are permitted to withdraw from NCSSM upon completing the withdrawal procedure. Students planning to withdraw consult the Vice Chancellor for Student Life who explains the withdrawal procedure, provides the withdrawal form, and schedules an exit interview. Students are required to leave the NCSSM campus before 5 p.m. on the effective date of the withdrawal. The withdrawing student is required to return library materials to the Library, textbooks to the Bookroom, and keys to the Student Life Instructor. In the case of a judicial withdrawal, the student may be restricted from returning to the campus.