Meredith’s curriculum begins with an innovative general education program that gives every student a firm foundation in interdisciplinary study, world citizenship and scholarly research. To build upon that base, Meredith students may choose from more than 60 majors and concentrations. This section offers an overview of academic life at Meredith. For more details, contact the Office of the Provost, or consult your undergraduate or graduate catalog.

Table of Contents
Academic Probation/Suspension 2
Advisers, Academic 2
Advisers, Student 3
Appeals, Academic Policies 3
Class Attendance 4
Classification 4
Committees with Student Representation 4
Cooperating Raleigh Colleges 4
Exams 4
Grade Point Average 4
Grading System 5
Graduate and Professional Studies 5
Honors Program 7
Learning Center 8
Leave of Absence 8
Opportunities for Academic Enrichment 9
Pre-Registration 10
Progress Report 10
Readmission 10
Records, Access to (FERPA) 11
Registrar 12
Retention and Student Success 12
Summer School 12
Transcripts 13
Wings – Adult Education at Meredith 13
Withdrawals 13
**Academic Probation/Suspension**

Students at Meredith College are expected to maintain both a minimum cumulative and semester GPA. A student’s academic standing is determined by the state of both grade point averages. Possible standings include good standing, academic alert, academic probation, and academic suspension (definitions below).

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum Expected Meredith GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–59</td>
<td>1.8</td>
</tr>
<tr>
<td>60 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Hours Attempted</th>
<th>Minimum Expected Semester GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

• When a student’s cumulative GPA and semester GPA are above the minimum expected Meredith GPA, she will be considered in good standing.

• When a student’s cumulative GPA is above the minimum expected Meredith GPA but her semester GPA is below, she will be placed on academic alert for the following semester.

• When a student’s cumulative GPA is below the minimum expected Meredith GPA but her semester GPA is above, her academic status will remain the same. Therefore, if she is on academic probation, she will remain on academic probation the following semester.

• When a student’s cumulative GPA and semester GPA are below the minimum expected Meredith GPA:
  • if in good standing, she will move to academic probation for the following semester.
  • if on academic probation, she will move to academic suspension for the following semester.

• If a student fails all courses in a semester in which six or more hours are attempted, she will move to academic suspension for the following semester, regardless of her previous standing.

**Advisers, Academic**

919-760-8088

Each degree-seeking student is assigned a faculty adviser to provide guidance on academic concerns, major requirements, and registration for classes. Should students have questions, they may consult Academic Advising for advice and counsel. Academic Advising is located on the first floor of Park Center.

Academic advisers assist students in their consideration and clarification of educational goals.

Academic Advising provides major checksheets on their website as an additional resource in major requirements.
Each student is ultimately responsible for her own academic plan.

**Advisers, Student**

Student advisers are upperclass women who have been selected and trained to assist freshmen in working through transitional issues that new students may encounter, particularly during the first few weeks of school. Adult and transfer student advisers assist new adult and transfer students. A chief student adviser and chief adult and transfer adviser are selected through an application process to lead the student adviser team. Student advisers must have a 2.5 GPA and cannot concurrently hold a major campus office without permission from the FYE office. Students with concerns about their student advisers and students who are interested in becoming student advisers are encouraged to contact staff in the First Year Experience Office located on the second floor of the Park Center. Application deadlines for student advising positions are listed in the Student Planner.

**Appeals, Academic Policies**

*Grade appeals/academic grievances:* Students who are experiencing academic problems either with a grade or other conditions of the course should first discuss the matter with the professor. It is the professor’s responsibility to explain fully all grades and requirements of the course. If the problem is not resolved, the student or professor should consult the department head. Should further action be required, the matter should be brought to the dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the teacher, the department head, or the dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within eight weeks of receiving the grade or initially experiencing the problem. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading.

*Student Appeals in Connection with Academic Policies:* Students who are appealing academic policies and deadlines should consult the Undergraduate Catalogue for specific instructions about the appeal procedures.

**Class Attendance**

Class attendance is essential to success in a course. Students are expected to prepare for and attend each class meeting, including conferences and other academic appointments, and to participate fully in the learning process. Instructors may include class attendance in the calculation of the course grade. The effect of class attendance on the grade will be clearly specified in writing by the instructor at the beginning of the course.

The student is responsible for contacting her professors regarding any absence.

**Classification**

Students are classified according to the following number of credit hours:

- Freshman 1-25 hours credit
- Sophomore 26-59 hours credit
- Junior 60-89 hours credit
- Senior 90- above hours credit
Committees with Student Representation
Many academic departments at Meredith have advisory committees that include students in their membership. Also, a majority of College standing committees have student members.

Cooperating Raleigh Colleges
Jenny Spiker, Director, 919-760-8538

www.crcraleighcolleges.org


Full-time students at Meredith College, North Carolina State University, William Peace University, Shaw University, Saint Augustine’s University and Wake Tech Community College can take approved courses on each other’s campuses for free during fall and spring semesters. Start with approval from your adviser, check our schedules on the college websites and get registration details from Meredith’s Office of the Registrar. Also be alert to other ways the CRC campuses collaborate on special projects. Suggest ideas to the CRC office on the Meredith campus. Email crc@meredith.edu.

Exams
If a student’s semester exam schedule includes more than two exams within a 24-hour period, she may request to reschedule the third exam.

Grade Point Average
Each student has her grade averaged in two ways: a semester average and an overall averages. Each semester hour with a grade of A carries four quality points; B, three; C, two; D, one; F, none. The grade point average or quality point average is calculated by dividing the number of quality points earned by the number of semester hours attempted, whether passed or not. Transfer credits do not count into the calculations of a student’s grade point average. (Also, see Academic Probation/Suspension.)

Grading System
Each course receives one official semester grade, an evaluation of the entire work of the student during the semester. Grades are made available to the student through WebAdvisor. For further information on the grading system see “Grading System” in the College Catalogue.

Graduate and Professional Studies
Office of Graduate Programs, 919-760-8508
graduate@meredith.edu

Graduate programs for men and women are coordinated through the John E. Weems Graduate School. Graduate and certificate programs are available in business, education, nutrition, pre-health, and paralegal fields. A Master of Business Administration (MBA) with optional concentrations in Human Resource Management, Project Management, and Entrepreneurship and Family Business is offered by the School of Business, as are certificates in Business Foundations and Entrepreneurship and Family Business. The School of Education, Health, and Human Sciences offers a Master of Education (M.Ed.) for licensed teachers, a Master of Arts in Teaching (M.A.T.) for those wishing to become teachers, and a Master of Science in Nutrition. The Master of Education program offers
concentrations in *Elementary Education, Reading, Academically/Intellectually Gifted* (AIG), *Special Education* (general curriculum), and *English-as-a-Second Language* (ESL) as well as add-on licensure options in AIG, ESL, Reading, Special Education, and *Curriculum Instructional Specialist* (CIS). The Master of Arts in Teaching program offers *Elementary Education, English-as-a-Second Language* (ESL), *Health and Physical Education*, and *Special Education* (general curriculum). The *Master of Science in Nutrition* offers tracks in *Food and Nutrition Studies* and a *Didactic Program in Dietetics* (DPD). A post-baccalaureate *Dietetic Internship* is also offered through the School of Education, Health, and Human Sciences. The School of Natural and Mathematical Sciences offers a *Pre-Health* post-baccalaureate certificate and a *Paralegal* certificate is available through the Weems Graduate School.

**MBA**
www.meredith.edu/mba

Master of Education and Master of Arts in Teaching
www.meredith.edu/graduate/education

Master of Science in Nutrition and Dietetic Internship
www.meredith.edu/nutrition

Pre-Health Post-Baccalaureate Certificate
www.meredith.edu/pre-health

Paralegal Certificate
www.meredith.edu/paralegal

To receive information on these programs, email graduate@meredith.edu specifying which graduate or post baccalaureate program brochure you would like to receive.

**Paralegal Program**
Marisa Campbell, Director, 919-760-8354, campbellma@meredith.edu
The Paralegal Program is an American Bar Association approved and North Carolina State Bar qualified professional certificate program for women and men who have previously earned a bachelor’s degree in any discipline. Admission is competitive. The program can be completed in two semesters in the evening. Call 919-760-2855, e-mail paralegal@meredith.edu or visit http://www.meredith.edu/paralegal.

**Pre-Health Post-Baccalaureate Program**
Dr. Andrea Marritt, Director, 919-760-8761, marrittp@meredith.edu
Meredith’s Pre-Health Post-Baccalaureate program is designed for individuals with a baccalaureate degree who are interested in enhancing their credentials for re-application to medical school or preparing to enter a healthcare field through medical school or any other allied health program. http://www.meredith.edu/pre-health

**Didactic Program in Dietetics**
Rachel Findley, Director, 919-760-8079, rcfindley@meredith.edu
Dietetics is a challenging profession that applies the science of food and nutrition to the health and well-being of individuals and groups. The Meredith College Didactic Program in Dietetics (DPD) is a science-based program that is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (the Academy). Successful program completion enables you to compete for placement in accredited dietetic internship programs (DI), a required step in becoming a registered dietitian nutritionist (RDN). This program must be completed within one year.

http://www.meredith.edu/academics/schools/education_health_and_human_sciences/food_and_nutrition

**Business Foundations Certificate**

Page Midyette, Director, 919-760-2281, midyette@meredith.edu

The Business Foundations Certificate is designed for individuals who have earned a Bachelor’s degree in any discipline. In two semesters, students learn the fundamentals of business and gain a credential for their resume.

**Five Plus Program**

*English as a Second Language*—Dr. Courtney George, 919-760-8077, georgeco@meredith.edu

*Special Education*—Dr. Marge Terhaar-Yonkers, 919-760-8426, terhaary@meredith.edu

**NOTE:** This is a program for undergraduates interested in starting graduate MAT courses during their senior year.

Are you a rising senior interested in ESL or special education? If you want to teach students in grades K-12, you could get started on graduate courses as an undergraduate senior. Meredith College now offers the 5+ Program for women and men who are rising college seniors interested in a graduate program leading to teaching licensure in English as a Second Language (ESL) or special education (general curriculum). Qualified seniors take two graduate courses in the Master of Arts in Teaching (MAT) program - one in the fall, the other in the spring of senior year. After graduating with a bachelor’s degree and successfully meeting admissions criteria to the MAT program, you complete the degree as a graduate student.

**B.S./ M.B.A. OPTION FOR ACCOUNTING MAJORS**

A special five-year program is available for Meredith College students majoring in Accounting. In this program, a student may begin taking graduate classes during her senior year and complete both a B.S. and M.B.A. after five years. This program is designed to meet the 150-hour education requirement for Certified Public Accountant (CPA) candidates as recommended by the American Institute of Certified Public Accountants (AICPA). For more information, contact your adviser, or Page Midyette, MBA Program Director, midyette@meredith.edu, 919-760-2281

**MBA – Early Career Entry**

Students coming out of an undergraduate program may apply to the Meredith MBA. Early Career Entry is a selective process for young adults and limited spaces are available. http://www.meredith.edu/mba
Honors Program
Dr. Brent Pitts, 919-760-8814

The Meredith College Honors program challenges the academically gifted and ambitious student to reach her full intellectual potential through enhanced learning experiences that engage the mind and the imagination. Each year, academically qualified high school seniors are invited to interview for a position in the Honors program. Additionally, current Meredith College first year students with outstanding academic records may apply and interview for the opportunity to join the program at the beginning of their second semester. (Look for announcements of Honors “mid-year admission” beginning in November.)

A significant benefit of Honors is its sisterhood of students who share friendship, goals, and interests and who learn, discover, create, lead, serve, and speak up. Several times each year, Honors students join Focus on Excellence excursions to local cultural events, including plays, concerts, and musicals. Honors students occasionally attend state and national conferences, sometimes also presenting their research there. The annual fall trip is a highlight of the Honors student’s school year.

The Honors curriculum dovetails neatly with the student’s four-year academic experience at Meredith College. Numerous Honors requirements overlap with courses in general education or in the major. To remain in good standing, students complete two to three Honors-related courses per year and maintain a minimum overall grade point average of 3.25. Students typically complete Honors writing and an Honors science lab (with the co-requisite lecture) during the freshman year. In subsequent years, the student completes two Honors colloquia with some of the College’s very best and most innovative teachers; two Honors electives; and two upper-division Honors “contract” courses in her major. As the culmination of her education at Meredith College, the Honors student works closely with a professor to create a high-level thesis or artistic/performance project.

Honors students are among the most prominent student leaders on campus. Their names appear regularly on the Dean’s List. Their Honors status is recognized on their transcript and in the graduation program, and Honors graduates’ distinctive cords add luster and bling to Commencement Day in May. Interested students (including transfer and Wings students) are invited to express their interest to the Honors director, Dr. Brent Pitts, by writing to pittsb@meredith.edu. For more information about the Honors program, talk to a current Honors student or visit www.meredith.edu/honors.

Learning Center
Dr. Carmen Christopher, Director, 919-760-8611

The Learning Center provides free, one-on-one tutoring to any Meredith student who needs assistance with foreign languages, mathematics, science, and writing for all subjects. Help in other subjects varies by semester. All tutors in the Learning Center are Meredith students who have excelled in their coursework and have been trained to assist their peers.

The Learning Center is not strictly a remedial service or a fix-it shop for proofreading and checking homework. It’s a collaborative learning environment that benefits all students.

Students may schedule an appointment online at MyMeredith or walk in to receive tutoring. The Learning Center is located on the ground floor of the Carlyle Campbell Library.
Leave of Absence and Withdrawal

A student wishing to withdraw from all of her courses prior to the end of the semester consults with her adviser and submits a completed withdrawal form to the Dean of Students office to withdraw from the College, or to the Office of the Registrar to request a Leave of Absence from the College (if she plans to return within one calendar year). These forms can be found on the Office of the Registrar website (www.meredith.edu/registrar) or in the Offices of the Registrar (Johnson Hall-East Wing) or Dean of Students (2nd floor Park Center). Tuition, fees and financial assistance adjustments are determined based on the date the withdrawal form is received in the Dean of Students office or the leave of absence form is received in the Office of the Registrar.

Students who withdraw or request a leave of absence from the College in the first five days of the semester, during the add/drop period, will be dropped from all of her or his classes. Classes that are dropped within the first five days of the semester (during the add/drop period) do not appear on an academic transcript. Classes dropped after the first five days of the semester and before the “last day to drop a class with a grade of W” will indicate withdrawal from a course. A grade of “W” does not affect a student’s GPA or earned hours. A grade of “W” is included in the calculation of attempted hours for academic standing and financial assistance eligibility. The deadline to withdraw or request a leave of absence from the College and receive grades of “W” is the “last day to drop a class with a grade of W” as published in the academic calendar.

Students who cease attendance in registered classes and fail to turn in either the withdrawal form or the leave of absence request will receive the calculated final grades earned at the end of the semester.

Exceptions to the deadline to withdraw will be considered upon appeal for medical or other documented emergencies and must include documentation demonstrating her inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency. If a student wishes to appeal the deadline for withdrawing from multiple courses, she must submit a written appeal to the provost. If a student wishes to appeal the deadline for (1) withdrawing from an individual course, (2) adding or dropping of an individual course, or (3) changing the grade status of a course, she must submit a written appeal to the academic dean of the school in which the course resides.

A student who withdraws or receives an approved leave of absence from the College and lives on campus is expected to vacate her residence within 48 hours or through arrangement with Residence Life. She must also return her Meredith College laptop or any other college loaned equipment if issued during her attendance. If the student has appealed the drop deadline, the time to vacate her residence and return her laptop/equipment begins when the decision concerning her appeal is communicated to her.

A student who has withdrawn from the College must submit an application for re-admission to re-enter the College. A student who receives an approved leave of absence will remain an active student and
does not need to reapply for readmission to return to the College if returning within one semester of her approved leave.

**Leave of Absence Eligibility**

A currently enrolled student may request from the Office of the Registrar a leave of absence for up to 180 days (typically one semester) without having to apply for readmission as long as she is in good academic, social, and financial standing at Meredith. If a student should decide to take college work elsewhere while on leave, she must apply for off-campus credit through the Office of the Registrar at Meredith. A student on leave of absence who does not re-enroll within the allotted leave time will be officially withdrawn from the College. After any withdrawal or noncompliance with the leave policy, a student must follow the readmission procedure described in the Undergraduate Catalog.

A student is in good academic standing if she will not be on academic probation at the end of the term in which she applies for the leave of absence. She is in good social standing if she is not on social probation and if there is no Honor Council case pending that would involve probation, suspension, or expulsion. To be in good financial standing, a student must have paid all tuition, fees, and other charges in the accounting office.

**Opportunities for Academic Enrichment**

In building the total program of study, many students take advantage of one or more of the special opportunities listed below to pursue specific academic interests. These opportunities afford a variety of learning experiences. Contact information can be found in the College Catalogue.

**Capital City Semester**, program of intensive seminars in North Carolina government and politics.

**Cooperating Raleigh Colleges**, Meredith belongs to the CRC consortium with the other Raleigh colleges: North Carolina State University, William Peace University, Saint Augustine’s College, Wake Technical Community College, and Shaw University. While enrolled at Meredith, a student may take classes at any of these other institutions.

**Independent Study**, involves a minimum of guidance and truly autonomous study, arranged in cooperation with a faculty supervisor.

**Internship**, field experience with supervision, typically earns academic credit, e.g., work in an interior design firm, graphic design studio, investment bank, or non-profit organization. Marymount Manhattan College, opportunity for study in New York City.

**Service Learning**, service experience with an academic component and reflection.

**Special Studies**, may be proposed by students or faculty in all departments.

**Summer and semester abroad offerings**, including a semester in Sansepolcro, Italy, in the heart of Tuscany. All study abroad programs are arranged in consultation with the Office of International Programs and faculty advisers.

**Undergraduate Research Program**, independent or group research with a Meredith faculty member.
United Nations Semester at Drew University, classes in Madison, NJ, and observation seminar sessions at the United Nations.

Washington Semester at American University, study and research on the federal government level in Washington, D.C.

Pre-Registration
Pre-registration is the process of requesting space in classes for the next term. It is open only to students who are in a prescribed program of study at Meredith such as a degree or teacher licensure program. Pre-registration is held during the last half of the prior semester. No payment is required for class reservation, but payment must be made by the stated due date to avoid cancellation of pre-registered classes. Information on the pre-registration process is available from the Registrar’s office immediately after midterm recess.

Progress/Mid-Term Report
Midway into each semester, instructors provide the Office of the Registrar with progress/midterm reports for those students whose performance in class indicates work at the “D” or “F” level. Not a permanent grade, this report is an indication of the student’s progress thus far in the current semester. Midterm progress reports are available on WebAdvisor.

Re-Admission
A degree-seeking student who was previously enrolled at Meredith but who did not complete the semester immediately preceding the term she wishes to enter must apply for readmission. Exceptions are students on a valid leave of absence and those visiting another institution with the approval of Meredith College. Readmission is not guaranteed.

Records, Access To
FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law requiring Meredith College to protect the confidentiality of student educational records. Meredith College has adopted the policies outlined below to comply with the law, inform students of their privacy rights, and to maintain the protection of student educational records.

Although student educational records are protected, Meredith College is not required to protect information that is classified as “directory” information. Meredith College will comply with FERPA to protect student educational records from unauthorized access. Questions concerning FERPA can be answered in the Office of the Registrar in 123 Johnson Hall or 919-760-8593.

The Family Educational Rights and Privacy Act (FERPA)
Any student who would like her directory information protected under the same guidelines as educational records should submit a written request to the following offices: the registrar’s office for undergraduate students, the graduate office for graduate students and the Department of Education for licensure-only students. This written request must be submitted to the appropriate office by the 20th classroom day of the fall or spring semester. It is not retroactive.

Meredith College is permitted by law to release and share your student educational records and personally identifiable information without your prior consent to the following parties:
Meredith College employees with a legitimate education purpose.

Officials of other schools in which the student seeks admission.

Federal or state officials as defined in paragraph 99.37 of the Family Educational Rights and Privacy Act of 1974.

State and local officials authorized by state statutes.

A third party designated by federal or state authorities to evaluate a federal or state-supported education program or to researchers performing certain types of studies.

Organizations conducting studies for, or on the behalf of, Meredith College for the purpose of assisting in accomplishing the College’s stated goals.

Accrediting organizations, to carry out their functions.

Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 (Written consent may be allowed from either of these separated or divorced parents subject to any agreement between the parents of court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so).

In compliance with judicial order or subpoena.

Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person.

NOTE: With the exception of Meredith College employees who have been determined by the College to have a legitimate educational purpose, all individuals and agencies who have requested or obtained access to a student’s records (other than directory information) will be noted in a record which is kept with each student’s educational records. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the person or agency had in obtaining the information. If the legitimate educational purpose of the request is in question, the matter will be referred to the president of the College for adjudication. Meredith College will comply with FERPA to protect student educational records from unauthorized access.

Students have the right under FERPA to inspect and review their education records and to appeal to the appropriate office to have any incorrect information corrected. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by Meredith to comply with the Act.

Procedures for Accessing Education Records
Meredith College, in compliance with FERPA, permits students to have access to their educational records. Students wanting access to their educational records should file a written request to the appropriate office (i.e., registrar’s office for undergraduate students and Wings students, or the graduate office for graduate students). The student may ask for an explanation and/or view a copy of any record. If there seem to be corrections needed to the educational record requested by the student, the student may submit an appeal in writing for a formal hearing. The President of the College will appoint an Appeals Committee which must meet within 45 days of the receipt of the written appeal. The committee will allow the student to present evidence to substantiate the appeal and shall render a written decision to the student within 45 days of the hearing.

Definitions
Educational Records are those records, files, documents and other materials which (1) contain information directly related to a student; and (2) are maintained by Meredith College or by a person acting for the College.
Records are information records in any medium, including, but not limited to, the following: handwriting, print, electronic media, tapes, film, microfilm, and microfiche. Educational records do not include: (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, unless the student’s status is a condition of employment or (4) medical and psychiatric records (These are accessible by the student’s physician), (5) directory information previously defined.

School officials or employees are persons employed by the College, elected to the Board of Trustees or employed by or under contract to the College to perform a special task, such as an attorney or auditor or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Legitimate educational purpose is the performance of a job-related task related to a student’s education, performance of the task related to the discipline of a student, or providing a service or benefit related to the student, or student’s family, such as health care, counseling, job placement, or financial aid.

Students are persons who are or have been enrolled at Meredith College. Applicants who do not enroll or who are declared ineligible to enroll have no inherent right to inspect their files. Whenever “student” is used in reference to personal rights, an eligible parent or a dependent student has similar rights.

Eligible parents are those who have satisfied Section 152 of the Internal Revenue Code of 1954 and who present such proof to the Registrar’s office. Normally the proof will be a certified copy of the parent’s most recent Federal Income Tax Form.

Exclusions
FERPA does not give students access to the following records or information:

- Financial records of parents or any information therein;
- Confidential letters and statements or recommendation which were placed in the education record prior to January 1, 1974;
- Records to which access has been waived by the student. (This exclusion applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose for which they were intended.)

Destruction of Education Records
Meredith College will retain student educational records as long as information is valid and useful. Student educational records will be destroyed when the records are no longer of use to the institution. Any such records will be destroyed by means of confidential disposal.

Registrar
The Office of the Registrar is responsible for scheduling classes, maintaining academic records, conducting registration for courses, and certifying graduation requirements. The Office of the Registrar is located on the first floor of Johnson Hall-East Wing.
Retention and Student Success
Brandon Stokes, Director, 919-760-8318
The Office of Retention and Student Success provides leadership in the implementing and overseeing of retention initiatives and support to faculty, staff, and student leaders to assist in retention efforts. The director of retention and student success’s office can be found on the first floor of the Park Center adjacent to the Office of Academic Advising.

Summer School
Meredith offers summer courses on a variety of schedules. Registration begins in early spring each year. More information can be seen at www.meredith.edu/summer. Students may also take courses at other institutions during the summer. All such courses must be approved by Meredith prior to enrollment and must be followed by an official academic transcript upon completion of the course(s) before they can be added to the academic record. Approval forms for visitation courses are available in the Office of the Registrar and on the Meredith website at www.meredith.edu/registrar. On-campus housing is available to Meredith students in the Oaks apartments.

Transcripts
Students may receive official copies of their college transcripts from the Office of the Registrar. The student’s signature and the transcript fee ($5.00 online fee plus $2.23 service charge or $15.00 fee in the Registrar’s office) are required before a transcript can be released. To order online, students can visit www.getmytranscript.com. Requests cannot be accepted by phone. All services in the Office of the Registrar are contingent upon satisfactory College accounts and other College obligations.

Wings – Adult Education at Meredith
Tom Manning, Director, 919-760-8073

Women 23 and older wishing to begin or resume academic course work leading to their first or second baccalaureate degree apply as Wings students. They receive additional support, coaching, and advising as needed for successfully transitioning to college life at Meredith and helping identify and access tools and resources for finishing strong! To learn more about Wings, visit http://www.meredith.edu/adulteducation, review Wings admission information found in the Meredith College Catalogue, or contact Tom Manning at thmanning@meredith.edu.

Withdrawal or Leave of Absence from the College
Students who wish to withdraw from the College should contact the Office of the Dean of Students for assistance with the process. The deadline to apply is published in the Academic Calendar, which is available in the Undergraduate Catalogue. The calendars are also available at http://www.meredith.edu/on_campus_services/academic_and_support_services/registrar/academic_calendars

Students who wish to apply for a Leave of Absence should contact the Office of the Registrar for assistance with the process. The deadline to apply is published in the Academic Calendar which is available in the Undergraduate Catalogue. Students must be in good academic, financial, and social standing to be eligible, and may be approved for leave for a maximum of two semesters.
Students who cease attendance in registered classes and fail to complete either the Withdrawal Form or Leave of Absence Form will receive the calculated final grades earned at the end of the semester. Students who complete one of these forms by the published deadline will receive grades of “W.” A grade of “W” does not affect a student’s GPA or earned hours. Grades of “W” are included in the calculation of attempted hours for academic standing and financial assistance eligibility.

Appeals for exceptions to the deadline may be made to the Provost based on medical or other documented emergencies. This documentation must be included with an appeal letter.

A student who withdraws or receives an approved Leave of Absence and lives on campus is expected to vacate her residence within 48 hours or through arrangements with Residence Life.

A student who has withdrawn from the College must submit an application for re-admission to re-enter the College. A student who receives an approved Leave of Absence will remain an active student and does not need to re-apply for readmission to return to the College if returning within one year of her approved leave.