About This Handbook

This handbook is located online at:


It contains a variety of links to other sites and for navigating within the handbook itself.

One of the more helpful resources is the Student Success Hub. It’s located at the Current Student Gateway on the A&T homepage. Consider the Current Students Gateway and the Student Success Hub as very important supplements to this handbook.
# Table of Contents
(The following, and headings in the document, are navigation links.)

## Part I: Welcome to the Department of Graphic Design Technology
Chair’s Welcome

## Part II: Notice
Notice to Students
Department Crash Course

## Part III: The Department
Vision and Mission

## Part IV: The Program
Program Overview
Program Guide
Program Prerequisites
Student Learning Outcomes
Program Outcomes

## Part V: Academic Policies and Procedures (includes notes about deadlines)
Email Accounts
Academic Advising and Registration
Advising Period
Before Meeting with Your Advisor
Meeting with Your Advisor
Important Advisement Details
Identifying Your Advisor
Academic Advisors
Registration Period
Readmission
Course Transfers
Course Overrides
Instructional Support (Blackboard)
Attendance
Grade Appeal
Change of Major
Applying for Graduation
Faculty and Staff Directory
Frequently Called Numbers
General Education Courses for GCS Majors

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Cover art (top center) by alumna, Yasmean Graham, 2014
Cover layout by alumnus, Trey Foy, 2014
The softcopy is a color version.
Chair’s Welcome

Dear Students:

Welcome to the North Carolina A&T State University’s Department of Graphic Design Technology (GDT), a department within the College of Science and Technology (COST). The University is strongly committed to excellence in the study of technology. The GDT Department offers a Bachelor of Science degree in Graphic Communication Systems, a Master of Art in Teaching Technology, and a Doctoral Degree in Technology Management (in a consortium with Indiana State University). COST also offers a Master of Science in Technology Management. Our innovative courses and curricula prepare undergraduates and graduates for critical thinking and help students prepare for employment. The Department emphasizes student engagement and extensive faculty-student contact in and outside the classroom.

The faculty utilizes a collaborative approach to course design by working directly with industry leaders to identify trends that affect the preparation of students. The faculty prepares students to succeed in the workplace. So, if you are interested in graphic design, media design, or technical design, then this is the department for you. You will learn on the systems that will prepare you for the future!

Beyond the classroom, you will be actively engaged in laboratory experiences. You will take courses in science, mathematics, business and entrepreneurship, and general technology. After graduation, students are prepared to manage projects and people in the corporate sector. Companies that hire Graphic Design Technology graduates include: AIG, Nike, WestRock, Trone, and Black and Veatch, just to name a few.

Once again we welcome you to the Graphic Design Technology Department. We hope that your studies at the University will be extremely rewarding. If you need assistance or additional information please feel free to contact the Department office at 336-334-7550.

Sincerely,

Vincent W. Childress, Ph.D.
Professor & Interim Chair
**Part II: Notice**

**Notice to GDT Students**
See your advisor to review your plan of study as soon as possible. Also, please check your A&T email account at least twice daily.

Be sure that you read and understand the University student handbook and the Undergraduate Bulletin, each located online at:

**Department Crash Course**

What is your institution’s name?

*North Carolina Agricultural and Technical State University*

What is your College?

*College of Science and Technology (COST)*

Who is the dean of the College?

*Dr. Abdellah Ahmidouch*

Who is the Assistant Dean of Student Success?

*Dr. Sherry Abernathy*

What is your department name?

*Graphic Design Technology*

Who is the chair of your department?

*Dr. Vincent Childress (Interim Chair)*

What is your major?

*Graphic Communication Systems*

What degree will you earn upon graduation?

*Bachelor of Science in Graphic Communication Systems*
Introduction

The Department of Graphic Design Technology (GDT) focuses across two degree programs. Our Bachelor of Science degree in Graphic Communication Systems focuses on graphic design for various media, including print, games, websites, packaging, animation, and video, and it focuses on technical design for mechanical and architectural systems and GIS. We also offer a Master of Art in Teaching degree for the professions of Technology Education (including pre-engineering) and Trade & Industrial Education. We have three design labs and a packaging design lab.

Our students get jobs with a wide variety of companies, organizations, and government agencies that have in-house graphic design functions, but our graduates also focus on their own freelance design work and entrepreneurship. The graphic design field was projected to grow by 13 percent during the period leading up to 2018. That is significant growth compared to other fields. Design for commercial construction was also projected to grow during that same period.

Check out the Bureau of Labor Statistics (http://www.bls.gov/) for more details about careers within the field.

The Department provides quality competency-based instruction that prepares graduates to enter the fields of graphic communication, technology education and trade and industrial education. In addition, the Department assists majors in developing those critical competencies in the sciences, communications, mathematics, professional writing, business, the arts and technical specialties essential to securing positions in related industrial, business, and government careers.

Vision

The vision of the Department of Graphic Design Technology at North Carolina A&T State University is to become one of the top 100 design departments in the nation, thus producing leaders in the design professions.

Mission

The mission of the Department of Graphic Design Technology is to develop media agile, innovative, problem solvers, who are prepared for the design professions globally: for graphic design, media design, and technical design.
Program Overview

The Graphic Communication Systems degree prepares students for the changing world of web-based communication. Electronic publishing and electronic technical design and graphic design are very important in a fast-paced economy. Your ability to plan and manage these communication processes is critical to your performance on the job. The design and development of games, publications, websites, and other communications, and the technology to carry these out are the focuses of graphic communications systems.

Course Descriptions

All courses that are offered by the GDT Department can be found in the University’s Course Catalog, searchable by term. You can access a description of each course by using the following steps or link.

Steps:
NCAT.edu >> Current Students >> Aggie Access Online >> Course Catalog >> Select the Term >> Select Subject >> Select Level (Undergraduate)

Link:
https://ssbprod-ncat.uncecs.edu/pls/NCATPROD/bwckctlg.p_disp_dyn_ctlg
### CURRICULUM GUIDE, BACHELOR OF SCIENCE DEGREE, GRAPHIC COMMUNICATION SYSTEMS

(Must earn a C or better for all GCS courses; major Code: 0157, Effective Fall, 2016)

**Student:** __________________________ **Banner ID:** 950_____________________; **GPA** _______

#### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit/Grade</th>
<th>Second Semester</th>
<th>Credit/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 111</td>
<td>Algebra Trig</td>
<td>4___</td>
<td>MATH 112</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Ideas and Their Expressions I</td>
<td>3___</td>
<td>TECH 103</td>
</tr>
<tr>
<td>GCS 121</td>
<td>Computer Aided Design I</td>
<td>3___</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>TECH 101</td>
<td>Introduction to Technology</td>
<td>3___</td>
<td>_________</td>
</tr>
<tr>
<td>FRST 101</td>
<td>University Survival</td>
<td>1___</td>
<td>GCS 124</td>
</tr>
<tr>
<td>HPED ____</td>
<td>Physical Education Elective</td>
<td>1___</td>
<td>_________</td>
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</table>

#### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit/Grade</th>
<th>Second Semester</th>
<th>Credit/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCS 224</td>
<td>Solid Modeling</td>
<td>3___</td>
<td>_________</td>
</tr>
<tr>
<td>GCS 281</td>
<td>Graphic Communication Design Found</td>
<td>3___</td>
<td>HIST 106</td>
</tr>
<tr>
<td>PHYS225&amp;235</td>
<td>College Physics I &amp; Lab</td>
<td>4___</td>
<td>GCS 211</td>
</tr>
<tr>
<td>SPCH 250</td>
<td>Speech Fundamentals Humanity</td>
<td>3___</td>
<td>GCS 212</td>
</tr>
<tr>
<td>GCS 230</td>
<td>Photography for Graphic Comm</td>
<td>3___</td>
<td>PHIL 201</td>
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#### JUNIOR YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit/Grade</th>
<th>Second Semester</th>
<th>Credit/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 104</td>
<td>General Chemistry IV &amp; Lab</td>
<td>4___</td>
<td>GCS 310</td>
</tr>
<tr>
<td>GCS 381</td>
<td>Web Design I</td>
<td>3___</td>
<td>GCS 398</td>
</tr>
<tr>
<td>GCS 382</td>
<td>Multimedia Design and Technology</td>
<td>3___</td>
<td>GCS____</td>
</tr>
<tr>
<td>GCS 342</td>
<td>Image Editing &amp; Illustration for Graphic Design</td>
<td>3___</td>
<td>GCS ____</td>
</tr>
<tr>
<td>GCS 329</td>
<td>Typography Communication and Design</td>
<td>3___</td>
<td>JOMC 240</td>
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</table>

#### SENIOR YEAR

<table>
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<th>Credit/Grade</th>
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</thead>
<tbody>
<tr>
<td>GCS ____</td>
<td>GCS Track Course**</td>
<td>3___</td>
<td>GCS 461</td>
</tr>
<tr>
<td>GCS ____</td>
<td>GCS Track Course**</td>
<td>3___</td>
<td>GCS 442</td>
</tr>
<tr>
<td>GCS 426</td>
<td>Graphic Animation</td>
<td>3___</td>
<td>GCS 423</td>
</tr>
<tr>
<td>_______</td>
<td>Free Elective</td>
<td>3___</td>
<td>GCS 441</td>
</tr>
<tr>
<td>MKTG 230</td>
<td>Introduction to Marketing Concepts</td>
<td>3___</td>
<td>_________</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 120**  
*Student must take African American and global studies. See the General Education Course List at the end of this handbook.*

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*Student must take an African American elective and global studies elective as part of the general education core, then must have a humanity and a social science. See the General Education Course List at the end of this handbook.*
Program Track Courses (**Student must commit to one and only one GCS track.**)

### Media Design Track
<table>
<thead>
<tr>
<th>Junior Year, Second Semester</th>
<th>Senior Year, First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCS 386 Web Design II</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td>AND</td>
</tr>
<tr>
<td>GCS 380 Game Technology and Design I</td>
<td>3</td>
</tr>
<tr>
<td>GCS 481 Game Technology and Design II</td>
<td>3</td>
</tr>
<tr>
<td>GCS 480 Web Design III</td>
<td>3</td>
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</tbody>
</table>

### Graphic Design Track
<table>
<thead>
<tr>
<th>Junior Year, Second Semester</th>
<th>Senior Year, First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCS 346 Package &amp; Structure Design</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td>AND</td>
</tr>
<tr>
<td>GCS 343 Graphic Communication Design II</td>
<td>3</td>
</tr>
<tr>
<td>GCS 446 Retail Ready Package &amp; Display Design</td>
<td>3</td>
</tr>
<tr>
<td>GCS 421 Graphic Comm Design &amp; Mngmnt I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Design Drafting Track
<table>
<thead>
<tr>
<th>Junior Year, Second Semester</th>
<th>Senior Year, First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCS 320 Architectural Design Drafting</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td>AND</td>
</tr>
<tr>
<td>GCS 324 Tech &amp; Mechanical Graphic Applications</td>
<td>3</td>
</tr>
<tr>
<td>GCS 422 Three Dimensional Tech Visualization</td>
<td>3</td>
</tr>
<tr>
<td>GCS 424 Geographic Info. Systems</td>
<td>3</td>
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</table>

### Program Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Co-requisite</th>
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<tbody>
<tr>
<td>Freshman Semester II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 112</td>
<td>MATH 111 or MATH 110 or MATH 103 &amp; 104 or MATH 101 &amp; 102</td>
<td></td>
</tr>
<tr>
<td>Sophomore Semester I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GCS 221/124</td>
<td>GCS 121</td>
<td></td>
</tr>
<tr>
<td>GCS 281 &amp; 230</td>
<td>TECH 103</td>
<td></td>
</tr>
<tr>
<td>PHYS 225</td>
<td>MATH 112 recommended</td>
<td>PHYS 235</td>
</tr>
<tr>
<td>PHYS 235</td>
<td>MATH 112 recommended</td>
<td>PHYS 225</td>
</tr>
<tr>
<td>Sophomore Semester II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GCS 224</td>
<td>GCS 221/124</td>
<td></td>
</tr>
<tr>
<td>Junior Semester I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GCS 381</td>
<td>GCS 281</td>
<td></td>
</tr>
<tr>
<td>GCS 382</td>
<td>GCS 281</td>
<td></td>
</tr>
<tr>
<td>GCS 342</td>
<td>GCS 281</td>
<td></td>
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<tr>
<td>GCS 329</td>
<td>GCS 281</td>
<td></td>
</tr>
<tr>
<td>CHEM 104</td>
<td>MATH 112 recommended</td>
<td>CHEM 114</td>
</tr>
<tr>
<td>CHEM 114</td>
<td>MATH 112 recommended</td>
<td>CHEM 104</td>
</tr>
<tr>
<td>Junior Semester II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GCS 398</td>
<td>Junior Standing</td>
<td></td>
</tr>
<tr>
<td>GCS 386</td>
<td>GCS 381, GCS 382</td>
<td></td>
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<tr>
<td>GCS 380</td>
<td>GCS 382</td>
<td></td>
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<tr>
<td>GCS 346</td>
<td>GCS 342</td>
<td></td>
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<tr>
<td>GCS 343</td>
<td>GCS 329, GCS 342</td>
<td></td>
</tr>
<tr>
<td>GCS 320</td>
<td>GCS 221/124</td>
<td></td>
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<tr>
<td>GCS 324</td>
<td>GCS 224</td>
<td></td>
</tr>
<tr>
<td>Senior Semester I</td>
<td></td>
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</tr>
<tr>
<td>GCS 426</td>
<td>GCS 281 or written consent of instructor</td>
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<tr>
<td>GCS 441</td>
<td>Senior Standing</td>
<td></td>
</tr>
<tr>
<td>GCS 481</td>
<td>GCS 380</td>
<td></td>
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<tr>
<td>GCS 480</td>
<td>GCS 386</td>
<td></td>
</tr>
<tr>
<td>GCS 446</td>
<td>GCS 346</td>
<td></td>
</tr>
<tr>
<td>GCS 421</td>
<td>GCS 343</td>
<td></td>
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<tr>
<td>GCS 422</td>
<td>GCS 324</td>
<td></td>
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<tr>
<td>GCS 424</td>
<td>GCS 221/124</td>
<td></td>
</tr>
<tr>
<td>Senior Semester II</td>
<td></td>
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<tr>
<td>GCS 461</td>
<td>Senior Standing</td>
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<tr>
<td>GCS 442</td>
<td>Senior Standing</td>
<td></td>
</tr>
<tr>
<td>GCS 423</td>
<td>GCS 421 or GCS 481 or GCS 422</td>
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</tbody>
</table>
Student Learning Outcomes and Objectives

(1) **Communication Skills.** Students completing the BS degree program in Graphic Communication Systems will exhibit effective communication skills (written, oral, and interpersonal), appropriate for professionals in graphic design, media design, and technical design.

1.1 The student will be an effective presenter by attending to eye contact, selection of media, visual aids, posture, speaking (including correct grammar), writing, professional attire, organization, main ideas, presentation software, and proper layout of presentation media.

1.2 The student will apply nomenclature correctly in the technical and business environments.

1.3 The student will have a command of the English language both oral and written.

(2) **Critical Thinking Skills.** Students completing the BS degree program in Graphic Communication Systems will effectively use quantitative [and/or qualitative] analytical problem-solving skills, appropriate for graphic design, media design, and technical design.

2.1 The student will be able to solve technical problems.

2.2 The student is able to critique a design based on design criteria; either his or her own design and the designs of others.

2.3 The student will be able to choose the appropriate media based on an analysis of the audience, message, etc.

2.4 The student will manipulate and analyze data related to STEM processes.

2.5 The student will be able to choose the correct game design tool based on the media.

2.6 Demonstrate knowledge of quality concepts in graphic communications by critically judging work and the work of others within the framework of contemporary practice and current thinking in graphic communications.

2.7 The student will be able to make decisions in consideration of the impact of decisions on the environment, customer, employees, and the community.

2.8 The student will analyze jobs to improve cost controls, production techniques, and ensure company profitability.

2.9 The student will understand basic bookkeeping, cost analysis, budgeting.

(3) **Disciplinary Expertise.** Students completing the BS degree program in Graphic Communication Systems will demonstrate a level of discipline-specific expertise (knowledge, skills, and professionalism in graphic design (Visual Communication)) appropriate for graphic design, media design, and technical design.

3.1 The student will present complex information in a clear and engaging manner serving utility and aesthetics.

3.2 The student will understand elements and principles of design. (The elements and principles of design will be infused throughout the curriculum.)

3.3 The student can explain the elements of design for each design included in the portfolio.

3.4 The student can apply the elements and principles of design in technical applications.

3.5 The student’s portfolio should be started in the freshman year, critiqued annually, and readied for internship and job interviews.

3.6 The student will be able to select and integrate needed design tools and graphic design technology.

3.7 The student will finalize his or her portfolio.

3.8 The student’s portfolio should show breadth and depth.

(4) **Research/Creative Engagement.** Students completing the BS degree program in Graphic Communication Systems will demonstrate ability to engage productively in the review and conduct of disciplinary research and creative professional activity appropriate for graphic design, media design, and technical design (Innovation).

4.1 The student will understand how to develop an innovation.
4.2 The student will understand how to take an innovative idea and start and run a business based on that idea.

(5) **Leadership.** Students completing the BS degree program in Graphic Communication Systems will recognize and exhibit leadership attributes required for graphic communication professionals. (SLO not reported up to the University.)

5.1 Through group projects, students will develop leadership skills.

5.2 Demonstrate ethical behavior consistent with discipline, self, society, and the global business environment by participating in a classroom project.

5.3 Function effectively in a team environment, aware of leadership and group dynamic issues, and exhibit a level of cooperation that allows for team productivity by being placed in group setting.

5.4 Demonstrate understanding of leadership and managerial skills by determining organizational objectives and creating venture capital plans for entrepreneurship opportunities in a classroom setting.

5.5 Explain ethical behavior and management’s ethical responsibilities as related to salespeople, employers, and customers as determined by society.

(6) **Global Awareness.** Understand how graphic communication technologies impact a small world through awareness of different perspectives in diverse communities, and their interconnectedness at local and global levels. (SLO not reported up to the University.)

6.1 Apply knowledge and sensitivity of multicultural audiences to the design of visual media.

6.2 Demonstrate an understanding of contemporary issues encountered in the technology profession on issues related to diversity, society, global readiness, global awareness, global community, competitiveness that impact technology by seminars, and workshops.

6.3 The student will reflect on the impact of decisions on employees, customers, trading partners globally, and global cultures.

**Program Outcomes**

(1) **Program Quality.** The BS degree program in Graphic Communication Systems will achieve excellence and recognition for high quality in teaching and learning, including the achievement of national accreditation. (A&T Strategic Goals 2, 3, and 6)

(2) **Program Productivity.** The BS degree program in Graphic Communication Systems will meet or exceed the University’s goals for research/creative productivity, enrollment, retention, degree completion, and placement of graduates in jobs or graduate education. (A&T Strategic Goal 6 and vision for making a significant difference in the lives of those we educate)

(3) **Program Contributions to Community Engagement.** The BS degree program in Graphic Communication Systems will contribute appropriately to intellectual climate and creative exchange, professionalism, civic engagement, inclusiveness, cultural awareness, and respect for diversity. (A&T Strategic Goals 1, 2, 4, and 5)
Email Accounts

All Graphic Design Technology students should check their NC A&T State University email accounts multiple times a day. This is a vital tool of communication among the University, the Department, the faculty, your classmates, and you. There is a mobile app or you can have email forwarded to your smart phone.

Academic Advising & Registration

The College of Science and Technology Course Registration Form is available on the COST website at the link below. Please complete, obtain the required signatures, and return the ORIGINAL to the Department office. Also, students may obtain a copy of the Course Registration Form from the GDT office.

http://www.ncat.edu/cost/current-students/Forms/index.html
The Advising Period

Please note that we expect ALL students to complete the advising process PRIOR to registration. Failure to do so may result in you not being able to register until the beginning of the next semester.


Before Meeting with Your Advisor

1. Print a copy of the CURRICULUM GUIDE for the program of study and year you entered the program. On the COST website, http://www.ncat.edu/cost/current-students/Curriculum%20Guides/index.html, navigate to find your curriculum guide.


3. Complete a DEGREE AUDIT on the curriculum guide. Be sure to fill in your grades on the sheet.
   a. Check off the courses successfully completed and note the grade.
   b. Make sure you met the minimum grade of “C” for all GCS classes.
   c. Identify the next ten (10) courses in your curriculum guide, in sequential order, needed to progress toward degree completion.
   d. Make sure you are taking classes in the appropriate General Education requirements. Note that you need 4 credit hours worth of chemistry and physics each. That means you will need to take both, a lecture and its corresponding, co-requisite laboratory.

   a. FIRST – identify any courses that you need to retake and list them (if applicable) – we strongly recommend that you DO NOT DELAY taking lower division courses until the end (i.e. Math, Physics, Chemistry, etc.). However, we recommend that you not take your sciences until completing your mathematics.
   b. SECOND – identify the courses for which you have successfully completed the prerequisites.
   c. THIRD – list the next ten (10) courses that you need to continue making progress towards your degree, INCLUDE COURSE NUMBER, SECTION, etc. as listed in the CLASS SCHEDULE. (Click on CURRENT STUDENTS, then CLASS SCHEDULE) https://ssbprod-ncat.uncecs.edu/pls/NCATPROD/bwckschd.p Disp Dyn Sched.

Generally, you need to complete 15 hours per semester, and you need to take every course on your program of study, in order, and in the amount of credit hours specified for each semester.

Meeting with Your Advisors

1. Print both your Course Registration Form and a blank to take to the meeting with your advisor, DO NOT fill out the blank form until you and the advisor are in agreement.

2. Go over your proposed course schedule.

3. You are expected to take the courses listed on your curriculum sheet – ANY deviations from the curriculum sheet require PRIOR WRITTEN APPROVAL.
4. You are expected to have a signed **Course Registration Form** for your registration. The University reserves the right to **CANCEL your registration**, if you sign up for classes without consultation with your advisor.

5. Once a student has met with an advisor and both have completed and signed the course registration form, students may retrieve their Alternate Pin Number from the GDT office.

**Important Details**

1. **Alternate Pin Numbers WILL NOT** be issued without completing a degree audit, identifying remaining courses, AND meeting with the faculty advisor. It is needed for enrolling in courses.

2. Students MUST bring the **ORIGINAL** copy of the Course Registration form to the GDT Department in order to get the Alternate PIN.

3. The advisor and student should keep a copy of the course registration form.

   *To identify your advisor, go to Current Students, Aggie Access Online, Student, Student Records, View Student Information. See the screen shot on the left.*

**Academic Advisors**

<table>
<thead>
<tr>
<th>GDT Advisors</th>
<th>Advisors' Direct Phones</th>
<th>Advisors' Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Vincent Childress</td>
<td>336-285-3149</td>
<td><a href="mailto:children@ncat.edu">children@ncat.edu</a></td>
</tr>
<tr>
<td>Dr. Robert Cobb, Jr.</td>
<td>336-285-3151</td>
<td><a href="mailto:rcobbjr@ncat.edu">rcobbjr@ncat.edu</a></td>
</tr>
<tr>
<td>Dr. Devang Mehta</td>
<td>336-285-3109</td>
<td><a href="mailto:mehtad@ncat.edu">mehtad@ncat.edu</a></td>
</tr>
<tr>
<td>Mr. Paul Pettie</td>
<td>336-285-3106</td>
<td><a href="mailto:pgpettie@ncat.edu">pgpettie@ncat.edu</a></td>
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</tbody>
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**The Registration Period**

1. Students should have their alternate pin numbers and be prepared to register for classes according to the Course Registration Form on the opening day of early registration.

2. If an override is needed for a **COST course only**, the student can complete an **Override Request Form** located in the Student Services section of the website or obtain an Override Request form from the GDT office (http://www.ncat.edu/cost/current-students/Forms/PDFs/Override%20Request%20Form%20rw%20-%202017b.pdf), and submit it to the Department to be signed by the Chair.

3. All departments should submit **Override Request Forms** to the COST Office of Student Services to be signed by the Assistant Dean.
4. All Override Request Forms will be logged and filed within the Office of Student Services. A copy is also placed in the student’s departmental file.

**Readmission**

Students seeking readmission to the GDT Department must follow the official COST readmission process. This process can be found at the link below.
http://www.ncat.edu/cost/current-students/Forms/index.html

Should the student be approved for readmission, the Department Chairperson and the student will decide whether it will be appropriate to continue with the student’s original program of study or switch to the most recent one.

**Transfer of Coursework**

*The GDT Department Transfer Credit Request cover sheet and form are available in the Department office. Please complete, sign, attach all supporting documentation, and return them to the Department office.*

The Department of Graphic Design Technology welcomes students transferring from other universities or community colleges. The Office of Transfer Articulation will give credit for general education courses upon applying to the University. To obtain credit for technical courses you must complete the following steps:

A. Obtain course descriptions from the program from which you are transferring.
B. Obtain course descriptions of the Graphic Communication Systems program (available online in course catalog).
C. Obtain a copy of your transcripts from all institutions you have attended.
D. Fill out the Transfer Credit Request Form.
E. Turn in completed forms to the Chairperson.
F. Approved transfer credits should appear on your unofficial transcript after the Department’s approval and processing by the Office of Transfer Articulation.

**Course Overrides**

*The COST Override Request Form is available online. Please fill out the form completely, print, obtain the required signatures, and return to the Department office.*

An override may be requested for a course due to the following reasons:

- Course has reached capacity
- Classification/standings prevents registration
- System states prerequisites have not been met
- System states the course is a repeat course
- Course has a prerequisite not required in my curriculum
- Currently enrolled in prerequisite
- Prerequisite already taken at another institution
- Co-requisite previously taken
Permission to be placed in a course in the College of Science and Technology requiring an override through Banner MUST have approval. The COST Override Request Form must be completed in its entirety with all required signatures prior to review. This can be accessed at the following link:

http://www.ncat.edu/cost/current-students/Forms/PDFs/Override%20Request%20Form%20rw%20-%202017b.pdf

You may also obtain an Override Request Form from the GDT office.

**Instructional Support**

Beginning fall semester of 2014, each instructor will make use of the support of Blackboard (http://blackboard.ncat.edu), an online course delivery and support website. If you lose your copy of the syllabus, the instructor will have posted a copy on Blackboard. If you need to see the course schedule again, you can find it on Blackboard. Instructors will also post other resources there for your convenience. A second support that will be in place is Star Fish, an “early warning” system available through Blackboard. If you fail to make satisfactory progress in a course, your instructor will warn you and other University support counselors through that system.

**Attendance**

Students are expected to be on time to class for each class. The attendance policy for the Department is shown below, but instructors are allowed to institute their own policies. Attendance policies are also specified in each instructor’s syllabus.

Attendance and the make-up policy for assignments will follow that prescribed in the University student handbook. Additionally, each unexcused:

- absence will result in a deduction of 2.0 points from the final grade;
- tardy will result in a deduction of 1.0 point from the final grade;
- early departure will result in a deduction of 1.0 point from the final grade;
- tardy that is late by 5 minutes or more will count as an absence.

Attendance will be taken at each class. You must attend an exam on the scheduled day in order take the exam. **DO NOT SCHEDULE CAR RIDES OR PLANE, TRAIN, AND BUS RIDES FOR TRAVEL HOME ON ANY DAY FOR WHICH YOU HAVE A SCHEDULED EXAM. COORDINATE WITH YOUR FAMILY MEMBERS SO THEY KNOW NOT TO BUY YOU PLANE, TRAIN, OR BUS TICKETS SCHEDULED DURING A FINAL EXAM.**

**Grade Appeal Process**

1. **Grade Appeal Committee Purpose and Formation**

   1.1. The Grade Appeal Committee (Committee) for the College of Sciences and Technology (the College) will review cases involving challenges to the final posted course grade received by a student in a course taught in the College, and will recommend action on such challenges to the Dean of the College.

   1.2. The Committee shall consist of full-time faculty members from the College (at least one faculty member per department), appointed by the Dean of the College each academic year, the Associate Dean for Undergraduate Education and Academic Affairs, as an ex-officio member.
1.3. An additional faculty member will be selected to serve as an alternate as needed, so that at least three Committee members may participate in the appeal procedure for any given appeal.

1.4. The Dean of the College will appoint the Committee Chairperson. The Committee Chairperson, with the help of a faculty Committee member, is responsible for calling meetings, communicating with the individuals involved with the appeal, and writing the final report explaining the Committee’s decision.

1.5. In cases when there are conflicts of interest, the Associate Dean will appoint an Acting Chairperson.

2. Grade Appeals Process

2.1. Appeal to the faculty member for review of the assigned grade

   2.1.1. Within 15 business days of the beginning of the next term, excluding summer school, the student must communicate, in writing, with the faculty member of the class, indicating that the assigned grade was not the correct grade. The student must present documentation to support the student’s claim.

   2.1.2. Within 10 business days of receiving the student’s written appeal, the faculty member will provide a written response to the student concerning the faculty member’s findings. If a change is made at this point, the matter is concluded.

   2.1.3. If the issue was not resolved for the student, he/she may appeal to the department chair.

   2.1.4. If the faculty member is no longer with the university, the student should confer with the department chair, who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described below and the department chair will represent the interests of the faculty member who issued the grade.

2.2. Appeal to the Department Chair

   2.2.1. If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the chair of the department in which the course was taught. This written appeal must be submitted to the Department Chair within 10 business days of the student receiving the written response from the instructor. The student should include in the written appeal all known information relating to the grade. After receiving such an appeal in writing from the student, the chair shall call for the meeting with the student and the faculty member and review the substance of the student’s appeal and seek to determine its validity.

   2.2.2. If the chair determines that the assigned grade, in his/her judgment, is inappropriate, the chair may recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the chair’s recommendation. The faculty member must respond within 5 business days to the chair regarding accepting or rejecting the chair’s recommendation.

   2.2.3. The chair will notify the student in writing, within 10 business days following the meeting with the student and faculty member, whether or not the assigned grade will be changed.
If the grade will not be changed, the chair will also advise the student of the right to appeal to the Grade Appeal Committee and the Dean of the College.

2.3. Appeal to the Grade Appeal Committee and the Dean.

2.3.1. If the grade is not changed to the satisfaction of the student at the department level, the student may appeal the assigned grade. The student must complete the formal Grade Appeal Form, found on the College’s website. The completed form must be sent to the College’s Associate Dean for Undergraduate Education and Academic Affairs. With the written appeal, the student should provide all information possible relating to the appeal. A copy of this form will be forwarded to the chairperson of the Grade Appeal Committee, the chairperson of the department, and the instructor. The chairperson of the Committee will forward this information to all members of the Committee.

2.3.2. The written appeal must be made within 10 business days of receipt by the student of the notice from the department chair. Detailed Guidelines for Students to help determine whether or not to appeal a grade can be found on the final page of this document. See section 5.

2.3.3. The Grade Appeal Committee is the final level of appeal within the College.

2.3.4. Within 30 business days of receiving the student’s appeal, the Committee shall conduct a hearing and shall review all pertinent information presented by the student and the faculty member.

3. Grade Appeal Committee Meeting Guidelines

3.1. The Committee will determine its meeting time for each appeal case. The quorum for a hearing on a grade appeal is three members of the Committee, including the Chairperson of the Committee. The Associate Dean for Undergraduate Education and Academic Affairs will be present in the meeting as an ex-officio member. The Committee will not meet outside of 9-month academic year.

3.2. After reviewing the student’s written appeal, the Committee Chairperson will contact the student and the instructor (via e-mail or phone call) within a period of 30 business days and schedule the date for the hearing. The chairperson of the department will be copied on or notified of this communication.

3.3. The Committee Chairperson will notify both the student and the instructor of the scheduled date and time of the hearing. The student and the instructor are required to confirm their attendance within a three-day (3-day) period. If there is a time conflict, the hearing will be rescheduled. Both the student and the instructor are required to attend the hearing.

3.4. If the student fails to confirm his/her attendance within the defined time frame, or if the student does not attend the scheduled meeting after having confirmed, the meeting will be canceled. The student will be given a second (and final) opportunity for an appeal hearing. If the student fails to confirm/attend the hearing the second time, the case will be dismissed and a letter of dismissal will be sent to the student and copied to the Dean, the chairperson of the department, and the instructor.

3.5. Appearance before the Grade Appeal Committee is part of the duties and responsibilities of instructors. If an instructor is no longer employed at North Carolina A&T State University, the chairperson of the department will attend the hearing in place of the former instructor.
3.6. The student and the instructor should bring pertinent supporting documents (syllabus, assignments, grade book print-outs, email correspondence, etc.) to the hearing. Committee members may wish to photocopy these materials for review during their deliberations.

4. Grade Appeals Hearing Procedure

4.1. Opening Statements. The involved parties shall be admitted to the hearing. Neither the student nor the instructor may bring a support person to the hearing. The goal is to resolve the issue upon hearing evidence provided by the two parties involved. The hearing will open with a statement by the chairperson that describes the Committee's understanding of the relevant issues and, where appropriate, those issues considered irrelevant. The student and the faculty member will be given ten (10) minutes each in which to state their respective cases.

4.2. Open Questioning. During the period the student, faculty member, and/or Committee members may ask questions of either involved party. However, all questions of the involved party to each other must be directed to the Committee.

4.3. Summary Statement. After questions have ceased, or when the chairperson is satisfied that additional questions will not provide further clarification of issues, the student and faculty member will be given an opportunity to make summary statements. Such statements should be brief and in no case exceed five minutes.

4.4. Closed Hearing. Following summary statements, interested parties shall be dismissed and Committee members shall deliberate the outcome in a closed session.

4.5. After deliberations, a vote will be taken and recorded.

4.6. Reporting. The chairperson or a designated member of the Committee shall prepare a written statement of the Committee's recommendation (including the vote of the Committee), the basis for the recommendation, and the reasoning of the Committee in reaching the recommendation. The recommendation will be forwarded to the Dean's office for review. A copy of this recommendation will neither be shared with the student nor faculty member in question. A copy of this recommendation shall be kept on file by the committee chairperson.

4.7. Once the Dean's Office has reached a final decision, the Associate Dean will forward the written decision in the form of a hard copy letter to the student (at the address provided on the Grade Appeal form) and the instructor (at the campus address) within fourteen (14) business days. Copies of this letter will be sent to the department chairperson and to the Dean of the College.

5. Guidelines for Students: How to Determine If Your Appeal is Appropriate

5.1. The Grade Appeal Committee will consider the appeal of a final grade only in exceptional cases and only when the student presents evidence that strongly supports his/her claim.

5.2. Examples that may merit a grade appeal include:
- The instructor miscalculated the final grade.
- The instructor did not comply with the grading policies outlined on the syllabus without reasonable cause and without informing the class.
- There was no evidence of clear academic criteria how the student’s work was evaluated.
5.3. Examples that will not merit a grade appeal include, but are not limited to:

- The instructor’s grading policies differ from the grading policies of other instructors in the department, College/School.
- The instructor’s attendance policy differs from the attendance policy of other instructors in the department, College/School.
- The instructor’s Late Work policy differs from the Late Work policy of other instructors in the department, College/School.
- The grade distribution in the class in question is lower than it is in other sections of the same course.
- The student’s grade in the course is significantly lower than grades the student earned in similar courses.
- The grade in question will trigger Academic Probation, Suspension or Dismissal or the loss of Financial Aid.
- The grade in question will prevent graduation

5.4. Note that simple disagreement about what constitutes fair grading is not grounds for an appeal. The North Carolina A&T State University Student Handbook and Faculty Handbook and the instructor’s syllabus define standards for grading in a course. When a student elects to remain in a class after reading these materials, the student is understood to have accepted the grading terms of the course.

Change of Major

The Office of the Registrar Change of Major Form is available in the Department office. Please obtain the necessary signatures for processing.

There are several different reasons you may need to change your major. You may wish to:

- Change your major from one within COST to Graphic Communication Systems.
- Change your major from another college within the University to Graphic Communication Systems.
- Change your major from Graphic Communication Systems to another within COST or to another college within the University.

You must have at least a 2.5 GPA to change your major to Graphic Communication Systems. You must obtain all required signatures for processing. If you had not previously declared a major, obtain a signature from the Director of the Center for Student Success.

Applying for Graduation

The department chairperson advises all seniors and is helped by each graduating senior in the preparation of his or her Clearance of Graduation package. Graduating seniors must report to the chair to complete this task the semester before they anticipate graduating.

However, each graduating senior must apply for graduation before the deadline posted at the Academic Calendar http://www.ncat.edu/registrar/academic-calendar/index.html and the Graduation Website: http://www.ncat.edu/registrar/commencement1/index.html. This requirement is a University requirement that is independent of the student’s advisement work with the Chair.
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pending
Email: pending
### Frequently Called Numbers

(Area Code 336)

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See the General Education Course List on the next page.
General Education Course List for GCS Majors

Courses are added to this list after approval by the General Education Council, the Faculty Senate, and the Provost. Courses are listed alphabetically by department and course number within each general education student learning outcome area. Courses may only be used to satisfy one general education requirement.

WRITTEN COMMUNICATION (WC)
- ENGL 100: Ideas and their Expressions I
- ENGL 101: Ideas and their Expressions II

MATHEMATICAL, LOGICAL, AND ANALYTICAL REASONING (MLAR)
- MATH 103: College Algebra and Trigonometry for Engineers and Scientists I
- MATH 104: College Algebra and Trigonometry for Engineers and Scientists II
- MATH 112: Calculus for Non Math Majors
or
- MATH 111: College Algebra and Trigonometry
- MATH 112: Calculus for Non Math Majors

SCIENTIFIC REASONING (SR)
- CHEM 104: General Chemistry IV
- CHEM 114: General Chemistry IV Lab
- PHYS 225: College Physics I
- PHYS 235: College Physics I Lab

HUMANITIES AND FINE ARTS (HFA)
- PHIL 201: Business Ethics (formerly PHIL 315)
- SPCH 250: Fundamentals of Speech Communication

SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- JOMC 240: Media History

KNOWLEDGE OF AFRICAN AMERICAN CULTURE AND HISTORY (AA)
- HIST 106: African American History to 1877 (formerly HIST 201)

GLOBAL AWARENESS (GL)
- PHIL 201: Business Ethics (formerly PHIL 315)

STUDENT SUCCESS (SS)
- FRST 101: College Success