

# Graduate Faculty Handbook

## 2015-2016



### School of Graduate Studies and Research The University of North Carolina at Pembroke

The University of North Carolina at Pembroke is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees on the basis of color, national origin, religion, sex, age, or disability. Moreover, The University of North Carolina at Pembroke is open to people of all races and actively seeks to recruit and enroll a diverse academic community.

#### **INTRODUCTION**

The University of North Carolina at Pembroke School of Graduate Studies is committed to providing quality graduate programs. This handbook contains information about program governance, requirements, policies, and procedures approved by the Graduate Council through April 2013.

## TABLE OF CONTENTS

INTRODUCTION .....	3
OVERVIEW .....	3
School of Graduate Studies and Research Mission Statement .....	3
About the Graduate School and Graduate Programs .....	3
Programs Offered.....	4
Program Directors .....	5
PROGRAM GOVERNANCE .....	6
Role of the Graduate Council .....	6
Composition of the Graduate Council .....	6
Graduate Council Meetings .....	6
Relationship of the Council to Other Committees.....	6
Dean of the School of Graduate Studies and Research.....	7
Associate Dean of the School of Graduate Studies .....	7
Graduate Program Directors .....	7
Graduate Program Director Responsibilities .....	8
GRADUATE FACULTY REGULATIONS AND PROCEDURES .....	9
Graduate Faculty Appointment/Evaluation .....	9
Graduate Faculty Status .....	9
Renewal of Graduate Faculty Status.....	10
Renewal Eligibility Criteria .....	10
Graduate Faculty Teaching Load.....	11
COURSE ANALYSIS .....	11
PROGRAM REGULATIONS AND PROCEDURES .....	11
Admissions.....	11
Categories of Admission.....	11
Full Admission to a Program .....	12
Transcript Requirement .....	12
Entrance Examination Requirement for Admission .....	13
Recommendations.....	13
Licensure Requirement for Admission to Education Programs .....	13
International Graduate Student Admission.....	14
Provisional Admission to a Graduate Program.....	14
Special Admission to Graduate School.....	14
Enrichment Students .....	15
Visiting Graduate Students .....	15
Enrollment for Additional Graduate Teacher Licensure .....	15
Second Master’s Degree .....	16
Senior Privilege (Undergraduate Enrollment in Graduate Courses).....	16
False or Misleading Information.....	17
Transfer Credit .....	17
Grading .....	18
Grade Appeal Policy.....	19
Lapsed Credit (Reinstatement of Credit) .....	19

Repetition of Courses.....	19
Withdrawal Policy .....	20
Due Process.....	20
Special Readmission Policy for Students Dismissed for Academic Reasons.....	21
Commencement .....	22
<b>OVERVIEW OF MASTER’S DEGREE REQUIREMENTS.....</b>	<b>23</b>
Programs of Study.....	23
Advisement .....	23
New Graduate Student Orientation.....	24
Completion of HAVEN Training.....	24
Continuation in the Program/Academic Progress.....	24
Level of Coursework.....	24
Time Limits.....	24
Research Requirement .....	24
Comprehensive Examinations .....	24
Thesis .....	25
Licensure by the N.C. State Board of Education .....	25
Academic Honor Code Violations .....	25
Registration .....	25
Course Loads .....	26
<b>GRADUATE ASSISTANTSHIPS .....</b>	<b>26</b>

## INTRODUCTION

The University of North Carolina at Pembroke School of Graduate Studies is committed to providing quality graduate programs. This handbook contains information about program governance, requirements, policies, and procedures approved by the Graduate Council through April 2015.

## OVERVIEW

### **School of Graduate Studies and Research Mission Statement**

The mission of the School of Graduate Studies and Research of The University of North Carolina at Pembroke is to provide quality master's level degree programs and opportunities for continuing professional and career development for students whose academic preparation and personal characteristics predict success in graduate studies. The school works to provide UNC Pembroke's faculty, students, and staff with opportunities to participate in research and shared scholarship as a means to further the institution's mission to "enhance the intellectual, cultural, economic, and social life of the region."

### **About the Graduate School and Graduate Programs**

The University of North Carolina at Pembroke offers over forty master degree programs and concentrations, all designed to enhance a student's development as a professional and a scholar. Graduate programs provide in-depth study of a discipline under the guidance of faculty members who are committed to students' intellectual growth. Emphasizing a personal and relevant approach to post-baccalaureate education, UNC Pembroke challenges students to take their skills and knowledge to a new level of mastery.

The School of Graduate Studies emphasizes depth of study, academic rigor, and reflection. Graduate programs seek to foster in students a desire for excellence, a sustained commitment to learning, an openness to change, a social consciousness, and a respect for human diversity. The programs also strive to ensure the development of students into leaders of their professions.

Each graduate program is firmly grounded in theoretical and empirical bodies of knowledge. Students are challenged to think critically and creatively, and to apply theory to practice in an atmosphere of inquiry and dynamic exchange with faculty and each other.

The members of the Graduate Faculty share the University's commitment to academic excellence in a balanced program of teaching, research, and service. They are committed to excellence in teaching, engaging in the generation of knowledge, and serving their communities and professions.

Flexible course schedules and course formats are designed to make courses readily available to students. In addition to its offerings on the main campus, the School of Graduate Studies offers selected classes and programs at satellite locations, primarily community colleges. All programs offer online and/or hybrid courses. The Master of Public Administration degree is offered as an

on-campus or an online program.

### **Programs Offered**

The School of Graduate Studies of The University of North Carolina at Pembroke (UNCP) provides opportunities for advanced study and continuing professional and career development. The following master's level program offerings:

#### **Master of Arts**

- Art Education
- Art Education: Thesis Concentration (Non-Licensure)
- English Education
- English Education: Thesis Concentration (Non-Licensure)
- English Education: English as a Second Language Add-On
- Health/Physical Education
- Health/Physical Education: Exercise/Sport Administration Concentration (Non-Licensure)
- Mathematics Education
- Science Education
- Science Education: Biology Concentration (Non-Licensure)
- Social Studies Education
- Social Studies Education: History/Social Science Concentration (Non-Licensure)

#### **Master of Arts in Education**

- Clinical Mental Health Counseling
- Elementary Education
- Middle Grades Education: Concentration in Language Arts, Mathematics, Science, or Social Studies
- Professional School Counseling
- Professional School Counseling Add-On
- Reading Education

#### **Master of Arts in Teaching**

- Art Education Specialization
- Health/Physical Education Specialization
- Middle Grades: Specialization in Language Arts, Mathematics, Science or Social Studies Specialization
- Secondary Education: Specialization in English, Mathematics, Science or Social Studies

#### **Master of Business Administration**

- Business Administration

#### **Master of Public Administration**

- Public Administration: Concentration in Criminal Justice, Emergency Management, Health Administration or Public Management

**Master of School Administration**

- School Administration
- School Administration Add-On

**Master of Science in Nursing**

- Nursing: Concentration in Clinical Nurse Leader, Rural Case Manager, Nurse Educator or RN-MSN

**Master of Social Work**

- Social Work
- Social Work: Advanced Standing

In addition to these degrees, UNCP also has a program for add-on “M” licensure in Teaching English to Speakers of Other Languages (TESOL) and add-on licensure programs for School Counseling and School Administration.

**Program Directors**

Each of the graduate programs has a designated director. The program directors are:

Art Education	Dr. Ann Horton-Lopez
Business Administration	Mr. Nick Arena
Clinical Mental Health Counseling	Dr. Ki Byung Chae
Elementary Education	Dr. Lisa Mitchell
English Education	Dr. Roger Ladd
Mathematics Education	Ms. Mary Klinikowski
Master of Arts in Teaching	Dr. Roger Ladd
Middle Grades Education	Dr. Scott Billingsley
Nursing	Dr. Jennifer Twaddell
Physical Education	Dr. Danny Davis
Public Administration	Dr. Robert Schneider
Reading Education	Dr. H. Kim Sellers
School Administration	Dr. Larry Mabe
School Counseling	Dr. Jeffrey Warren
Science Education	Dr. Rita Hagevik
Social Studies Education	Dr. Scott Billingsley
Social Work	Dr. Sherry Edwards

## **PROGRAM GOVERNANCE**

### **Role of the Graduate Council**

(From the *UNCP Faculty Handbook 2014-15*, Chapter 3, p. 29)

The Graduate Council is the University-wide body responsible for approving all policy and curriculum matters affecting graduate programs. It formulates and recommends policies and standards for graduate programs to the Faculty Senate. The Council reviews, formulates, and recommends curriculum changes, new programs and changes in existing programs to the Faculty Senate's Subcommittee on Curriculum. The Council approves all teaching personnel for graduate courses.

The Dean of the School of Graduate Studies serves as the Chair of the Graduate Council and is responsible for bringing all policy and curriculum matters relative to all graduate programs to the Council for its action. In consultation with the Dean of the School of Graduate Studies, the Provost and Vice Chancellor for Academic Affairs appoints the members of the Graduate Council. They include the graduate program directors, the Dean of the School of Education, and three graduate faculty members (at-large).

### **Composition of the Graduate Council**

The Graduate Council is comprised of the directors of each graduate program area, the Director of Teacher Education, and three graduate faculty members appointed at-large. A graduate student may be invited to serve on the Council. The Dean of the School of Graduate Studies and Research serves as chair of the Council, and the Associate Dean of the School of Graduate Studies and Research serves as the secretary. Council members are appointed for one-year academic terms by the Provost and Vice Chancellor for Academic Affairs, in consultation with the Dean of the School of Graduate Studies and Research. Current members are reflected in the online listing of the [Graduate Council](#).

### **Graduate Council Meetings**

The Graduate Council meets on a regular basis throughout the academic year. The Council generally meets on the third Monday of the month at 3:00 p.m September, October, November, January, February, March and April. Meetings are open to any interested faculty/staff members.

### **Relationship of the Council to Other Committees**

The Graduate Council is a University-wide committee appointed annually by the Provost and Vice Chancellor for Academic Affairs in consultation with the Dean of Graduate Studies and Research.

Proposed changes to curriculum approved by the Graduate Council are forwarded to the Faculty Senate's Subcommittee on Curriculum for processing through the Faculty Senate structure. Curriculum matters affecting graduate teacher/administrator/school counselor licensure programs must be approved by the University's Teacher Education Committee before they are considered by the Graduate Council. [Curriculum forms](#) are available on the Academic Affairs webpage.

The Dean of Graduate Studies and Research, or designee, is provided the opportunity to report Council actions at each meeting of the Faculty Senate, as stated in the By-Laws for the Faculty Senate (SECTION 1, ARTICLE 3, *Faculty Handbook 2014-5*, p. 19). The Graduate Council serves as a University-wide committee and the official policy making body of the Graduate School (From the *UNCP Faculty Handbook 2014-15*, Chapter 3, p. 29).

### **Dean of the School of Graduate Studies and Research**

The Dean of Graduate Studies and Research is responsible for the coordination, development, and evaluation of all graduate programs on a University-wide basis, and reports directly to the Provost and Vice Chancellor for Academic Affairs. S/he works with program directors and the chairs of all departments with graduate programs to ensure quality programs and compliance with state, regional, and national accreditation standards.

Specific duties include: serving as chair of the University-wide Graduate Council; coordinating admissions to all graduate programs; monitoring the progress of all graduate students; ensuring that Graduate School policies and procedures are uniformly and equitably applied; working with program directors to promote graduate programs; conducting appropriate follow-up studies of graduates from Graduate School programs; maintaining up-to-date files on all graduate students; and implementing other activities and projects as assigned by the Provost and Vice Chancellor for Academic Affairs.

### **Associate Dean of the School of Graduate Studies**

The Associate Dean of the School of Graduate Studies serves as the secretary of the Graduate Council and performs a variety of other duties in support of graduate education, as assigned by the Dean of Graduate Studies and Research.

### **Graduate Program Directors**

Each graduate program is directed by a full-time (to the institution) faculty member, responsible for providing the leadership and the general management of the specific program area. Program directors are appointed by the appropriate department chair, in consultation with the appropriate academic dean, the Dean of Graduate Studies and Research, and the Provost.

The specific duties of program directors include but are not limited to:

- serving as members of the University-wide Graduate Council;
- reviewing all applications to their program area and making recommendations concerning admission to the Dean of Graduate Studies and Research;
- developing the program curriculum and guiding curriculum proposals through the committee approval process;
- updating the program areas of the University catalog, as well as websites and all other handbooks and publications that include information about the program;
- providing to the Graduate School and the Registrar's Office curriculum crosswalks that clearly define curriculum changes;
- assigning advisors to the students in their program area;



- monitoring the progress of all graduate students in their program area; maintaining up-to-date files on all graduate students in their program area;
- administering comprehensive examinations, where applicable; ensuring that program policies and procedures are uniformly and equitably applied to their program area;
- and working with the Dean of the School of Graduate Studies and Research to promote graduate programs.

The following section describes some of these responsibilities in more detail.

### **Graduate Program Director Responsibilities**

The stipend for Graduate Program Directors recognizes the important work done in the areas of program development, application review, student mentoring, and active membership on UNC Pembroke's Graduate Council. Some responsibilities may be reported as teaching or service for evaluation purposes, but the position requires that directors be available, as needed, on a year-around basis.

Program Directors assume primary responsibility for the integrity and growth of their departmental graduate program(s). Ensuring quality graduate education is a multi-faceted set of obligations to students, the academic department, the institution, and the community. The specific elements for each of these areas are not exhaustive, but are drawn from a survey of current practice and are necessary.

Graduate Program Directors are responsible for devoting time to active recruitment of qualified applicants for their programs. The Graduate School Office shares responsibility for identifying prospective students and manages the application process. Program directors review completed application packets and make admissions recommendations to the Graduate Dean throughout the calendar year. Program directors develop program handbooks, design an appropriate evaluation process for degree candidates, conduct program-specific orientation meetings during the scheduled New Graduate Student Orientation each semester, are available for academic advising, review requests for transfer credit and reinstating lapsed credits, and mentor admitted graduate students.

Directors conduct scheduled program reviews, utilizing Graduate Course Analyses to ensure that required courses contain appropriate content and that program requirements are appropriately rigorous when measured by the standards of the academic discipline and the expectations of students. (Graduate Course Analyses are conducted each time a course is taught and augmented, but do not replace, Student Evaluation of Instruction, which are conducted on a different schedule and submitted only to the Department Chair. Student Evaluation of Instruction do not go to Program Directors and are part of UNCP's faculty evaluation model; the Graduate Course Analyses are not faculty evaluations, they are focused on the relationship of each course to program goals.) As necessary, the director writes program evaluation reports based on all available sources of program evaluation data.

Beyond students and departments, Graduate Program Directors also contribute to strong,

responsive graduate education at the institutional level. Directors work with the Dean and are active members of Graduate Council, the policy-making body for the School of Graduate Studies, and participate in on- and off-campus events that make graduate education a visible component of all components of the university's mission. Through professional outreach and academic affiliations, each director also serves as a liaison to regional constituencies.

## **GRADUATE FACULTY REGULATIONS AND PROCEDURES**

### **Graduate Faculty Appointment/Evaluation**

Faculty assigned responsibilities in the graduate programs hold appointments, as described in *The University of North Carolina at Pembroke Faculty Handbook*, in one of the academic departments of the University. Individual departments, in conjunction with the Office of Academic Affairs, are responsible for the selection and appointment of the faculty. Evaluation of all faculty follows the model detailed in the *UNCP Faculty Handbook*. Graduate faculty are evaluated as members of the departments in which they hold appointments.

### **Graduate Faculty Status**

Four categories of graduate faculty status may be granted by the Graduate Council: Full, Adjunct, Interim, and Professional Affiliate. [Graduate Faculty Nomination forms](#) are available on the Graduate Council website page. The eligibility requirements for each category follow.

**Graduate Faculty (Full):** Status approved for tenured/tenure track members of The University of North Carolina at Pembroke faculty who meet the criteria listed below. Graduate faculty may teach graduate courses and chair thesis committees. Appointments are subject to review every five years.

### **Requirements for Graduate Faculty**

- An earned doctorate (or its equivalent) appropriate for the academic field.
- A record of experience in the field of study.
- Documented evidence of engagement in scholarly activities among the following: grant activity, publications, fellowships, presentations, professional consultations, leadership in professional organizations/learned societies.
- Licensure (if applicable) in the field of specialization.
- The endorsement of the appropriate program area director
- Recommendation of the department chair and/or dean
- Approval of the Graduate Council

**Adjunct Graduate Faculty:** Status approved for non-tenure track faculty who meet the criteria listed below, and who may be utilized to teach specific graduate courses (related to their area of expertise) on a recurring basis. Adjunct graduate faculty may not chair thesis committees. Appointments are subject to review every three years.

**Interim Graduate Faculty:** Status approved for faculty who, due to unusual circumstances, are assigned graduate teaching responsibilities between meetings of the Graduate Council. Faculty granted this status may only teach specific courses directly related to their area of expertise. Any interim must be approved by the Program Director, School/College Dean, and Graduate School Dean; appointments will be made on a semester to semester basis and will be considered at the next regularly scheduled meeting of the Graduate Council.

**Professional Affiliate Graduate Faculty:** Status approved for professionals who do not have the terminal degree in their field, but hold a Master's degree, have demonstrated exceptional expertise in the discipline, and provide evidence of successful teaching or professional development presentations. In unusual cases, an individual who has a record of exceptional scholarly or creative activity, or professional experience, may be eligible for consideration. Professional Affiliates may teach in applied areas and/or participate as content experts in graduate student research activities. Professional Affiliate Graduate Faculty may not chair thesis committees. The term of Professional Affiliates may not exceed two years but may be renewed.

### **Renewal of Graduate Faculty Status**

Appointments to the three categories of graduate faculty status (graduate faculty, adjunct graduate faculty, and professional affiliate graduate faculty) are extended periods of time and subject to review for renewal. By March 1 of each year, department chairs or the academic dean will be provided with a list of graduate faculty in their respective departments whose graduate faculty appointments are subject to review/renewal and a copy of the renewal criteria. The department chair (or dean) and program directors will be asked to verify the continuing eligibility of the faculty members on their list by March 31. The recommendations for renewal will be compiled by the Office of Graduate Studies and presented to the Graduate Council at the April meeting. Notification of the decision will be sent to each graduate faculty member and copied to the respective department chair and program director.

### **Renewal Eligibility Criteria**

Criteria for the recommendation of renewal of graduate faculty status are the same as for initial appointment, as listed above.

### **Nonrenewal/Removal of Graduate Faculty Status**

Unless a faculty member's graduate status is appropriately renewed as outlined in the preceding paragraphs, their Graduate Faculty Status is removed. The faculty member may be nominated for Graduate Faculty Status, again, at a later date.

If three successful grade appeals have been lodged against a graduate faculty member during her/his term of service, the faculty member will automatically lose his/her graduate faculty status. The program director and department chair (or dean) must petition, in writing, the Graduate Appeals Committee (GAC) of the Graduate Council for a recommendation for renewal. The GAC's recommendation will be submitted to the dean of the School of Graduate Studies, who will present the recommendation at the Graduate Council's April meeting. If the faculty

member is denied graduate faculty status, s/he may petition the Faculty Grievance Committee as outlined in Section 12-1 of the UNCP Faculty Handbook.

### **Graduate Faculty Teaching Load**

As reflected in the UNCP Faculty Handbook, the normal teaching load is twelve semester hours or the equivalent per semester. Faculty teaching both undergraduate and graduate courses will have a teaching load of 21 semester hours for the academic year in which the graduate course occurs. Faculty teaching only graduate courses will have a teaching load of 18 semester hours for the academic year.

## **COURSE ANALYSIS**

To assist program directors and chairs in assessing program effectiveness, feedback is to be solicited from graduate students each time a graduate course is taught. **Graduate Course Analyses** are conducted electronically. The analyses are sent to students via an electronic link through students' UNCP email accounts. *Course analyses do not replace the Student Evaluation of Faculty forms which are required by the Faculty Evaluation Model.* Compiled course analyses are available to the Graduate School office, the appropriate department chair and appropriate program director.

## **PROGRAM REGULATIONS AND PROCEDURES**

### **Admissions**

UNCP welcomes applications from qualified persons who have earned a baccalaureate degree and whose academic preparation and aptitude predict success in graduate studies. To be considered for admission to the Graduate School, an applicant must have an earned bachelor's degree from an accredited college or university as determined by a regional or general accrediting agency. Information on accredited institutions is available from the Graduate School. Exceptions on standard accreditation may be granted for applicants with international degrees, including applicants with three-year degrees from institutions in Europe participating in the Bologna Process. Information about the Bologna Process can be found at <http://www.ond.vlaanderen.be/hogeronderwijs/bologna>.

The Graduate Studies website ([www.uncp.edu/grad](http://www.uncp.edu/grad)) provides important information for prospective students, including application forms and requirements, submission guidelines, application deadlines, and timeframes for admission. Additional information is available on the website of the specific degree program.

Any student who supplies false or misleading information or conceals pertinent facts in order to secure admission to UNCP may be denied admission or, if admitted, may be immediately dismissed from the University. Such a student may be ineligible to receive any credit from the School of Graduate Studies of the University.

### **Categories of Admission**

All students seeking to enroll in any graduate class must be admitted to the School of Graduate

Studies and Research, or they must have specific permission from the Dean of Graduate Studies and Research. The School of Graduate Studies and Research admits graduate students in one of the following categories:

- a) full admission to a program,
- b) provisional admission to a program,
- c) special admission to the Graduate School,
- d) enrichment students, and
- e) visiting graduate students.

In addition, the Dean of Graduate Studies and Research may grant permission to seniors at UNCP who are within nine (9) semester hours of graduation to take up to six (6) hours of graduate course work. Admission categories, admissions requirements and undergraduate enrollment are further explained in the sections below.

### **Full Admission to a Program**

To be eligible for consideration for full or provisional admission to a degree program, an applicant must:

- a) submit a completed online application;
- b) pay a \$45.00 non-refundable application fee (\$60.00 for international applicants);
- c) submit one official transcript from **all** colleges/universities attended (see requirements below)
- d) submit an official report of satisfactory scores on an entrance exam (required for some programs, see below).
- e) have three academic and/or professional recommendations submitted on their behalf.
- f) submit a copy of a current NC teaching license, or a current license from another state, if applicable.

Some programs may have additional application requirements such as an essay, personal interview, background check, or audition. See the program-specific admission requirements and reference stipulations that are posted on the Graduate Studies website ([www.uncp.edu/grad](http://www.uncp.edu/grad)) and/or on the individual program websites.

Information about the admissions requirements for international students can be found in a separate section below and on the Graduate Studies website.

### **Transcript Requirement**

Transcripts must indicate (1) the applicant has a satisfactory undergraduate academic record, (2) the applicant received a baccalaureate degree from an accredited institution of higher learning and (3) the date the degree was awarded.

A satisfactory undergraduate academic record is one in which a student meets at least one of the following minimum GPA (4.0 scale) requirements: an overall GPA of at least a 2.5 on all undergraduate work, or an overall GPA of at least a 3.0 in the undergraduate major, or a GPA of at least a 3.0 on all undergraduate work taken in the senior year.

Applicants who have not yet completed their undergraduate degree may be offered admission contingent upon their producing an official transcript verifying conferral of a baccalaureate-level degree during the first semester of graduate enrollment will result in a withdrawal of the offer of admission, withdrawal from all current classes, a registration hold, and forfeiture of tuition and fees.

### **Entrance Examination Requirement for Admission**

Applicants for some programs are required to submit an official report of satisfactory scores on an appropriate standardized entrance examination as described below:

- English Education, Mathematics Education, Middle Grades Education, Nursing, Reading Education, School Administration, Science Education, and Social Studies Education applicants submit test scores for the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE);
- Social Work (MSW) applicants with GPAs less than 3.0 (out of 4.0), or less than 3.2 for the Advanced Standing program, submit MAT or GRE scores.
- Business Administration (MBA) applicants submit test scores for the GRE or the Graduate Management Admissions Test (GMAT).
- Master of Public Administration (MPA) applicants submit GRE test scores.

Specific Exam Information:

a) The Miller Analogies Test (MAT) is an hour-long test of analytical ability consisting of 120 analogy problems. The MAT is offered by Counseling and Psychological Services (CAPS), located in room 243 of the Chavis University Center on the UNCP campus. To schedule a sitting for the MAT, applicants may call (910-521-6202); additional information is available at the CAPS website ([www.uncp.edu/caps](http://www.uncp.edu/caps)).

b) The Graduate Record Examination (GRE) assesses analytical writing, critical thinking, and verbal and quantitative reasoning skills and is offered by the Educational Testing Service (ETS) of Princeton, NJ. Additional information is available at the ETS website ([www.gre.org](http://www.gre.org)).

c) The Graduate Management Admissions Test (GMAT) assesses quantitative, verbal, and reasoning skills and is offered by the ETS Graduate Management Admissions Council. Additional information is available at the ETS website ([www.mba.com](http://www.mba.com)).

If an applicant already holds a master's degree or above (e.g., master's, doctorate, J.D.), the entrance test requirement may be waived.

### **Recommendations**

Applicants should have three academic and/or professional recommendations submitted on their behalf. The applicant will supply recommender information in the online application. At least one recommendation should come from a college/university faculty member in the undergraduate major of the applicant. The other references should come from the applicant's employers/supervisors, if applicable. Applicants should check for program specific requirements.

### **Licensure Requirement for Admission to Education Programs**

Applicants for all graduate degrees leading to licensure by the North Carolina State Board of Education—other than Master of Arts in Teaching degree—must submit a copy of any current licenses held. This includes applicants to the M.S.A. program, an M.A. licensure program or an M.A.Ed. program (except for Clinical Mental Health Counseling and Professional School Counseling programs).

In some programs, students without current licensure are admitted to a non-licensure track

and are required to sign a waiver of North Carolina Standard Professional I and M level licensure.

It is the individual's responsibility to determine the requirements of any licensure reciprocity agreement that may exist between North Carolina and another state. Reciprocity does not guarantee that all areas of licensure will transfer directly from one state to another. The applicant is encouraged to contact the School of Education Licensure Office and/or the North Carolina Department of Public Instruction concerning licensure requirements and reciprocity agreements with other states.

### **International Graduate Student Admission**

The School of Graduate Studies and Research of The University of North Carolina welcomes applications from potential graduate students from other nations. Applicants from non-English-speaking nations must provide evidence of proficiency in the English language with their applications for admission to the University's Graduate Programs. I-20 or DS-2019 forms will not be issued until the student is officially accepted into a Graduate School program. All documents must be submitted to the School of Graduate Studies and Research at least six months prior to the projected date of enrollment.

To be eligible for consideration for admission as an international student, an applicant must:

- a) submit a completed application;
- b) pay the non-refundable application fee of \$60.00;
- c) submit one official transcript from **all** colleges/universities attended (see requirements above);
- d) submit an official transcript evaluation report from World Education Services or International Education Services;
- e) submit an English translation of all transcripts;
- f) submit an official report of satisfactory scores on an entrance exam (if required, see above);
- g) submit satisfactory scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), if English is not the native language;
- h) have three academic and/or professional recommendations submitted on their behalf;
- i) submit official proof of financial support.

Additional information about these admissions requirements for international students can be found above and on the Graduate Studies website.

### **Provisional Admission to a Graduate Program**

Students may be provisionally admitted into a program if they do not meet all requirements for a program, but their circumstances warrant provisional admission. Provisions typically require a student to take courses with content needed for success in the program.

Provisionally admitted students who do not complete the provisions and are not fully admitted into a program within one year are no longer eligible for financial aid.

### **Special Admission to Graduate School**

Students seeking admission into this category are those who, because of extenuating circumstances, may be unable to submit all documents required for full or provisional admission prior to the beginning of a semester or summer term. Students granted this non-matriculated special admission status may register for one semester only and for no more than six (6) semester hours.

These students are admitted to the Graduate School; they are not admitted into a degree-granting program of an academic department. Students in this category should seek to convert their admission into full or provisional status as soon as possible. Further enrollment is prohibited without a change of admissions status.

To be eligible for consideration for special admission to the Graduate School, an applicant must:

- a) submit a completed online application;
- b) pay a \$45.00, non-refundable application fee (\$60.00 for international applicants);
- c) submit an official transcript from **all** colleges/universities attended (see requirements above);
- d) submit a copy of a current NC teacher license, or a current license from another state, if applicable.

### **Enrichment Students**

Applicants who possess a baccalaureate degree from an accredited institution of higher learning, who are not enrolled in degree programs at other institutions, and who wish to complete courses at UNCP for personal or professional enrichment may qualify for admission as enrichment students. Students in this category cannot enroll for more than six (6) semester hours in a semester. Continuation of enrollment beyond one semester in this category requires the written approval of the Dean of the School of Graduate Studies and Research. Six (6) to twelve (12) semester hours of credit (if appropriate and within the time limit) earned as a special student may later be applied toward degree requirements (see Transfer Credit section).

Individuals seeking to enroll in enrichment studies must:

- a) submit a completed online application;
- b) pay a \$45.00, non-refundable application fee (\$60.00 for international applicants);
- c) submit an official transcript from **all** colleges/universities attended (see requirements above);

### **Visiting Graduate Students**

Visiting graduate students enrolled in the graduate schools of accredited institutions of higher learning are welcome at The University of North Carolina at Pembroke. Qualified visiting graduate students may study for one semester or summer at UNCP and transfer credits back to their home institutions. To gain admission as a visiting graduate student, an applicant must be in good standing at, and be eligible to return to, the home institution. The decision to admit visiting graduate students rests with the Dean of the School of Graduate Studies and Research. Also, visiting graduate students who wish to enroll for an additional semester must secure the written approval of the Dean of the School of Graduate Studies and Research.

To be eligible for admission consideration as a visiting student, an applicant must:

- a) submit a completed online application;
- b) pay the non-refundable application fee of \$45.00 (\$60.00 for international applicants);
- c) submit a letter-of-good-standing signed by the graduate dean (or designee) of his/her home graduate school specifying the course(s) for which transfer credit may be earned.

### **Enrollment for Additional Graduate Teacher Licensure**

Students who possess graduate (M level) licensure by the North Carolina State Board of Education may enroll in some graduate programs to earn additional graduate licensure. Students who wish to



exercise this option must apply to the Graduate School for admission. The School of Education Licensure Officer and the program director will identify the requirements for a recommendation for additional graduate licensure to be forwarded to the Department of Public Instruction by UNCP. This enrollment status does not qualify one for an additional degree.

Students who hold a master's degree from a regionally accredited, 48-credit-hour counseling degree program who wish to obtain licensure as a school counselor and students who possess graduate licensure who wish to obtain a school administration license must apply for admission to a licensure-only program. Admissions requirements are identical to those for the degree program. Additional information may be obtained from the School of Graduate Studies and Research or from the specific program.

### **Second Master's Degree**

Individuals who possess a master's degree and wish to enroll at UNCP to earn a second master's degree must apply for admission to the selected program area and, upon acceptance, complete all program requirements for that degree, including comprehensive examinations if applicable. Graduate students may transfer in six to twelve credit hours (with a grade of B or better) with approval of the Program Director and the Graduate Dean according to the following sliding scale:

- 30-39 hours in the program—transfer up to 6 credit hours;
- 40-49 hours in the program—transfer up to 9 hours;
- 50+ hours in the program—transfer up to 12 hours.

These transfer credit hours are subject to the five-year time limit (six years for the Professional School Counseling, Clinical Mental Health Counseling, and Social Work programs) applied to all course work credited toward the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit" and "Appeals" sections of this catalog).

### **Senior Privilege (Undergraduate Enrollment in Graduate Courses)**

Senior Privilege is a program offered by UNCP's School of Graduate Studies and Research which allows promising students the opportunity to take up to six hours of graduate coursework while completing their undergraduate degree. With appropriate permission, the graduate coursework may count as elective credit or towards one's undergraduate degree and future master's degree at UNCP.

Eligible students must

- be seniors (have successfully completed 90 semester hours) when they participate,
- have completed a minimum of two semesters (24 credit hours) as a UNCP student,
- and have a GPA of at least 3.0 UNCP GPA.

Applicants interested in taking a graduate course must complete a Senior Privilege form gaining permission from the student's advisor and department chair and the Dean of Graduate Studies and Research. If the student hopes to count the course(s) towards a future master's degree at UNCP, s/he will also need the signature of a program director under which the course(s) is(are) offered. The Dean of Graduate Studies and Research makes the final decision regarding eligibility of graduate course enrollment.

Students should note that not all graduate programs have courses which will meet the

requirements for both undergraduate and graduate programs of study. Permission to take graduate courses, even for future graduate degree credit, **does not guarantee future admission into a graduate program.**

Undergraduate students taking graduate courses are held to the same expectations, standards and regulations as graduate students and receive earned “graduate school” grades (A, B, C, F, W, I). Undergraduate students *may not take graduate hours in Thesis, Independent/Individual Study, Practicum or Internship courses.*

Students should note:

- Graduate level coursework may only be applied to both a UNCP undergraduate and a UNCP graduate degree if the student receives prior approval by the Dean of Graduate Studies and Research.
- Students who are accepted to the program will not be allowed to continue if their cumulative undergraduate GPA falls below 3.0.
- Graduate course grades do not count in the undergraduate GPA.
- Students taking graduate courses may withdraw from the course up to two weeks prior to the last regular class meeting for a regular 15 week course or the equivalent in shorter term courses.
- Undergraduates taking and failing a graduate level course may appeal to the Graduate Appeals Committee to apply for admission into a graduate program following the guidelines under *Special Readmission Regulation for Students Dismissed for Academic Reasons.*

### **False or Misleading Information**

Any student who supplies false or misleading information or conceals pertinent facts in order to secure admission to UNCP may be denied admission or, if admitted, may be immediately dismissed from the University. Such a student may be ineligible to receive any credit from the School of Graduate Studies of the University.

### **Transfer Credit**

Graduate students may transfer in six to twelve credit hours (with a grade of B or better) of relevant graduate credit taken at an accredited institution with approval of the program director and the Graduate Dean according to the following sliding scale:

30-39 hours in the program —transfer up to 6 credit hours;

40-49 hours in the program—transfer up to 9 hours;

50+ hours in the program—transfer up to 12 hours.

It is the responsibility of the student to apply for approval of transfer credit. The form is available on the Graduate School website. Along with this form, an official copy of the transcript reflecting the credit and a copy of the catalog description must be submitted for each course. The Program Director may require a copy of the course syllabus.

For pre-existing graduate credits, a student must submit the completed transfer credit request form to the School of Graduate Studies and Research within one calendar year of the first day of classes of the semester or summer session of the student’s first reenrollment in courses (including prerequisites) required for his/her graduate program. If this date falls on a weekend or a UNCP holiday, then the deadline will be the next workday. Transfer credit requests submitted after the deadline will not be processed.

If a student seeks to take graduate credit(s) at another institution for transfer to UNCP, s/he must obtain prior written approval for the credit from both the appropriate program director and the Dean of the School of Graduate Studies and Research. The completed transfer credit request form, signed to show the approval of the program director must be submitted to the School of Graduate Studies and Research at least 30 calendar days prior to the first day of classes of the UNCP semester of summer session that corresponds most closely to the timeframe during which the course(s) will be taken at the other institution. Transfer credit requests submitted after that deadline will not be processed.

The transfer credit is subject to the five-year time limit (six years for the Professional school counseling, Clinical Mental Health Counseling, and Social Work programs) applied to all course work credited toward the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit" and "Due Process" sections of this handbook).

### **Grading**

It is expected that students enrolled in graduate courses demonstrate breadth and depth of understanding significantly beyond the undergraduate level. While letter grades are used in the graduate program, they differ substantially in meaning from the undergraduate program.

A grade of "A" designates that the graduate student's performance has been superior, going above and beyond what is normally expected in a graduate class.

A grade of "B" designates that the graduate student's performance has been satisfactory and that the student has demonstrated the level of understanding normally expected in a graduate class.

A grade of "C" designates that the graduate student's performance has been poor and that the student has demonstrated significantly less understanding than what is normally expected in a graduate class. An accumulation of three (3) "C"s in a student's program of study makes the student ineligible to continue graduate studies at the University of North Carolina at Pembroke. \*Excepted from this policy are students readmitted by the Graduate Appeals Committee.

A grade of "F" designates failure of the course. A graduate student who receives an "F" is ineligible to continue graduate studies at the University. \*Excepted from this policy are students readmitted by the Graduate Appeals Committee.

A grade of "I" (incomplete) is given when a student is unable to complete required work because of an unavoidable circumstance such as illness. It is not to be given to enable a student to do additional work to improve a grade. Assigning the "I" grade is at the discretion of the individual instructor. It is the student's responsibility to request the "I" grade. Generally, the student will have completed most of the work required for the course before the grade of "I" is requested. An incomplete must be removed within one semester (excluding summer term), or it will automatically be converted to a grade of "F" by the University Registrar. In determining quality hours and quality point averages, an "I" is counted as an "F" until it is removed. An "I" grade does not fulfill prerequisite requirements.

A grade of "T" indicates grade pending and is issued only for thesis research and capstone courses and for the year-long internship in school administration.

A grade of "W" indicates that a student officially withdrew from a course. A grade of "W" may be received only once for a specified course (see "Withdrawal Policy" section below).

### **Grade Appeal Policy**

The Graduate Appeals Committee (GAC) of the Graduate Council is the body which considers grade appeals from graduate students. There are two grounds for appealing a grade: (1) evidence of miscalculation, and (2) material deviation from information published in the course syllabus without adequate notice of the change.

Graduate students are required to attempt to resolve the grading issue with the course professor before filing an appeal. Graduate students who are unable to resolve questions with the course professor have thirty (30) calendar days from the date on which grades are due (as specified on the Registrar's academic calendar) for the relevant semester or summer session to file an appeal. If this date falls on a weekend or a UNCP holiday, then the deadline will be the next workday. Students are responsible for submitting a written appeal and the required documentation to the Dean of the School of Graduate Studies and Research so that they are postmarked or hand-delivered no later than 5:00 p.m. on the deadline date. If a request for appeal is not postmarked or hand delivered by this deadline, it will not be considered. The decisions of the Graduate Appeals Committee are final and do not set precedent; each case is considered on its own merits.

### **Lapsed Credit (Reinstatement of Credit)**

In cases of documented merit and/or continuing professional experience within a given discipline, the Graduate Appeals Committee (GAC) of the Graduate Council may, at its discretion, entertain appeals cases for reinstatement of graduate credits earned more than five years ago at The University of North Carolina at Pembroke or another accredited institution of higher learning. This procedure is available for former graduate students seeking to return to graduate study.

The Graduate Appeals Committee is authorized by the Graduate Council to consider reinstatement of a maximum of nine (9) semester hours of lapsed academic graduate credit from The University of North Carolina at Pembroke and six (6) semester hours of lapsed credit from another institution. No reinstatement appeal may go the GAC unless the appeal bears the signatures of the director of the student's graduate program and the chair and/or dean of the appropriate academic department. Graduate students seeking to file reinstatement appeals should contact the Dean of Graduate Studies and Research to discuss the appropriate details of filing such appeals.

The Graduate Appeals Committee is the "due process" body for graduate students seeking to file reinstatement appeals. Such cases are considered on an individual, nonprecedent-setting basis, and they are evaluated and judged by the GAC on their own merit. The decisions of the GAC are final.

### **Repetition of Courses**

Certain graduate courses may be repeated for credit (e.g., thesis, professional paper or capstone study/project courses) and are identified in the course description in the program sections of the UNCP Catalog. Students in programs with repeatable courses must enroll in the repeatable course each semester (that do not specify otherwise) and continue enrollment each semester during the regular academic year (fall, spring) until the paper or project is complete. If the student is defending the paper or project during this summer term, the student must register for the repeatable course during at least one summer term. Students should contact program

directors for guidance regarding courses that must be repeated for credit and for clarification concerning credit hours if the credit hours listed for a repeatable course are variable.

Repetition of any graduate course other than those identified in course descriptions as repeatable is subject to the approval by the student's program director and the Graduate School Dean. Degree credit for repeated courses will be given only once. However, both the original grade and the grade received in the repetition will be recorded and used in calculating the overall GPA. **Unless otherwise noted, a course can only be repeated one time.** Students wanting to repeat a graduate course should complete a *Repeat a Graduate Course Request* form and submit it to the Graduate Office.

### **Withdrawal Policy**

Graduate students may apply to withdraw from a course. The deadline for withdrawal depends upon the schedule for the course and the format of the course. The deadlines for withdrawing from a graduate course are included in the official Graduate Academic Calendar that is posted on the website of the School of Graduate Studies ([www.uncp.edu/grad](http://www.uncp.edu/grad)).

It is the student's responsibility to adhere to the withdrawal deadline and to submit the [withdrawal form](#) to the School of Graduate Studies. Students who do not officially withdraw from a course by the established deadline may receive a grade of "F." A graduate student who receives an "F" is ineligible to continue graduate studies at The University of North Carolina at Pembroke, and he/she will be dismissed.

A grade of "W" may be received only once for a specified course, and no more than three "W" grades may be received in a student's program of study. Receiving a grade of "W" for the second time for the same course, or receiving a fourth grade of "W" in a program of study, renders a graduate student ineligible to continue his/her graduate studies at the University, and he/she will be dismissed.

Withdrawing from a class does not excuse a student from the five-year time limit (six years for the Professional School Counseling, Clinical Mental Health Counseling, and Social Work programs) within which all program requirements must be completed.

The date that a graduate student submits his/her withdrawal form to the Office of Graduate Studies or the date of notification, whichever is later, will be considered the last date of attendance for financial aid and student accounts purposes. If a student receives financial aid, he/she is advised to consult with his/her counselor to determine the impact of the withdrawal on his/her financial aid status. If the withdrawal occurs when refunds are still possible, the Office of Student Accounts will adjust charges on a pro-rated basis, as possible. Please see the website of the Office of the Controller for additional information (<http://www.uncp.edu/co/>).

### **Due Process**

Any enrolled graduate student whose entrance to, continuation in, or exit from the Graduate Program is denied by the Dean of the School of Graduate Studies and Research acting upon

policies established by the Graduate Council of The University of North Carolina at Pembroke has the right to appeal the denial. The exception to the process is Academic Dishonesty Appeals which are handled by the Office of Student Conduct. The Graduate Council has designated The Graduate Appeals Committee (GAC) as the “due process” body for all other graduate student appeals.

The Dean of the School of Graduate Studies and Research will notify the student of the denial and the policy upon which it is based. The student wishing to appeal a denial should submit a written request for appeal to the Dean of the School of Graduate Studies and Research so that the appeal is postmarked or hand delivered to the Graduate School no later than 5:00 p.m. on the date that is thirty (30) calendar days after the date on which grades are due (as specified on the Registrar’s academic calendar) for the relevant semester or summer session. If this date falls on a weekend or a UNCP holiday, then the deadline will be the next workday. The request should contain the reason(s) the student believes the denial should be reversed. If a request for appeal is not postmarked or hand delivered by the deadline specified in the denial letter, it will not be considered.

The Graduate Appeals Committee meets in February, June, and October. Any appeal submitted by the deadline will be considered at the next meeting of the GAC. The student will be advised of the date, time, and location of the meeting, and provided the opportunity to appear before the GAC if s/he desires to do so.

The Graduate Appeals Committee is not bound by precedent; rather, it is required to consider every appeal on the basis of the individual merit of that particular case. The decision of the GAC will be final.

### **Special Readmission Policy for Students Dismissed for Academic Reasons**

A former UNCP student who was dismissed for academic reasons from the UNCP School of Graduate Studies and has not been enrolled in a graduate program at any institution of higher education for a period of four (4) semesters (excluding summers) may apply for readmission under the Special Readmission Policy of the Graduate School.

In order to qualify for the Special Readmission Policy, a former student must obtain letters of support from the current program director, former advisor (if not the same person as program director), and at least one faculty member (not the same person as program director or advisor) who taught a graduate course taken by the former student. The former student also must complete a Graduate Appeals form and include an explanation of the circumstances of his/her dismissal from the Graduate School and should make the case for how he/she is prepared to be successful if readmitted.

Such appeals are considered by the Graduate Appeals Committee of the Graduate Council. The Council’s decision will be final and there is no opportunity for further appeal. Students may apply for readmission under this policy only one time. Any readmitted student is subject to the policies and procedures of the School of Graduate Studies that are current at the time of

readmission.

Any student readmitted to the same program under this policy will return on provisional readmission status and must meet the provisions stipulated for their readmission by the Graduate Appeals Committee, upon recommendation of the program director. Included among those provisions will be the stipulation that the readmitted student must earn a 3.0 or higher each semester after being readmitted. Students who fall below a 3.0 in a semester will be dismissed from their programs of study and from the Graduate School. Graduate courses that are not part of the students' degree plan may not be taken in an attempt to raise the GPA.

If a former student wishes to apply to a different graduate program, he/she must first appeal to the Graduate Appeals Committee under the Special Readmission Policy. If the committee grants eligibility to apply for admission to a different program, the former student must then complete the regular admission process for the new program. Admission to the new program is not guaranteed; the normal admission process and procedures will be followed. Under this policy, any student who ultimately is admitted to a different program will return on provisional admission status and must meet the provisions stipulated for their admission by the Dean of the School of Graduate Studies and Research, upon recommendation of the program director of the new program. Included among those provisions will be the stipulation that the student must earn a 3.0 or higher each semester after being admitted. Students who fall below a 3.0 in a semester will be dismissed from their programs of study and from the Graduate School. Graduate courses that are not part of the students' degree plan may not be taken in an attempt to raise the GPA.

### **Commencement**

A graduate student may participate in commencement exercises if he or she has met all the requirements for graduation. These requirements include catalog listed and program listed requirements. Students are to meet requirements of the catalog which were current at the time the students entered this institution or a subsequent catalog in consultation with a program director. A student moved to a subsequent catalog will not be allowed to revert back to any previous catalogs. When commencement takes place before final grades are processed, a graduate student may participate in commencement unless the Graduate Office or Registrar has been notified that the student will not meet all degree requirements by the last day of exams.

For programs leading to state licensure, program requirements change to meet state licensure requirements; it is possible that a degree candidate who may participate in commencement might not receive a licensure recommendation until updated licensure requirements are completed.

A graduate student is eligible to participate in the commencement ceremony that coincides with the semester during which he or she will complete all degree requirements. Specifically, if a graduate student will complete degree requirements during the fall semester, he/she is eligible to participate in the Winter Commencement and likewise for the spring semester. If he/she will complete degree requirements during the summer (i.e., between the end of the spring semester and the beginning of the fall semester), he/she is eligible to participate in the following Winter Commencement.

If a graduate student elects to receive his/her diploma in absentia, he/she must submit to the Registrar one month prior to graduation a written request that indicates the address to which the diploma will be mailed. The diploma will be mailed after commencement.

## **OVERVIEW OF MASTER'S DEGREE REQUIREMENTS**

To receive a master's degree from The University of North Carolina at Pembroke students must successfully complete the prescribed program of study with a cumulative grade point average of at least a 3.0 on a 4.0 grading scale, successfully pass the written comprehensive examinations (or an equivalent requirement, if applicable), submit an application for graduation, and be approved by the Faculty Senate. It is the responsibility of the student to file an application for the comprehensive examination and an application for graduation with the UNCP School of Graduate Studies by the deadline established by that office. The forms are available on the Graduate School website. Candidates for the master's degree are expected to attend commencement exercises in the appropriate attire.

The following are the deadlines for graduate students to apply for graduation:

<b>Summer Graduation</b>	<b>Fall Graduation</b>	<b>Spring Graduation</b>
March 1	March 1	October 1

The graduation application fee is \$90.00. A late graduation application fee of \$25.00 applies after the deadlines stated above.

### **Programs of Study**

The program of study prescribed for each graduate degree program is detailed in the catalog. Students are to meet requirements of the catalog which were current at the time the students entered this institution or a subsequent catalog in consultation with a program director. A student moved to a subsequent catalog will not be allowed to revert back to any previous catalogs. Based on their undergraduate records or professional experience, additional course work may be specified for individuals at the time of their admission. When such additional course work is required, it becomes part of a student's prescribed program of study and must be completed for the degree to be awarded. When such courses are undergraduate prerequisites, the grade earned is recorded on the student's undergraduate graduate transcript.

### **Advisement**

Each student admitted to a graduate program is assigned a graduate faculty member from the academic department as an advisor. Initially, graduate students are expected to meet with their advisors to plan their programs of study. Thereafter, they are expected to periodically meet with their advisors for further guidance. Advisement sessions are scheduled each semester in conjunction with pre-registration. The registration process is completed on BraveWeb and requires a PIN, which must be obtained from the assigned advisor.



### **New Graduate Student Orientation**

All degree-seeking graduate students are strongly encouraged and expected to attend the scheduled orientation session during their first semester of enrollment. Students are held responsible for knowing and understanding the information provided during orientation sessions. Dates and times of the August and January orientation sessions are posted on the School of Graduate Studies website. Graduate students beginning their studies during the summer sessions are expected to attend the fall semester orientation. Program Directors are to be at the Orientation and meet with their students during the event.

### **Completion of HAVEN Training**

All new students are required to participate in training related to the Federal Mandate (signed into law by President Obama in March of 2013) and outlined in **Campus Sexual Violence Elimination Act** or **Campus SaVE Act (SaVE)**. Graduate students may not be allowed to register for a second semester/session of courses until they have successfully completed session I of HAVEN, an online training module. Access to Haven is through Braveweb accounts.

### **Continuation in the Program/Academic Progress**

The academic progress of each graduate student is monitored on a regular basis by the Dean of the School of Graduate Studies and Research, the student's advisor, and/or the appropriate program director. A minimum grade point average of 3.0 is required to receive a master's degree.

### **Level of Coursework**

All coursework applied toward the master's degree must be earned in courses designed for graduate students (numbered 5000 and above). No 4000-level coursework may be applied to the master's degree. No more than three semester hours of graduate credit earned in workshop courses may be applied toward a master's degree program.

### **Time Limits**

All course work applied toward the master's degree must have been completed within five years (six years for the Professional School Counseling, Clinical Mental Health Counseling, and Social Work programs) of formal admission to the program. The time requirement is based upon the calendar. For example, if a student enrolls for a fall semester graduate course, then this student is one year into his/her time limit at the start of the next fall semester.

### **Research Requirement**

Research projects are an integral part of graduate programs. If research for the project involves human subjects, the appropriate Institutional Review Board approval is required prior to collecting any data from or interacting with human subjects. Important information is available at the Institutional Review Board's website ([www.uncp.edu/irb/](http://www.uncp.edu/irb/)).

### **Comprehensive Examinations**

Candidates for some master's degrees must pass written comprehensive examinations. The comprehensive examinations are administered by the programs that require them. The programs set the policies for the comprehensive exams, including the schedule, the registration process, the

examination format, and retake procedures, if applicable. Information concerning comprehensive examinations is available from the program directors for the individual graduate degrees.

### **Thesis**

Some graduate programs require a thesis to be completed as part of the program of study, and in some cases a thesis is optional. Students completing a thesis are assigned a thesis advisor. The thesis project must be approved by the thesis advisor and a thesis committee. Approval by the Institutional Review Board is required if research for the thesis involves human subjects.

The candidate and the thesis advisor are to follow the graduate thesis guidelines provided online and submit the four forms and final thesis according to the directions therein. Following a successful defense and when all final corrections to the thesis are made, it is the responsibility of the student to provide the Dean of the School of Graduate Studies with a single copy of the work on ordinary bond paper for Graduate School approval at least two weeks before the end of the semester in which the student expects to complete degree requirements. The final approval of a thesis rests with the Dean of Graduate Studies and Research.

Upon approval of this draft, a final copy should be submitted to the Graduate School meeting the specified qualifications. Additionally, the candidate must submit the thesis electronically in pdf format and complete forms to have the thesis added to the University's digital archives or Institutional Repository. Forms and directions regarding thesis submission are located on the Graduate School [thesis website](#).

### **Licensure by the N.C. State Board of Education**

UNCP does not issue licensure and graduation from a program does not guarantee licensure. Students completing programs leading to graduate (M level) licensure by the North Carolina State Board of Education must submit a licensure application. Application forms are available on the School of Education website ([www.uncp.edu/soe](http://www.uncp.edu/soe)) at the link for the Licensure Office.

### **Academic Honor Code Violations**

Graduate students are held to the [UNCP Academic Honor Code](#). Violations to the Honor Code are handled by the Office of Student Conduct. Students are responsible for knowing, for observing and for reporting possible violations of the Academic Honor Code. Honor Code violation penalties and procedures are described at the [UNCP Academic Honor Code](#) link.

Documentation of all infractions will be placed in the student's folder in the Office of Graduate Studies and indefinitely and in the Office of Student Conduct for ten (10) years.

### **Registration**

Each semester, currently enrolled students in good-standing are provided the opportunity to preregister for the subsequent semester/sessions during published windows established by mutual consent of the Registrar and Graduate School Dean. Payment or proper arrangements must be received by the date set by the Cashier's office or registrations are cancelled by that office and students must re-register for available courses.

**Course Loads**

Graduate students may enroll in nine (9) semester hours during regular semesters (some programs may require additional hours). Students employed on a full-time basis are encouraged to take six (6) credit hours a semester or less. During each summer session, graduate students may enroll in a maximum of six (6) credit hours each term for a total of twelve (12) credit hours during the summer.

**GRADUATE ASSISTANTSHIPS**

The University offers a number of graduate assistantships to qualified graduate students. Graduate assistantship appointments usually are for one academic year; assistantships may or may not be renewed. Graduate assistantships generally are not available during the summer months.

To be eligible for a graduate assistantship, a student must be formally admitted (i.e., provisional or full-standing status) to one of the graduate programs. The student must be a full-time student (not otherwise employed and registered for a minimum of nine hours per semester), and s/he must maintain a 3.0 overall GPA. Partial tuition scholarships may be awarded to graduate assistants if sufficient funds are available. Go to [additional information](#) on graduate assistantships.