



THE  
GRADUATE  
SCHOOL



# GRADUATE FACULTY HANDBOOK 2023-2024



CHANGING  
LIVES  
THROUGH  
EDUCATION

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*Now is the time. UNC Pembroke is the place.*



## ABOUT THE GRADUATE SCHOOL AND GRADUATE PROGRAMS

The University of North Carolina at Pembroke offers over forty graduate programs, concentrations, and certificates 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, UNCP challenges students to take their skills and knowledge to a new level of mastery.

The Graduate School 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. All programs offer online and/or hybrid courses, but not all programs are offered entirely online. This handbook contains information about program governance, requirements, policies, and procedures approved by the Graduate Council.

### **Graduate School Mission Statement**

The mission of The Graduate School at The University of North Carolina at Pembroke is to provide quality graduate-level degree programs and opportunities for continuing professional and career development for students whose academic preparation and personal characteristics predict success in graduate studies.

### **Office of The Graduate School**

While graduate classes may be offered at a variety of on-campus and off-campus sites, the location for all inquiries regarding graduate admissions, regulations, and procedures is The Graduate School.

The Graduate School  
The University of North Carolina at Pembroke  
Hickory Hall North (first floor)  
P.O. Box 1510  
Pembroke, NC 28372

[www.uncp.edu/grad](http://www.uncp.edu/grad)  
Phone: 910-521-6271  
Fax: 910-521-6751  
Hours: 8:00 a.m. – 5:00 p.m.  
Monday through Friday

## The Graduate School Staff



**Dr. Irene Pittman Aiken**

Dean

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Ph.D., University of North Carolina at Chapel Hill

M.A.Ed., Pembroke State University (now UNCP)

B.A., University of North Carolina at Chapel Hill

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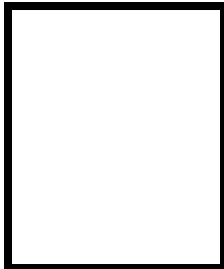
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TBD

Recruiter and Enrollment Coordinator



## GRADUATE PROGRAMS

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

### **Doctor of Nursing Practice in Population Health**

#### **Master of Arts**

- English Education
- English Education: Thesis 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)
- Sport Administration

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

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

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

- Art Education Specialization
- Birth-Kindergarten Education Specialization
- Elementary Education
- Health/Physical Education Specialization
- Middle Grades: Specialization in
  - Language Arts
  - Mathematics
  - Science
  - Social Studies
- Secondary Education: Specialization in
  - English
  - Mathematics
  - Science
  - Social Studies
- Spanish Education
- Special Education

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

- Business Administration: Concentrations in
  - Business Analytics
  - Finance
  - Financial Services
  - Forensic Accounting
  - Healthcare Administration

- Supply Chain Management

**Master of Public Administration**

- Public Administration: Concentrations in
  - Criminal Justice
  - Emergency Management
  - Health Administration
  - General Public Administration

**Master of School Administration**

- School Administration

**Master of Science**

- Nursing: Concentrations in
  - Clinical Nurse Leader
  - Clinical Prevention and Population Health
  - Nurse Educator
  - RN-MSN

**Master of Science in Occupational Therapy**

**Master of Social Work**

- Social Work
- Social Work: Advanced Standing

**Graduate Certificate Programs**

- Advanced School Counseling for Postsecondary Success Certificate
- Post-Master's Certificate in Nursing Education
- Certificate in Addiction Counseling
- Certificate in Play Therapy

In addition to these degrees, UNCP also has a program for **add-on "M" licensure** in:

- English as a Second Language (ESL)
- Professional School Counseling
- School Administration
- School Social Work

**GRADUATE PROGRAM DIRECTORS**

**Programs of Study and Program Directors**

Art Education, K-12 (M.A.)	Dr. Naomi Lifschitz-Grant Locklear Hall, Room 212 910-522-5792; <a href="mailto:naomi.lifschitz-grant@uncp.edu">naomi.lifschitz-grant@uncp.edu</a>
Business Administration (M.B.A)	Dr. John "Jack" Spillan James A. Thomas Hall, Room 226 910-775-4357; <a href="mailto:john.spillan@uncp.edu">john.spillan@uncp.edu</a>
Clinical Mental Health Counseling (M.A.Ed.)	Dr. Whitney Akers School of Education, Room 344 910-521-6753; <a href="mailto:whitney.akers@uncp.edu">whitney.akers@uncp.edu</a>
Elementary Education, K-6 (M.A.Ed.)	Dr. Kelly Ficklin School of Education, Room 215B 910-775-4037; <a href="mailto:kelly.ficklin@uncp.edu">kelly.ficklin@uncp.edu</a>

English Education, 9-12 (M.A.)	Dr. Joseph Sweet Dial Humanities Building, Room 110 910.775.4735; <a href="mailto:joseph.sweet@uncp.edu">joseph.sweet@uncp.edu</a>
Mathematics Education, 9-12 (M.A.)	Ms. Hillary Sessions Oxendine Science Building, Room 1213 910-775-4419; <a href="mailto:hillary.sessions@uncp.edu">hillary.sessions@uncp.edu</a>
Middle Grades Education, 6-9 (M.A.Ed.)	<b>Specialty Area Advisors</b> Language Arts: Dr. Joseph Sweet Dial Humanities Building, Room 110 910-775-4735; <a href="mailto:joseph.sweet@uncp.edu">joseph.sweet@uncp.edu</a> Mathematics: Ms. Hillary Sessions Oxendine Science Building, Room 1213 910-775-4419; <a href="mailto:hillary.sessions@uncp.edu">hillary.sessions@uncp.edu</a> Science: Dr. Rita Hagevik Oxendine Science Building, Room 2240 910-521-6652; <a href="mailto:rita.hagevik@uncp.edu">rita.hagevik@uncp.edu</a> Social Studies: Dr. Serina Cinnamon Dial Humanities Building, Room 207 910-713-4310; <a href="mailto:serina.cinnamon@uncp.edu">serina.cinnamon@uncp.edu</a>
Nursing (DNP)	Dr. Mary Kozub Weinstein Health Sciences Building, Room 323 910-775-4167; <a href="mailto:mary.kozub@uncp.edu">mary.kozub@uncp.edu</a>
Nursing (MSN)	Dr. Julie Harrison-Swartz Weinstein Health Sciences Building, Room 315 910-775-4509; <a href="mailto:julie.harrison-swartz@uncp.edu">julie.harrison-swartz@uncp.edu</a>
Occupational Therapy (M.S.)	Dr. Elisha Chambers Weinstein Health Sciences Building, Room 337 910-775-4766; <a href="mailto:elisha.chambers@uncp.edu">elisha.chambers@uncp.edu</a>
Physical Education, K-12 (M.A.)	Dr. Thomas Trendowski Jones Athletic Center, Room 1191 910-521-6342; <a href="mailto:thomas.trendowski@uncp.edu">thomas.trendowski@uncp.edu</a>
Professional School Counseling (M.A.Ed.)	Dr. Jonathan Ricks School of Education, Room 134 910-775-4041; <a href="mailto:jonathan.ricks@uncp.edu">jonathan.ricks@uncp.edu</a>
Public Administration (M.P.A.)	Dr. Gary Anderson Oxendine Science Building, Room 1311 910-775-4282; <a href="mailto:gary.anderson@uncp.edu">gary.anderson@uncp.edu</a>
Reading Education, K-12 (M.A.Ed.)	Dr. Heather Kimberly Dial Sellers School of Education, Room 311 910-521-6636; <a href="mailto:heather.sellers@uncp.edu">heather.sellers@uncp.edu</a>
School Administration (M.S.A.)	Dr. Bryan Winters School of Education, Room 323 910-521-6385 <a href="mailto:bryan.winters@uncp.edu">bryan.winters@uncp.edu</a>
Science Education, 9-12 (M.A.)	Dr. Rita Hagevik Oxendine Science Building, Room 2240 910-521-6652; <a href="mailto:rita.hagevik@uncp.edu">rita.hagevik@uncp.edu</a>
Social Studies Education, 9-12 (M.A.)	Dr. Serina Cinnamon Dial Humanities Building, Room 207 910-713-4310; <a href="mailto:serina.cinnamon@uncp.edu">serina.cinnamon@uncp.edu</a>
Social Work (M.S.W.)	Dr. Cindy Locklear Weinstein Health Sciences Building, Room 361L 910-775-4382; <a href="mailto:cindy.locklear@uncp.edu">cindy.locklear@uncp.edu</a>
Sport Administration (M.A.)	Dr. Francis M. Kozub Jones Health and Physical Education Center, 1103 9105216385; <a href="mailto:francis.kozub@uncp.edu">francis.kozub@uncp.edu</a>



### Master of Arts in Teaching Program (M.A.T.)

Dr. Lisa Mitchell serves as the MAT Director (Education Center 118, 910.775.4412; [lisa.mitchell@uncp.edu](mailto:lisa.mitchell@uncp.edu)).

Art Education (K-12)	Dr. Naomi Lifschitz-Grant Locklear Hall, Room 212 910-522-5792; <a href="mailto:naomi.lifschitz-grant@uncp.edu">naomi.lifschitz-grant@uncp.edu</a>
Birth-Kindergarten Education	Dr. Sandra Plata-Potter, Ph.D. School of Education, 310 910.775.4760; <a href="mailto:sandra.plata-potter@uncp.edu">sandra.plata-potter@uncp.edu</a>
English Education (9-12)	Dr. Joseph Sweet Dial Humanities Building, Room 110 910.775.4735; <a href="mailto:joseph.sweet@uncp.edu">joseph.sweet@uncp.edu</a>
Mathematics Education (9-12)	Ms. Hillary Sessions Oxendine Science Building, Room 1213 910-775-4419; <a href="mailto:hillary.sessions@uncp.edu">hillary.sessions@uncp.edu</a>
Middle Grades Education (6-9)	<u>Specialty Area Advisors</u> Language Arts: Dr. Joseph Sweet Dial Humanities Building, Room 110 <a href="tel:910.775.4735">910.775.4735</a> ; <a href="mailto:joseph.sweet@uncp.edu">joseph.sweet@uncp.edu</a> Mathematics: Ms. Hillary Sessions Oxendine Science Building, Room 1213 910-775-4419; <a href="mailto:hillary.sessions@uncp.edu">hillary.sessions@uncp.edu</a> Science: Dr. Rita Hagevik Oxendine Science Building, Room 2240 910-521-6652; <a href="mailto:rita.hagevik@uncp.edu">rita.hagevik@uncp.edu</a> Social Studies: Dr. Serina Cinnamon Dial Humanities Building, Room 207 910-713-4310; <a href="mailto:serina.cinnamon@uncp.edu">serina.cinnamon@uncp.edu</a>
Physical Education (K-12)	Dr. Thomas Trendowski Jones Athletic Center, Rm 1191 910-521-6342; <a href="mailto:thomas.trendowski@uncp.edu">thomas.trendowski@uncp.edu</a>
Science Education (9-12)	Dr. Rita Hagevik Oxendine Science Building, Room 2240 910-521-6652; <a href="mailto:rita.hagevik@uncp.edu">rita.hagevik@uncp.edu</a>
Social Studies Education (9-12)	Dr. Serina Cinnamon Dial Humanities Building, Room 207 910-713-4310; <a href="mailto:serina.cinnamon@uncp.edu">serina.cinnamon@uncp.edu</a>
Spanish Education (K-12)	Dr. Ana Cecilia Lara Dial Humanities Building, Room 243 910-521-6359; <a href="mailto:cecilia.lara@uncp.edu">cecilia.lara@uncp.edu</a>
Special Education	Dr. Marisa Roach Scott School of Education, Room 208 910-775-4422; <a href="mailto:marisa.scott@uncp.edu">marisa.scott@uncp.edu</a>

### Certificates and Add-on Licenses

Nurse Educator Certificate	Dr. Julie Harrison-Swartz Health Sciences Building, Room 315 910-775-4509; <a href="mailto:julie.harrison-swartz@uncp.edu">julie.harrison-swartz@uncp.edu</a>
Advanced School Counseling for Postsecondary Success Certificate	Dr. Jonathan Ricks School of Education, Room 134 910-775-4041; <a href="mailto:jonathan.ricks@uncp.edu">jonathan.ricks@uncp.edu</a>

Addictions Counseling Certificate	Dr. Stephanie Robinson School of Education, Room 341 910-521-6663; <a href="mailto:stephanie.robinson@uncp.edu">stephanie.robinson@uncp.edu</a>
Play Therapy Certificate	Dr. Jonathan Ricks School of Education Room 134 910-775-4041; <a href="mailto:jonathan.ricks@uncp.edu">jonathan.ricks@uncp.edu</a>
Professional School Counseling Add-on License	Dr. Jonathan Ricks School of Education, Room 134 910-775-4041; <a href="mailto:jonathan.ricks@uncp.edu">jonathan.ricks@uncp.edu</a>
English as a Second Language Add-on License	Dr. Eun Hee Jeon Dial Humanities Building, 260B 910-521-6842; <a href="mailto:eunhee.jeon@uncp.edu">eunhee.jeon@uncp.edu</a>
School Administration Add-on License	Dr. Bryan Winters School of Education, Room 323 910-521-6385 <a href="mailto:bryan.winters@uncp.edu">bryan.winters@uncp.edu</a>

## PROGRAM GOVERNANCE

### Role of the Graduate Council

(From the *UNCP Faculty Handbook 2018-19*, Chapter 3, p. 31)

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 Graduate School 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 Graduate School, 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 Dean of the School of Education, and three graduate faculty members appointed at-large. A graduate student (usually the president of the Graduate Student Organization) may be invited to serve on the Council. The Dean of The Graduate School serves as chair of the Council, and the Assistant Dean of The Graduate School 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 Graduate School. 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 pm September, October, November, January, February, March and April. Meetings are open to any interested faculty/staff members.

[Agenda and Minutes](#) of previous Graduate Council Meetings are also available.

## **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.

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. [A link to Curriculog](#), the website to submit new and revised curriculum, is available on the Academic Affairs webpage.

The Dean of The Graduate School, 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 (*UNCP Faculty Handbook 2018-19*, p. 31). The Graduate Council serves as a University-wide committee and the official policy making body of The Graduate School (From the *UNCP Faculty Handbook 2018-19*, Chapter 3, p. 31).

## **Dean of The Graduate School**

The Dean of The Graduate School 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.

## **Assistant Dean of The Graduate School**

The Assistant Dean of The Graduate School 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 The Graduate School.

## **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 School, 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 The Graduate School;
- 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 Graduate School 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.

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 augment, 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 Graduate School, 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.

#### Eligibility Criteria for Graduate Faculty Status

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

**Adjunct Graduate Faculty:** Status approved for non-tenure track faculty who have an earned doctorate (or its equivalent) appropriate for the academic field, 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 Assistant Dean of The Graduate School 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 Graduate School, 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 II, Chapter 1 (Faculty Policies) of the *UNCP Faculty Handbook*.

## **Graduate Faculty Teaching Load**

As reflected in the UNCP Faculty Handbook, the normal teaching load for faculty is 12 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. *Note: Changes in UNC system policies could impact the UNCP teaching load policy.*

## **Graduate Faculty Mentor Award**

To underscore the importance of collaborative research and to encourage, identify, recognize, reward, and support sustained collaborative academic activity by the faculty with the graduate students in the University, The Graduate School created a "UNC Pembroke Graduate Faculty Mentor Award." At the discretion of the Graduate Faculty Mentor Award Committee, one or more recipients are selected annually to receive a citation and to be recognized at the Faculty Appreciation Dinner.

### Criteria

Outstanding graduate faculty stand out in all areas associated with scholarly excellence. Such faculty,



through collaboration with the graduate students, manifest high levels of achievement through publication of professional research in peer-reviewed journals, scholarly books within one's discipline, chapters within scholarly books, grant application, and presentations at professional meetings, conferences, performances, galleries, or exhibits. The Selection Committee, comprised of a representative of the Dean of The Graduate School and four graduate faculty members, will show particular preference to those faculty members who demonstrate enthusiasm and sustained commitment to professional growth of graduate students, including – above all – collaborative scholarly initiatives that involve graduate students. The UNCP Graduate Faculty Mentor Award recognizes excellence in the two years preceding the granting of the award.

### Eligibility

Those eligible for the UNCP Graduate Faculty Mentor Award are full-time UNCP faculty who currently hold graduate faculty status and who have taught at UNCP for at least two years prior to the year of nomination. Nominees must hold full-time faculty appointments in the current year. Nominees must not have received the UNCP Graduate Faculty Mentor Award in the previous five years.

### Nominations and Procedures

At the beginning of each spring semester, the Assistant Dean of The Graduate School emails a call for nominations to the faculty listserv and to the student listserv (via Student Affairs office), and corresponds with the nominees according to the suggested schedule (see table below).

Faculty, graduate students, and administrators are invited to submit nominations electronically to the Assistant Dean of The Graduate School. Self-nominations are allowed and encouraged. Members of the Selection Committee cannot submit nominations. The nomination letter explains why the nominee deserves this award. The basis for nomination must be collaborative work, mentorship, and scholarly excellence in the two years preceding the granting of the award.

To be considered for the UNCP Graduate Faculty Mentor Award, a nominee must **submit via email** the following materials to the Assistant Dean of The Graduate School:

1. A current resume or curriculum vitae
2. A detailed narrative, which addresses the
  - a. the nature of collaboration between the faculty member and graduate student(s) on various scholarly projects, and
  - b. the quality of the venues (publishers, journals, professional meetings, conferences, performances, galleries, exhibits) in which scholarly works appear.
3. Three letters of support
  - a. These letters of support must come from each of the following mutually exclusive categories of recommenders: 1) faculty colleague, 2) one student, and 3) nominee's department chair, dean, or program director.
  - b. The letters should address the quality of the nominee's work and/or the quality of the venue in which it appears and explain the nature and the degree of collaboration between the faculty nominee and the graduate student(s) that contributed to the publication or presentation of the scholarly work.
  - c. The Selection Committee will only consider the first three letters of support (that comply with the criteria above). Any additional letters will not be placed in the portfolio and will not be considered in the review of the candidates. Candidates should ask that letters of support be **sent via email** to the Assistant Dean of The Graduate School who places these in the portfolio along with the original letter of nomination.

The Assistant Dean of The Graduate School places the nomination letter at the front of the portfolio. After the Selection Committee selects the Award recipients, the Assistant Dean notifies the Office of Academic Affairs, the award recipient, and candidates who did not receive award. At the Faculty Recognition Dinner at the end of spring semester, the Dean of The Graduate School recognizes the Award recipient.

### Suggested Schedule: UNCP Graduate Faculty Mentor Award

Late-January:	Announcement of award and request for nominations by the Assistant Dean of The Graduate School
March 1:	Deadline for receipt of nominations by the Assistant Dean
March 31:	Deadline for receipt of portfolios by the Assistant Dean
Early April:	The Selection Committee selects the award recipient. The Assistant Dean notifies the award recipient, the Office of Academic Affairs, and other nominees.
Late April:	The award recipient is announced at the Faculty Appreciation dinner.

[Additional information](#) on the award is listed on The Graduate School website.

## 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 whose academic preparation and aptitude predict success in graduate school. To be considered for admission to The Graduate School, an applicant must have an earned bachelor's degree from an accredited college or university recognized by the Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges, Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), or WASC Senior College and University Commission (WSCUC). Degrees earned at colleges/universities accredited by other US Department of Education recognized national accreditors may also be considered. Applicants whose undergraduate degrees are still in progress may apply for conditional admission. 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.ehea.info/>.

The Graduate School 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 UNCP Graduate School.

## Categories of Admission

To be eligible for consideration for full or conditional admission to a degree program, an applicant must (Occupational Therapy applicants, view information below):

- submit a completed online application;
- pay a \$55 non-refundable application fee (\$60.00 for international applicants);
- submit official transcripts to The Graduate School (see [transcript requirements](#));

Additional program admission requirements could include:

- an official report of satisfactory scores on an entrance examination;
- academic and/or professional recommendations submitted on her/his behalf,
- a copy of a current license,
- an essay,
- personal interview,
- resume/curriculum vita, and/or a
- background check.

See the program-specific requirements and reference stipulations that are posted [here](#).

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

### OCCUPATIONAL THERAPY APPLICANTS:

- Occupational Therapy applicants should complete two applications- OTCAS and the UNCP Graduate School application. The priority application deadline for submitting a completed application and all supporting documentation is April 1st. To complete the full application process:
  - Complete and submit an [OTCAS application](#). The OTCAS application includes: application fee, transcripts, evaluations (recommendations), personal essay, and listing of prerequisite coursework.
  - 
  - Complete and submit a UNCP Graduate School application and pay the UNCP application fee.

### Transcript Requirement

Applicants are to have an official transcript sent to The Graduate School from:

- a) all colleges/universities in which a bachelor's degree or higher was earned or is in progress. One transcript must indicate a baccalaureate degree was earned from an accepted accredited institution. Accepted institutional accreditors include but are not limited to the Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges, Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and WASC Senior College and University Commission (WSCUC). Other US Dept. of Education recognized accreditors which are not listed above may also be considered acceptable. Applicants may submit additional transcripts.
- b) any colleges/universities in which course work was completed within 5 years of the date of application, and
- c) any institution showing relevant courses for a program's prerequisite courses or for transfer credit consideration (if graduate level). See [Program Specific Requirements](#).

Additional Guidance:

- Applicant may be asked to submit additional transcripts for admission consideration.
- Applicants who attend or previously attended UNCP do not need to provide UNCP transcripts nor a transcript from an institution appearing on the UNCP transcript.
- Applicants enrolled in a degree program (other than at UNCP) upon admission are to submit an official, degree-dated transcript within the first two months of receiving the degree.

- Applicants who earned a degree from an institution outside the United States must submit an evaluation of their transcripts by [NACES](#)-accredited credential evaluation service.

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

A few programs require applicants to submit an official report of satisfactory scores on an appropriate standardized entrance examination as described below (some programs waive entrance exam requirements for applicants with an advanced degree):

- Master of Public Administration (MPA). The GRE is not required for Master of Public Administration (MPA) applicants with an undergraduate GPA of 3.0 or above. For those applicants with less than a 3.0 GPA, admission may be gained with GRE scores of the 30<sup>th</sup> percentile or higher on all three criteria.
- Master of Social Work (MSW) applicants who do not meet the minimum undergraduate degree GPA admission criteria of 2.75 but have at least 2.50 GPA may be considered for the traditional program if they meet certain criteria. One possible criteria is if the applicant has at least a GRE score of 148 in Verbal Reasoning, 145 in Quantitative Reasoning, and 3.5 in Analytical Writing. (MAT or any other exam will not meet this criterion).
- Master of Business Administration (MBA) applicants with a 2.7 (4.0 scale) or higher undergraduate GPA are not required to submit Graduate Management Admissions (GMAT) or GRE test scores. All other applicants are required to submit GRE or GMAT test scores.
- Some Master of Arts in Teaching programs require prerequisite courses. In some cases passing Praxis II scores can be accepted in lieu of 24 credit hours in the discipline. See program specific requirements for more information.

#### **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 the [Office for Regional Initiatives](#), located at [The Carolina Commerce and Technology Center](#) (COMTech) on Livermore Drive. To schedule a sitting for the MAT, applicants may call (910.775.4000); additional information is available at [The Testing Center](#).
- 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)). The GRE is administered locally by the [Office for Regional Initiatives](#), located at [The Carolina Commerce and Technology Center](#) (COMTech) on Livermore Drive. To schedule a sitting for the GRE, applicants may call (910.775.4000). Additional information is available at [The Testing Center](#).
- 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) and [a student's guide for taking the GMAT](#)).

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**

Most programs require applicants to submit contact information for academic and/or professional recommenders in the online application. Typically, 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](#) and note that **MBA program does not require recommendations**.

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

Applicants for the D.N.P. program must submit an unencumbered, active license as a Registered Nurse in the US or US Territories in which the applicant's practicum project may be completed.

Applicants for graduate programs leading to licensure by the North Carolina State Board of Education, (M.S.A., M.A., or an M.A.Ed. programs) must submit a copy of any current licenses held. This is not a requirement for applicants for Clinical Mental Health Counseling, Professional School Counseling, or Master of Arts in Teaching (M.A.T.) degrees.

## International Graduate Student Admission

The Graduate School of The University of North Carolina at Pembroke welcomes applications from potential graduate students from other nations. To be eligible for consideration for admission as an international student, an applicant must:

1. submit a completed application,
2. pay the non-refundable application fee of \$60.00,
3. submit an official transcript evaluation report by a [NACES-accredited evaluation service](#) (World Education Services, *WES*, preferred). Transcripts are not required - only an official evaluation report is needed;
4. submit an official report of satisfactory scores on an entrance exam, if required by program of interest;
5. submit satisfactory scores on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Duo Lingo if English is not the native language:
  - The minimum TOEFL score is 79 on Internet-based (iBT) or 550 on paper-based (PBT) test.
  - The minimum IELTS overall score is 6.5, with a minimum score of 6.0 on each of the four bands.
  - Minimum Duo Lingo score is 105.
  - Exceptions to the English standardized exams are available for the three categories of international applicants:
    1. International applicants who have received or will receive a degree from a regionally-accredited university in the United States.
    2. International applicants who have received or will receive a degree from an accredited university abroad, where English is the **sole language of instruction**. Applicants in this category must provide an official letter of verification from that university that English is the sole language of instruction, along with the applicant's date of graduation (or anticipated date of graduation for those who are still working on their bachelor's degree). Failure to provide an official letter of verification will mean that the standardized English exam scores will be required for admission.
    3. International applicants from countries where English is the **sole official language of instruction** (Australia, Bahamas, Barbados, Canada-except Quebec, Ghana, Ireland, India, Jamaica, Kenya, New Zealand, Nigeria, St. Vincent and the Grenadines, Trinidad, Tobago, Uganda, and United Kingdom - England, Northern Ireland, Scotland, Wales).
    4. Have successfully completed UNCP's [English Language Institute](#) (ELI);
6. have academic and/or professional recommendations submitted on her/his behalf (not required for MBA);

If admitted, international students will need to

7. submit official proof of financial support, by completing the Certificate of Financial Responsibility.

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

## Conditional Admission to a Graduate Program

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

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

## 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 may enroll in up to six (6) credit hours in a semester. Continuation of enrollment beyond one semester in this category requires the written approval of the Dean of The Graduate School. Twelve (12) semester hours of credit (if appropriate and within the time limit) earned as an enrichment student may later be applied toward degree requirements (see [Transfer Credit](#) section).

Individuals seeking to enroll in enrichment studies must:

1. submit a completed online application;
2. pay a \$55.00, non-refundable application fee (\$60.00 for international applicants); and
3. submit an official transcript(s) to the Graduate School (see transcript requirement details under "Full Admission" section).

## 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 after securing the written approval of the Dean of The Graduate School. 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 Graduate School. Also, visiting graduate students who wish to enroll for an additional semester must secure the written approval of the Dean of The Graduate School. To be eligible for admission consideration as a visiting student, an applicant must:

- a. submit a completed online application,
- b. pay the \$55.00, non-refundable application fee (\$60.00 for international applicants), and
- c. submit a letter-of-good-standing signed by the Graduate Dean (or an appropriate official) of her/his 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 Graduate School or from the specific program.

## **Second Graduate Degree**

Individuals who possess a graduate degree and wish to enroll at UNCP to earn a second graduate 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 up to twelve credit hours (with a grade of B or better) with approval of the Program Director and the Graduate Dean.

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 graduate degree, except for reinstated credits sanctioned by the Graduate Appeals Committee (see “Lapsed Credit” and “Appeals” sections of this catalog).

## **UNCP Undergraduate Privilege for Graduate Coursework**

Undergraduate Privilege is a program offered by UNCP’s Graduate School which allows promising students (typically seniors) the opportunity to take up to-twelve hours of graduate coursework while completing their undergraduate degree. With appropriate permission, up to twelve hours of graduate coursework may count towards one’s undergraduate degree and future graduate degree at UNCP.

Eligible students must:

- be seniors or second semester juniors (75 credit hours) when they participate,
- have completed a minimum of 24 credit hours as a UNCP student, and
- have a UNCP GPA of at least 3.0.

Applicants interested in taking a graduate course must complete an [Undergraduate Privilege](#) form gaining permission from the student’s advisor, department chair and the Dean of Graduate School. The Dean of Graduate School 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 graduate degree if the student receives prior approval to take the courses by the Dean of Graduate School.
- 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.

## Deferral of Enrollment

A student can defer their enrollment for up to one (1) calendar year by sending an email to [grad@uncp.edu](mailto:grad@uncp.edu) requesting to defer enrollment. After a year's time, student must reapply for admission and pay the application fee.

## 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 Graduate School of the University.

## Transfer Credit

Graduate students may transfer up to twelve credit hours (with a grade of B or better) of relevant graduate credit taken at a regional accredited institution with approval of the Graduate Dean in consultation with the program director.

It is the responsibility of the student to apply for approval of transfer credit. The [Transfer Credit Request 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 Graduate School **within one calendar year** of the first day of classes of the semester or summer session of the student's first enrollment 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 that 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 Graduate School. The completed transfer credit request form, signed to show the approval of the program director, must be submitted to The Graduate School at least 30 calendar days prior to the first day of classes of the UNCP semester or 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 graduate degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit" and "Appeals" 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 a 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 normally expected in a graduate class. An accumulation of 3 “C’s” makes the student ineligible to continue graduate studies at The University of North Carolina at Pembroke, and he/she will be dismissed (see “Dismissal” section). 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 of North Carolina at Pembroke, and he/she will be dismissed (see “Dismissal” section). \*Excepted from this policy are students readmitted by the Graduate Appeals Committee.

A grade of “**I**” (incomplete) is given when the student is unable to complete 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.” In determining quality hours and quality point averages, an “I” is counted as an “F” until it is removed. A grade of “I” does not fulfill prerequisite requirements.

The “**P**” grade is earned in designated courses and carries semester-hours credit. Credits earned are not counted in quality hours for quality point averages.

A grade of “**T**” indicates that a thesis or internship grade is 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 (see “Withdrawal Regulation” section below).

## **Grade Appeal Regulation**

Graduate students have the right to appeal a final grade received in a graduate course. The student wishing to appeal a grade must have clear documentation that the grade earned was due to 1) miscalculation, 2) material deviation from information published in the course syllabus [or online course delivery system] without adequate notice of change or 3) discriminatory or capricious academic evaluation on the part of the instructor. The student should be cognizant that a faculty member has the right and freedom to determine a professionally appropriate grading process for her/his course(s). Cases involving academic dishonesty are handled by the Office of Student Conduct. Student grievances are handled by the Office of Student Conduct. The process for a graduate student grade appeal is as follows:

1. Students with a grade dispute must first try to resolve the matter with the instructor in person and/or through official communication (university email) no more than 30 days following official final grade due date for the term. The instructor is to respond within 10 days.
2. If the matter cannot be resolved to the student’s satisfaction or the instructor cannot be reached, s/he may present an appeal to the chair of the department in which the grade was received (or the Dean of the School if the chair is the instructor) using the Graduate Appeal form, clearly presenting evidence of the problems with the grade in question (the appellant bears the burden of proof in the grade appeal process and a grade appeal will not be successful without appropriate documentation.). The chair will seek to resolve the situation between the instructor and student and provide a written statement of the resolution to the student and faculty member within 10 days using the Graduate Appeal Form.
3. If the student finds the outcomes stated by the chair unacceptable, the appeal (with signatures of the instructor and chair) may be taken to the dean of the college/school in which the grade was received within 10 days following receipt of the chair’s resolution. The dean will seek to resolve the matter and provide a written statement of the results to the student, instructor, appropriate program director and chair within 10 days, using the Graduate Appeal Form.

4. If the student finds the resolution of the school/college dean unacceptable, the appeal can be taken to the Dean of The Graduate School by **November 1 (fall) or April 1 (spring)** of the semester following the term in which the grade was received. The Dean of The Graduate School will take meritorious cases to a called meeting of the Graduate Appeals Committee (GAC). Only the student and instructor will be allowed to address the committee.

The GAC will not re-evaluate the student's work to determine whether it agrees with the professional judgment of the faculty member who assigned the grade but will consider the materials and presentation by the student and instructor. The GAC will make a decision concerning the appeal and notify the student, instructor, appropriate program director, chair, and school/college dean within 10 days. The GAC decision is final and may not be appealed.

Grades not appealed 30 days following official final grade due date for the term become permanent.

### **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 in the [UNCP Academic Honor Code](#).

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

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

In cases of documented merit and/or continuing professional experience within a given discipline, the Graduate Appeals Committee may, at its discretion, entertain appeal cases for reinstatement of graduate credits earned more than five years ago (six years for Counseling and Social Work programs) 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 twelve (12) semester hours of lapsed academic graduate credit, up to six (6) of which may be from another institution. An exception to this regulation is the Special Readmission Regulations for Students Dismissed for Academic Reasons, in which additional coursework may be reinstated.

No reinstatement appeal may go to 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 Graduate School 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, non-precedent-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 [Repeat a Graduate Course Request](#) and submit it to the Graduate Office.

## **Withdrawal Regulation**

Graduate students may find it necessary or advisable to withdraw from one or more courses during a term. If a student withdraws from all courses in which they are enrolled, they must withdraw from the university. 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 Graduate School. Withdrawal forms are available on the [Forms and Resources](#) webpage.

To withdraw from a course (but remain enrolled in at least one course) prior to the designated deadline, a student must complete a [Withdraw from a Graduate Course](#) form. It is the student's responsibility to submit the withdrawal form to The Graduate School by the withdrawal deadline for each course. 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.

Withdrawing from a course 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.

**It is the student's responsibility to adhere to the withdrawal deadline and to submit the withdrawal form to The Graduate School.** 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. The student is not considered officially withdrawn until the signed form is filed with The Graduate School Office.

To withdraw from the university (i.e. cease to attend all courses), a graduate student must complete a [Withdraw from a Graduate Course](#) form, available from The Graduate School website, before the established deadline for each course and submit the withdrawal form to The Graduate School.

The date that a graduate student submits his/her withdrawal form to The Graduate School is considered the last date of attendance for financial aid and student accounts purposes. If a student receives financial aid, the student should consult with his/her counselor to determine the impact of the withdrawal on his/her financial aid status. A student must successfully complete 67% of their coursework to maintain Satisfactory Academic Progress (SAP) to remain eligible to receive financial aid. Graduate students withdrawing from the university may be required to repay some or all of the financial aid received for the term. See [Satisfactory Academic Progress \(SAP\) Policy for Financial Aid](#). If the withdrawal occurs when refunds of tuition and fees are still possible, the Office of Student Accounts will adjust tuition, fees, room, and board charges on a pro-rated basis. For more information on refunds, see [POL 07.55.02 - Student Refund Policy](#).

A student may return to his/her graduate program within one (1) academic year without the need to submit a Readmission Application. After one (1) academic year has passed, the student will need to submit a [Readmission Application](#).

## **Appeals for Graduate Students (Excludes Academic Honor Code Violations)**

Graduate students may choose to file an appeal with The Graduate Appeals Committee (GAC), the “due process” body for all graduate students as designated by The Graduate Council, except for Academic Honor Code Violation Appeals, which are handled by the Office of Student Conduct. Appeals may be made for the following: Extension of time to Degree, Credit reinstatement and/or transfer credit after the deadline, Grade Appeal (see Grade Appeal regulations section), and to Apply for Readmission after Dismissal.

The Graduate Appeals Committee meets in February, June, and October. In general, completed Appeals materials are due to the Graduate Office **by the 15th of the month prior** to the scheduled **meeting month**. The student wishing to appeal a dismissal from a program should submit a written request for appeal to the Dean of The Graduate School 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.

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. The appeal should contain the reason(s) the student believes the appeal should be granted and/or 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.

A former student who was dismissed for academic reasons and has not been enrolled in a graduate program at UNCP for a period of two full years may apply for permission to reapply to UNCP Graduate School under the Special Readmission Regulation for Students Dismissed for Academic Reasons. Please read the information on this regulation.

The GAC 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 Regulations for Students Dismissed for Academic Reasons**

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

In order to qualify for the Special Readmission Regulation, a former student must obtain recommendations from the current Program Director and Department Chair (if not the same person as program director). 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 Graduate School that are current at the time of readmission.

Any student readmitted to the same program under this policy will return on conditional readmission status and must meet the conditions stipulated for their readmission by the Graduate Appeals Committee, upon recommendation of the program director. Included among those conditions will be the stipulation that the readmitted student must earn a **B or better in each course** 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 Regulation. 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 regulation, 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, 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 GRADUATE DEGREE REQUIREMENTS**

To receive a graduatedegree 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 graduation with the UNCP Graduate School by the deadline established by that office. The forms are available on [The Graduate School website](#). Candidates for the graduate degree are expected to attend commencement exercises in the appropriate attire.

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

**Summer Graduation**

March 1

**Fall Graduation**

March 1

**Spring Graduation**

October 1

The graduation application fee is \$100.00. 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 Graduate School 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 Sexual Assault Prevention Graduate (SAPG) 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 \(SaVE\)](#). Students will not be allowed to register for a second semester/session of courses until they have completed the training. UNCP students meet this requirement by completing a module in iTMatters: Sexual Violence Prevention Series, an online training module. Additional information will be made available.

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

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

## **Level of Coursework**

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

## **Time Limits**

All course work applied toward the graduate 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 graduate 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 programs 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 [thesis guidelines](#) provided online and submit the 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 Graduate School with a digital copy of the work for 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 The Graduate School. Upon approval of this draft, a final copy meeting the specified qualifications should be submitted to The Graduate School, if any additional changes are necessary. 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 through the School of Education's [Licensure Office](#).

## 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.

## Enrollment

Full-time enrollment in The Graduate School is nine (9) graduate credit hours during a regular (15-week) semester. In general, graduate students may enroll in no more than sixteen (16) semester hours during regular semesters (some programs may require students to take fewer hours). Students may complete an [Overload Request](#) form to request permission to enroll in additional hours. Students employed on a fulltime 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 eight (8) credit hours for a total of sixteen (16) credit hours during the summer.

Accelerated online program students should check with their advisor before taking more than six (6) credit hours a term.

A graduate student must be enrolled in a course any term in which s/he is completing her/his graduate work or is scheduled to receive her/his degree. Registration is required for graduation and allows students access to faculty and campus facilities (ex. Library access).

GRD 5000 (Continuous Enrollment) is a 3-hour graduate course and GRD 5001 is a 1-hour graduate course available to graduate students who have no program of study courses remaining but have unfinished requirements and need to be registered for the purposes of graduation or other campus/library access. These courses do not count towards a degree and are graded P/F.

## GRADUATE ASSISTANTSHIPS

The University offers a number of Graduate Assistantships to qualified graduate students. Graduate assistantship appointments may be for one semester or academic year and assistantships may or may not be renewed. Other Graduate Assistantships are sometimes offered through departments, grants or for specific projects. GAs must be enrolled during the term employed.

To be eligible for a graduate assistantship, a student must be:

- formally admitted to one of the graduate programs;
- maintain a 3.0 overall GPA;
- be registered for a minimum of nine (9) hours per semester or three (3) hours during each summer

- term;
- not otherwise be employed; and
- be able to work a determined number of hours a week in the GAship.

Partial tuition scholarships may be awarded to Academic Affairs-funded Graduate Assistants if sufficient funds are available. [Additional information](#)

## THE GRADUATE SCHOOL TUITION SCHOLARSHIP

The Graduate School Tuition Scholarship was established in 2017. The scholarship will be awarded annually to exceptional graduate students to assist them with paying their graduate tuition. Recipients of the scholarship are selected on the basis of academic achievement, community service/engagement, and service to the University (continuing students). The scholarship award will be posted to each student's account to be used towards tuition for the next academic session of the student's graduate coursework at UNCP.

To be eligible for The Graduate School Tuition Scholarship, a student must be:

- be an enrolled (three credit hours or more) as a graduate student at UNCP,
- and have a minimum UNCP Graduate School GPA of 3.5, if available, **or**
- exemplary grades on most recent college level coursework.

For directions on how to apply go to the [Graduate School Tuition Scholarship webpage](#).

## TITLE IX NON-DISCRIMINATION POLICY STATEMENT

The University of North Carolina at Pembroke adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. UNC Pembroke does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, the university is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, genetic information, sexual orientation, and pregnancy or parenting status.

UNC Pembroke also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by the university's Sexual Harassment Policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the campus community on the basis of sex is in violation of the Sexual Harassment Policy.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by submitting the online Sexual Harassment Reporting Form.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy and regulation or for more information, please visit the [Office of Title IX and Clery Compliance](#), see [Sexual Harassment & Regulation](#), or contact the Title IX Coordinator.

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of university policy should contact the Title IX Coordinator or any of the following university officials.

**Ronette Sutton Gerber, Esq.**

Director, Title IX and Clery Compliance  
Title IX Coordinator  
Clery Compliance Officer  
Dr. Joseph B. Oxendine Administrative  
Building  
O: 910.521.6281 | F: 910.521.6165 | C:  
910.674.0080  
[www.uncp.edu](http://www.uncp.edu) | [www.uncp.edu/titleixclery](http://www.uncp.edu/titleixclery)

**Dr. Scott Billingsley, Deputy Title IX  
Coordinator**

Assoc. Vice Chancellor for Academic  
Affairs  
Office of the Provost and Vice Chancellor  
for Academic Affairs  
Lumbee Hall  
Office: 910.521.6224  
[scott.billingsley@uncp.edu](mailto:scott.billingsley@uncp.edu)

**Danielle Evans**

Campus Investigator  
Office of Title IX and Clery Compliance  
Dr. Joseph B. Oxendine Administrative  
Building  
Office: 910.775.4105  
Facsimile: 910.521.6165  
[Dani.evans@uncp.edu](mailto:Dani.evans@uncp.edu)

**Dr. Nicolette Campos, Deputy Title IX  
Coordinator**

Director of Employee Relations and  
Workforce Development  
Office of Human Resources  
Lumbee Hall  
910.775.4341  
[Nicolette.campos@uncp.edu](mailto:Nicolette.campos@uncp.edu)

**Dr. Kyle Smith, Deputy Title IX  
Coordinator**

Assoc. Vice Chancellor  
Office for Student Affairs  
UC Annex  
910.521.6304  
[kyle.smith@uncp.edu](mailto:kyle.smith@uncp.edu)

**Christina Chow, Deputy Title IX  
Coordinator**

Senior Woman Admin. & Asst. AD for  
Compliance  
Department of Athletics  
English E. Jones Center  
Office: 910.775.4246  
[christina.chow@uncp.edu](mailto:christina.chow@uncp.edu)

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education, the Department of Justice, and/or the appropriate state agency.

**U.S. Equal Employment Opportunity  
Commission**

**Raleigh Area Office**  
434 Fayetteville Street, Suite 700  
Raleigh, North Carolina 27601  
Telephone: 1-800-669-4000  
TTY: 1-800-669-6820  
Facsimile: 919-856-4151  
<http://www.eeoc.gov/>

**U.S. Equal Employment Opportunity  
Commission**

131 M. Street, NE  
Washington, NC 20507  
Telephone: 202-663-4900  
TTY: 202-663-4494  
<http://www.eeoc.gov/>



**The U.S. Department of Education  
Office for Civil Rights**  
Lyndon Baines Johnson Dept. of Education  
Building  
400 Maryland Avenue, SW Washington, DC  
20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

**The U.S. Department of Justice  
Civil Rights Division**  
950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530  
Telephone: (202) 514-4092 or 1-877-292-3804  
(toll-free)  
Facsimile: (202) 514-8337  
Email: [education@usdoj.gov](mailto:education@usdoj.gov)  
<https://www.justice.gov/crt/>

Within any resolution process related to this policy, UNC Pembroke provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with state and federal law.

## ANNUAL SECURITY AND FIRE SAFETY REPORT

The University of North Carolina at Pembroke is committed to assisting all members of the UNC Pembroke community in providing for their safety and security. The Security and Fire Safety Report released annually is required by law and provided by the Office of Title IX and Clery Compliance and UNCP Police and Public Safety.

The [Annual Security and Fire Safety Report](#) contains information regarding campus security and personal safety including topics such as university law enforcement authority, crime prevention, crime reporting policies, policies and programs related to the prevention of sexual violence (dating violence, domestic violence, stalking, and sexual assault) and other crimes, and disciplinary procedures for student and employee matters. The report also contains information regarding preparedness for natural disasters, fire safety, and other matters of importance related to campus security and safety.

The report also contains crime statistics for the previous three calendar years concerning reported crimes that occurred on the university's Clery geography, which is: 1) on campus property; 2) in residence halls; 3) in/on off-campus property owned or controlled by UNC Pembroke; and 4) on public property within, or immediately adjacent to and accessible from the campus (public roads).

If you would like to receive a hard copy of the 2021 Annual Security and Fire Safety Report which contains this information, you can stop by the Office of Title IX and Clery Compliance (Room 337, Health Sciences Building) or you can request that a copy be mailed to you by calling 910.521.6281.

The 2021 Annual Security and Fire Safety Report can be found [HERE](#).

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**ADA Access Statement**

This publication is available in alternative formats upon request.  
Please contact [Accessibility Resource Center](#) (ARC), West Hall 110 (910.521.6695).