

# SCHOOL OF GRADUATE STUDIES

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## MISSION

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

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; serving their communities and professions; fostering the development of new roles and relationships within, among, and between their disciplines; and modeling the values of inquiry, continuous learning, creativity, and respect and appreciation for the rights and views of others.

Flexible course schedules and course formats are designed to make courses readily accessible to students. In addition to its offerings on the main University’s campus, the School of Graduate Studies offers selected classes and programs at satellite locations, primarily community colleges. The M.P.A. degree is offered as an online program, and all programs offer online and/or hybrid courses.

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

## LOCATION

While graduate classes for the School of Graduate Studies may be offered at a variety of campus and non-campus sites, the location for all inquiries regarding graduate admissions, policies, and pro-

cedures is Room 253 of Lumbee Hall. The main telephone number for this office is (910)-521-6271; the fax number is (910) 521-6751. Additional information about graduate studies may be accessed through the school's website: <http://www@uncp.edu/grad/>. The mailing address is

School of Graduate Studies  
The University of North Carolina at Pembroke  
P.O. Box 1510  
Pembroke, NC 28372

## GRADUATE PROGRAMS, PROCEDURES, AND POLICIES

### MASTER'S DEGREE PROGRAMS OFFERED

The following graduate programs are available:

- Master of Business Administration (M.B.A.)
- Master of Public Administration (M.P.A.)
- Master of School Administration (M.S.A.)
- Master of Science in Service Agency Counseling (M.S.)
- Master of Social Work (M.S.W.)
- Master of Arts in Education—Elementary Education (M.A.Ed.)
- Master of Arts in Education—Middle Grades Education (M.A.Ed.)
- Master of Arts in Education—Reading Education (M.A.Ed.)
- Master of Arts in Education—Professional School Counseling (M.A.Ed.)
- Master of Arts in Art Education (M.A.)
- Master of Arts in English Education (M.A.)
- Master of Arts in Mathematics Education (M.A.)
- Master of Arts in Music Education (M.A.)
- Master of Arts in Physical Education (M.A.)
- Master of Arts in Science Education (M.A.)
- Master of Arts in Social Studies Education (M.A.)
- Master of Arts in Teaching (M.A.T.) with licensure in Art, English, Mathematics, Middle Grades, Music, Physical Education, Science, and Social Studies

### PROCEDURES AND POLICIES

Policies and procedures common to all graduate programs of The University of North Carolina at Pembroke appear in the following pages. Detailed information on each program, including degree requirements specific to individual programs, is contained in subsequent pages. Prospective students are urged to read this information carefully and to refer to this catalog throughout their enrollment at UNCP. Information about the School of Graduate Studies and its graduate programs also is available on the Graduate Studies website ([www.uncp.edu/grad](http://www.uncp.edu/grad)).

#### Graduate Admissions:

UNCP welcomes applications from qualified persons who have earned a baccalaureate degree from a regionally accredited college or university, and whose academic preparation and aptitude predict success in graduate studies. The Dean of the School of Graduate Studies and the director of the appropriate graduate degree program evaluate all applications that are submitted. No single consideration dictates decisions on applications; instead, numerous factors and their relationships to one another enter into such decisions. Meeting the minimum qualifications for general admission to the School of Graduate Studies of the University does not guarantee admission to a specific program.

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

Students may enter most programs at the beginning of any semester or summer term. Application materials and all supporting documentation should be submitted to the School of Graduate Studies at least one month prior to the projected enrollment date. See the website ([www.uncp.edu/grad](http://www.uncp.edu/grad)) for important information for prospective students, including application forms and requirements and submission guidelines.

### Categories of Admission:

The School of Graduate Studies of The University of North Carolina at Pembroke admits graduate students in one of the following categories:

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

These terms are further defined below.

### General Admission Requirements (Full or Provisional Admission to a Program)

All students seeking to enroll in any graduate class must be admitted to the School of Graduate Studies. To be considered for full or provisional admission to a degree program, an applicant must:

- a) submit a completed application form to the School of Graduate Studies;
- b) pay a \$45.00 non-refundable application fee;
- c) submit two official copies of transcripts from **all** colleges/universities attended; one of these transcripts must indicate that the applicant received a baccalaureate degree from a regionally accredited institution of higher learning, and it must include the date the degree was awarded;
- d) have a satisfactory undergraduate academic record and meet at least one of the following minimum GPA (4.0 scale) requirements: an overall GPA of at least a 2.5 on all undergraduate work, or an overall GPA of at least a 3.0 in the undergraduate major, or a GPA of at least a 3.0 on all undergraduate work taken in the senior year;
- e) submit an official report of satisfactory scores on the Miller Analogies Test (MAT), the Graduate Record Examination (GRE), or the Graduate Management Admissions Test (GMAT) {required for M.B.A.}.
- f) have three academic and/or professional recommendations submitted on their behalf. At least one recommendation should be from a college/university faculty member in the undergraduate major of the applicant; others should be from the applicant's employer/supervisor;
- g) submit a copy of a current NC teaching license if applying to the M.S.A. program, an M.A.Ed. program, or an M.A. licensure program.

In some cases, additional information such as an essay, personal interview, criminal background check, or audition may be required. See the program-specific admissions requirements and preferred references that are posted on the website ([www.uncp.edu/grad](http://www.uncp.edu/grad)).

### General Admissions Requirements (Special Admission to the Graduate School)

Students seeking admission into this category are usually those unable to submit all documents required for full or provisional admission prior to the beginning of a semester. Other applicants enter this category with the intention of transferring their graduate courses to another institution. All students seeking to enroll in this non-matriculated *special admission status* may register for one semester only, for no more than six (6) semester hours, and are cautioned that they have not been admitted into a degree granting program of an academic department. In most cases, students in this category should seek to convert their admission into full or provisional status as soon as possible. All degree-seeking students who have enrolled with *special admission status* will have their records sealed after one semester. Further enrollment is prohibited without a change of admissions status. To be considered for special admissions an applicant must:

- a) submit a completed application to the School of Graduate Studies;
- b) pay a \$45.00, non-refundable application fee; and
- c) submit an official transcript indicating that he/she received a baccalaureate degree from a regionally accredited institution of higher learning and including the date the degree was awarded; and
- d) submit a copy of a current NC teaching license if applying to the M.S.A., M.A.Ed., or an M.A. licensure program.

### **General Admissions Requirements (Enrichment Studies)**

Students seeking to enroll for Enrichment Studies must meet the same admissions requirements as those stated above for Special Admissions. Additional information regarding this admissions category appear below.

### **General Admissions Requirements (Visiting Graduate Students)**

The School of Graduate Studies welcomes visiting graduate students from other institutions. Such students are required to:

- a) submit an application to the School of Graduate Studies;
- b) pay the non-refundable application fee of \$45.00 unless enrolling through UNC online; and
- c) submit a *letter-of-good-standing* signed by the graduate dean (or an appropriate official) of their home graduate school specifying the course(s) for which transfer credit may be earned.

Additional information regarding this admissions category appears below.

### **Education Programs: Licensure Requirement**

Applicants for all graduate degrees leading to licensure by the NC Department of Public Instruction must submit a copy of any current licenses held. Applicants to the M.A. programs in Art Education, English Education, Mathematics Education, Music Education, Physical Education, Science Education, and Social Studies Education; to the M.A.Ed. programs in Elementary Education, Middle Grades Education, and Reading Education; and to the Master of School Administration program are expected to hold or be eligible to hold appropriate Standard Professional I level NC licensure. Those who do not meet the licensure requirement will not be eligible for a graduate licensure recommendation from The University of North Carolina at Pembroke.

### **Standardized Examinations:**

- a) Miller Analogies Test: The Miller Analogies Test or MAT is accepted by the School of Graduate Studies for all graduate programs except the M.B.A. degree. This examination is offered on a regular basis by the Office of Counseling and Testing located in the Chavis University Center on the campus of The University of North Carolina at Pembroke. To schedule a sitting for the MAT, applicants may telephone (910) 521-6202.
- b) Graduate Record Examination: The Graduate Record Examination (GRE) is offered by the Educational Testing Service (ETS) of Princeton, NJ. Additional information is available at the ETS website ([www.gre.org](http://www.gre.org)).
- c) Graduate Management Admissions Test: The Graduate Management Admissions Test or GMAT is required for MBA applications and is also offered by the ETS. Additional information is available at the ETS website ([www.mba.com](http://www.mba.com)).

**Deadlines:** Applicants are expected to submit the completed application and all supporting documentation at least one month prior to the projected enrollment date. A qualified student whose application is not complete may be allowed to enroll (see special admission category) for a maximum of one semester with enrollment in that semester limited to six hours. Please see the Graduate School website ([www.uncp.edu/grad](http://www.uncp.edu/grad)) for priority processing dates and for dates after which a special handling fee is required.

**The Admissions Decision:** The admissions decision is made by the Dean of the School of Graduate Studies upon recommendation from the appropriate director of a graduate degree program. This decision is based upon an analysis of both quantitative and qualitative data submitted by the applicant. These are defined as follows:

**Quantitative Criteria:** Quantitative criteria are those data with numerical values. These commonly include the applicant's scores on standardized tests (e.g., the Graduate Record Exam {GRE}, the Miller Analogies Test {MAT}, or the Graduate Management Admissions Test {GMAT}) and the applicant's grade point average (GPA). Consideration may be given to any additional numerical information that the prospective graduate student submits.

**Qualitative Criteria:** The Dean of the School of Graduate Studies and the graduate program directors are open to receiving additional evidence of an applicant's educational endeavors and experience. While individual degree program admission requirements may vary, the following documents are especially useful to the School of Graduate Studies:

- a) letters-of-recommendation from former professors, immediate supervisors of employment, and professional colleagues;
- b) biographical statements of past experiences and professional goals;
- c) narratives of personal professional goals (required for MPA and both Service Agency Counseling and Professional School Counseling degree programs) or a philosophy of education statement (required for Music and Social Studies Education) or an essay (required for MSW applications);
- d) personal interviews (required for MPA and MSW) or an audition (required for Music);  
*and*
- e) a professional résumé.

**Enrollment for Additional Graduate Teacher Licensure:** Students who possess graduate (G level or M level) licensure by the North Carolina Department of Public Instruction 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 to "Enrichment" status. 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. These requirements will be specified in the applicant's letter of admission. This enrollment status does not qualify one for an additional degree.

Students who hold a master's degree in a counseling area (e.g., Community Counseling) and who wish to obtain licensure as a school counselor and students who possess graduate licensure in a teaching area who wish to obtain a school administration license must apply for admission to the licensure-only program. Admission requirements are identical to those for the degree program; additional policies may be obtained from the School of Graduate Studies.

**Enrollment for Enrichment Purposes:** Applicants who possess a baccalaureate degree from an accredited institution of higher learning, 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 special students (see general application procedures). Students in this category cannot enroll for more than six (6) semester hours in a semester. Continuation of enrollment beyond one semester in this category requires the written approval of the Dean of the School of Graduate Studies. A maximum of six (6) semester hours (if appropriate and within the time limit) earned as a special student may later be applied toward degree requirements.

**Enrollment as a Visiting Graduate Student:** 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 School of Graduate Studies. To gain admission as a visiting graduate student, an applicant must

be in good standing at and eligible to return to the home institution. Visiting graduate students are required to submit a letter-of-good-standing from the Dean of Graduate Studies or an appropriate official at their home institution prior to any registration for a graduate course. This letter should specify the course for which they may earn transfer credit. Visiting graduate students are required to complete an application for admission, but are not required to submit transcripts, letters of recommendation, or examination scores. The decision to admit visiting graduate students rests with the Dean of the School of Graduate Studies.

**International Students:** The School of Graduate Studies of The University of North Carolina welcomes applications from potential graduate students from other nations. Applicants from non-English-speaking nations must provide evidence of proficiency in the English language with their applications for admission to the University's Graduate Programs. Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required; no applications for admission are complete without such scores. I-20 or DS-2019 forms will not be authorized without such scores. Each student also must submit official proof of financial support, an English translation of all transcripts, and an official transcript evaluation report from either World Education Services (<http://www.wes.org/>) or International Education Services (<http://www.aacrao.org/credential/index.htm>). All documents must be submitted directly to the School of Graduate Studies at least six months prior to the projected date of enrollment.

**Second Master's Degree:** Students who possess a master's degree and wish to enroll at UNCP to earn a second master's degree must apply for admission to the selected program area and, upon acceptance, complete all program requirements for that degree including comprehensive examinations. A maximum of six semester hours of course work applied toward the first degree may be applied toward the second master's degree. The six hours must be approved by the appropriate program director and the Dean of the School of Graduate Studies. These hours are subject to the five year time limit (six years for the Professional School Counseling, Service Agency Counseling, and Social Work programs) applied to all course work credited toward the master's degree.

**Undergraduate Enrollment for Graduate Courses:** Provided they are otherwise qualified for admission to graduate study, seniors at UNCP who are within nine (9) semester hours of graduation may apply to the Dean of the School of Graduate Studies for permission to carry up to six (6) semester hours of graduate course work while completing the baccalaureate degree. Credit earned in this manner may not be used to meet requirements for the baccalaureate degree and, at the same time, applied toward the master's degree. Seniors who qualify and wish to enroll in a graduate course for undergraduate credit may apply to the chairperson of their department and the Dean of the School of Graduate Studies. However, any graduate course approved for this purpose may not later be applied toward a master's degree.

**Medical History Forms and Immunizations:** All new students, and all re-enrolling students who have been out of UNCP for one year and who plan to take four (4) or more credit hours during the semester or any class meeting before 5:00 PM, are required to complete a medical history form which includes required immunization documentation. This form must be on file before classes begin. This requirement applies to all students who take any on-campus courses. This form may be obtained from <http://www.uncp.edu/shs/students> and should be returned to Student Health Services. Students whose medical history forms are not on file by the specified deadline each semester are administratively withdrawn from the University.

## MASTER'S DEGREE REQUIREMENTS

To receive a master's degree from The University of North Carolina at Pembroke, students must successfully complete the prescribed program of study, successfully pass the written comprehensive examinations (or the equivalent), 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

School of Graduate Studies by the deadline established by that office. The form is available on the Graduate School website. Candidates for the master's degree are expected to be present at commencement exercises in the prescribed dress.

**Programs of Study:** The program of study prescribed for each graduate degree program is detailed below. Based on their undergraduate records or professional experience, additional course work may be specified for individuals at the time of their admission. When such 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 graduate student's transcript, but undergraduate grades are not used in the computation of the grade point average (GPA).

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

**Academic Warning, Probation, and Dismissal:** Graduate students who earn a grade of "C" in a graduate course are placed on academic warning. Graduate students who earn a second grade of "C" are placed on academic probation. Graduate students who earn a third grade of "C" are dismissed from their degree programs in the Graduate School and are ineligible to receive a graduate degree. Graduate students earning two grades of "C" in the same semester are placed directly on academic probation. An accumulation of nine (9) semester hours of "C" quality work, or a single grade of "F" makes a graduate student ineligible to continue graduate studies or to receive a graduate degree at UNCP, and he/she will be dismissed.

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

**Time Limits:** All course work applied toward the master's degree must have been completed within five years (six years for the Professional School Counseling, Service Agency 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.

**Transfer Credit:** A maximum of six (6) semester hours of relevant graduate credit taken at another accredited institution with graduate level programs may be applied to degree requirements at the University with the approval of the appropriate program director and the Dean of the School Graduate of Studies. It is the responsibility of the student to apply for approval of transfer credit. No credit accepted for transfer may be earned by correspondence. The transfer credit is subject to the five year time limit (six years for the counseling and social work programs) applied to all course work credited toward the master's degree. No transfer credit will be accepted toward degree requirements once the student has matriculated at UNCP unless prior written approval for the credit has been received from both the appropriate program director and the Dean of the School of Graduate Studies. The form is available on the Graduate School website. Along with this form, an official copy of the transcript reflecting the credit, a copy of the catalog description, and a copy of the course syllabus must be submitted for each course.

**Comprehensive Examinations:** In addition to the regular examinations in courses taken for graduate credit, candidates for some master's degrees must pass written or oral comprehensive examinations.

The comprehensive examinations are administered in the fall and spring semesters and in the summer. Students in the Service Agency Counseling Program must complete all core and specialty

courses and pass the comprehensive examinations prior to enrolling in the counseling practicum (CCN 6100). Students in all other programs must have completed, or be enrolled in their final semester of, course work to be eligible to sit for the comprehensive examinations. Students must register for the comprehensive exams by the date established by the School of Graduate Studies.

A student who fails any section(s) of the comprehensive examinations must wait until the next regularly scheduled administration of the examination to retake the entire exam or portion(s) of the failed exam, depending on program policies. Exams may be attempted a maximum of three times. Students who register to take the comprehensive exams and do not notify the School of Graduate Studies by the specified date that they have decided not to take the exams in a given semester are credited with an attempt of the exams.

Information on the specific format of the comprehensive examinations for individual program areas is available from the program directors for the individual graduate degrees.

**Thesis:** A thesis or research project may be completed as part of the program of study. Students completing a thesis are assigned a thesis advisor. The thesis project must be approved by the thesis advisor and a thesis committee. The thesis advisor will supervise the preparation of the prospectus of the thesis, approve it, submit it to the student's thesis committee for approval, direct the student in the preparation of the thesis, assemble and chair the committee for the oral examination of the student on the thesis, and submit the necessary paperwork to the School of Graduate Studies. The advisor notifies the Dean of the School of Graduate Studies as to the time and date of the graduate student's oral examination. The thesis must bear the signatures of the student's academic advisor, members of the thesis committee, and the Dean of the School of Graduate Studies. The final approval of a thesis rests with the Dean of the School of Graduate Studies.

The original and one copy of the approved thesis, the abstract, and the completed Final Oral Examination form must be on file in the School of Graduate Studies at least two weeks prior to the end of the semester in which the student expects to complete program requirements. A copy of the thesis will be bound and retained by the University library. Binding is arranged by the library, and the student is charged for binding at cost. Forms and directions regarding thesis submission are located on the Graduate School website.

**Lapsed Credit (Reinstatement of Graduate Credit):** In cases of documented merit and/or continuing professional experience within a given discipline, the Graduate Appeals Committee (GAC) of the Graduate Council may, at its discretion, entertain appeals cases for *reinstatement of graduate credits* earned more than five years ago at The University of North Carolina at Pembroke or another accredited institution of higher learning. This procedure is available for former graduate students seeking to return to graduate study. Such cases are evaluated and judged by the GAC on a merit basis. The GAC considers all cases on an individual, nonprecedent-setting basis. The GAC is authorized by the Graduate Council to consider reinstatement of a maximum of nine (9) semester hours of lapsed academic graduate credit from The University of North Carolina at Pembroke and six (6) semester hours of lapsed credit from another institution. No reinstatement appeal may go the GAC unless the appeal bears the signatures of the graduate director of the student's graduate program, the chair or dean of the appropriate academic department, and the Dean of the School of Graduate Studies. The GAC is the "fair process" body for graduate students seeking to file reinstatement appeals, and its decisions are final. Graduate students seeking to file reinstatement appeals should contact the Dean of the School of Graduate Studies to discuss the appropriate details of filing such appeals.

**Licensure:** Students completing programs leading to graduate (M level) licensure by the State of North Carolina must submit a licensure application. Applications are available on the Graduate School website and in the Licensure Office in the School of Education. Students adding new areas of licensure to their licenses are required to satisfactorily complete the prescribed Praxis Series Examinations. Recommendations for licensure cannot be forwarded to the Department of Public Instruction until official copies of satisfactory scores on the required specialty area exam are on file in the School of Education Licensure Office.

## ADDITIONAL POLICIES

**Advisement:** Each student admitted to full or provisional standing in the 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 advisement. 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.

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

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

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

A grade of “C” designates that the graduate student’s performance has been poor and that the student has demonstrated significantly less understanding than what is normally expected in a graduate class. Graduate students who earn a third grade of “C” are dismissed from their degree programs and are ineligible to receive a graduate degree.

For grades of A, B, and C, faculty have the option of assigning a plus (+) or minus (-) in addition to the letter grade, but these do not affect the computation of the grade point average.

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.

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

A grade of “T” indicates grade pending and may be assigned for thesis research and capstone courses.

**Repetition of Courses:** No graduate course may be repeated within the same program of study without permission of the Graduate Appeals Committee. A graduate student wishing to repeat a course must submit a written request to the Graduate Appeals Committee through the Dean of the School of Graduate Studies. Courses approved for repetition must be taken at The University of North Carolina at Pembroke.

**Withdrawal Policy:** Cognizant of the fact that at times circumstances change and situations arise that necessitate a student’s withdrawal from a course, graduate students, with good cause and the professor’s approval, may apply to withdraw from a course. The deadlines for withdrawing from a graduate course are included in the official Graduate Academic Calendar that is posted on the website of the School of Graduate Studies.

It is the student’s responsibility to adhere to the withdrawal deadline, to obtain the signature of the instructor’s prior approval, and to submit the withdrawal form to the School of Graduate Studies. Students who do not officially withdraw from a course by the established deadline may receive a grade of “F.” A graduate student who receives an “F” is ineligible to continue graduate studies at The University of North Carolina at Pembroke, and he/she will be dismissed.

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

Withdrawing from a class does not excuse a student from the five year time limit (six years for the counseling and social work programs) within which all program requirements must be completed.

The date that a graduate student submits his/her withdrawal form to the Office of Graduate Studies or the date of notification, whichever is later, will be considered the last date of attendance for financial aid and student accounts purposes. A student’s financial aid may be adjusted if s/he withdraws before 60% of the semester is completed. The Office of Student Accounts will adjust tuition, fees, room, and board charges on a pro-rated basis. Please see the website of the Office of the Controller for additional information (<http://www.uncp.edu/co/>).

**Course Load:** All courses, unless otherwise noted in the course description, are offered for three (3) semester credit hours. The standard load for full-time graduate students (not employed full-time) is nine (9) semester hours during regular terms. Except in cases where program requirements mandate an exception, graduate students employed on a full-time basis may enroll for a maximum of six (6) semester hours per semester. Graduate students may enroll for a maximum of nine (9) semester hours during the combined summer sessions, completing no more than six (6) semester hours in any one session. Graduate Assistants are required to enroll as full-time students (9 semester hours).

**Research Requirement:** Several programs require that all degree-seeking graduate students complete the appropriate research requirement (EDN 5660; PAD 5050; or PSY 5050 *or* 5100) within their first twelve (12) semester hours of graduate study. Students should consult their assigned advisor or program director for program-specific guidelines regarding this policy.

**Orientation Requirement:** All degree-seeking graduate students are expected to attend the scheduled orientation session during their first semester of enrollment. Dates/times of the August and January orientation sessions are announced prior to the beginning of the semester and are posted on the Graduate School website. Graduate students beginning their studies during the summer sessions are expected to attend the fall semester orientation.

**Commencement:** A graduate student may participate in commencement exercises if he or she has met all the requirements for graduation. When commencement takes place before final grades are processed, a graduate student may participate in commencement unless the Registrar has been notified that the student will not meet all degree requirements by the last day of exams.

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. If he/she will complete degree requirements during the spring semester, he/she is eligible to participate in the Spring Commencement. 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.

**Fair Process for Students:** Any enrolled graduate student whose entrance to, continuation in, or exit from the Graduate Program is denied by the Dean of the School of Graduate Studies, acting upon policies established by the Graduate Council of The University of North Carolina at Pembroke, has the right to appeal the denial. The Graduate Council has designated The Graduate Appeals Committee (GAC) as the “due process” body for all graduate students. The Dean of the School of Graduate Studies will notify the student of the denial and the policy upon which it is based. The student wishing to appeal a denial should submit a written request for appeal to the Dean of the School of Gradu-

ate Studies so that the appeal is postmarked by the date specified in the denial letter. The request should contain the reason(s) the student believes the denial should be reversed. If a request for appeal is not postmarked by the deadline specified in the denial letter, it will not be considered. The Graduate Appeals Committee meets in February, June, and October; any appeal will be considered at the next meeting of the GAC. The student will be advised of the date, time, and location of the meeting, and provided the opportunity to appear before the GAC if s/he desires to do so. The decision of the Graduate Appeals Committee will be final. The GAC is not bound by precedent but is required to consider every appeal on the basis of the individual merit of that particular case.

**Grade Appeal Policy:** The Graduate Appeals Committee is the body which considers grade appeals from graduate students. There are two grounds for appealing a grade: (1) evidence of miscalculation, (2) and material deviation from information published in the course syllabus without adequate notice of the change. Graduate students who are unable to resolve questions with the course professor have thirty (30) days from the date grades are posted by the Registrar to file an appeal.

Students are to submit the completed, signed appeal form and appropriate documentation to the Dean of the School of Graduate Studies no later than 30 days after grades are posted. The decisions of the Graduate Appeals Committee are final and do not set precedent; each case is considered on its own merits.

### GRADUATE EXPENSES

(Subject to change without notice.)

Graduate Application Fee: \$45

#### GRADUATE EXPENSES: PER SEMESTER — REGULAR SESSION

Sem. Hrs.	In-State Tuition	Out-of-State Tuition	Fees	Ins.*	In-State Total	Out-of-State Total
9+	\$1,079.50	\$5,743.00	\$628.51	\$243.00	\$1,951.01	\$6,614.51
6-8	\$809.63	\$4,307.25	\$419.00	0	\$1,228.63	\$4,726.25
3-5	\$539.75	\$2,871.50	\$209.51	0	\$749.26	\$3,081.01
1-2	\$269.88	\$1,435.75	\$209.51	0	\$479.39	\$1,645.26

\*International Insurance \$282.50

Note: The above charges include mandatory fees. Graduate students may have miscellaneous fees in addition to these.

#### RESIDENCE STATUS FOR TUITION PURPOSES

It is a long-standing practice of the State to require students who are not residents of the State to pay a higher rate of tuition than that charged North Carolina residents. To qualify for in-state tuition, the applicant must generally have lived in North Carolina for a minimum period of twelve months immediately prior to his or her enrollment in an institution of higher learning. During this twelve-month period, the applicant's presence in the State must constitute legal residence in accordance with the University's guidelines as prescribed by the General Assembly. Copies of the applicable North Carolina law and of implementing regulations are available for inspection in the Sampson Livermore Library on the UNCP campus and may be examined upon request. The student requesting in-state residence is responsible for being familiar with the contents of these two documents. *Military Waiver forms are available for active duty U.S. military personnel and their dependents stationed in North Carolina. Teacher Waiver Request forms are available for full-time public school teachers living in the State and taking courses relevant to teacher licensure; the Teacher Waiver form negates the twelve-month waiting period for those teachers who otherwise qualify as residents of North Carolina.*

See the Student Finances for Undergraduate Programs section for more detailed information regarding residency status. Contact the Office of New Student and Family Orientation for further information.

### **GRADUATE ASSISTANTSHIPS**

The University usually offers a number of graduate research assistantships to qualified graduate students. Funding for the 2009-2010 academic year has not been confirmed as of this writing.

Graduate Assistantship appointments generally are for one academic year; assistantships may or may not be renewed. To be eligible for an assistantship, a student must be formally admitted (i.e., provisional or full-standing status) to one of the graduate programs. The student must be a full-time student (not otherwise employed and registered for a minimum of nine hours per semester). In the recent past, UNCP has paid graduate assistants a stipend of \$3000.00 per semester for working twenty hours a week during fall and spring semesters. In addition to the stipend, some UNCP Graduate Assistants have received merit-based tuition scholarships for the fall and spring semesters. Graduate Assistantships are not available during the summer months.