

# SCHOOL OF GRADUATE STUDIES

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## SCHOOL OF GRADUATE STUDIES MISSION STATEMENT

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.

## ABOUT THE GRADUATE SCHOOL AND GRADUATE PROGRAMS

The University of North Carolina at Pembroke offers seventeen master's degrees, 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' intel-

lectual growth. Emphasizing a personal and relevant approach to post-baccalaureate education, UNC Pembroke challenges students to take their skills and knowledge to a new level of mastery.

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

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

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

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

## LOCATION

While graduate classes may be offered at a variety of campus and off-campus sites, the location for all inquiries regarding graduate admissions, policies, and procedures is the School of Graduate Studies, which is located in 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, POLICIES, AND PROCEDURES

### GRADUATE PROGRAMS OFFERED

The following master's level programs are available:

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

## GRADUATE SCHOOL POLICIES AND PROCEDURES

Policies and procedures common to all graduate programs of The University of North Carolina at Pembroke appear in the following pages. The School of Graduate Studies and the Graduate Council are responsible for ensuring the accuracy of this section on Graduate School policies and procedures.

Detailed information on each program, including requirements specific to individual programs, is contained in subsequent pages. The academic departments that house the graduate programs are responsible for ensuring that the information in the program sections is accurate. Program curricula, course offerings, and course schedules are determined by the individual departments/schools/colleges.

All students must meet the requirements of the catalog that was current at the time they entered this institution, or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog. If students' attendance is interrupted for more than one semester, they must meet the requirements of the catalog in effect at the time of readmission, or those of a subsequent catalog.

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 the University's graduate programs also is available on the Graduate Studies website ([www.uncp.edu/grad](http://www.uncp.edu/grad)). Links to the graduate programs, as well as other resources for graduate students and graduate faculty can be accessed from this website.

## GRADUATE SCHOOL ADMISSIONS POLICIES

### Overview of the Graduate School Admissions Process

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

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

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

### Admission Deadlines

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 (at least six months prior to the projected enrollment date for international students), or by the application deadline established by specific programs. Students may enter most programs at the beginning of any semester or summer term; however, some programs have established program-specific admission timeframes.

The following programs have established program-specific admissions deadlines:

Program	Fall Deadline	Spring Deadline	Summer Deadline
Clinical Mental Health Counseling	March 15	No admissions	No admissions
Professional School Counseling	March 15	No admissions	No admissions
Public Administration	May 15	October 15	No admissions

Reading Education	Contact program	Contact program	Contact program
School Administration (M.S.A. & Add-On)	July 1	November 1	April 1
Social Studies Education (M.A. & M.A.T.)	July 31	December 1	April 15
Social Work (M.S.W.)	Contact program	No admissions	Contact program (Advanced Standing)

### The Admissions Decision

The Dean of the School of Graduate Studies and the director of the appropriate graduate degree program evaluate all applications that meet the basic eligibility criteria (see admission requirements below). Meeting the minimum qualifications for general admission to the School of Graduate Studies of the University does not guarantee admission to a specific program.

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. No single consideration dictates decisions on applications; instead, numerous factors and their relationships to one another enter into such decisions. The program director's recommendation and the Dean's official admission decision are 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 (see the Graduate Studies website {[www.uncp.edu/grad](http://www.uncp.edu/grad)} and the websites of the individual programs for specifics), 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) essays detailing professional experiences and objectives in pursuing graduate studies;
- c) a professional résumé.

### 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 students,
- e) visiting graduate students, and
- f) international students.

These categories are further explained and admissions requirements are provided in the sections below. All students seeking to enroll in any graduate class must be admitted to the School of Graduate Studies, or they must have specific permission from the Dean of the School of Graduate Studies.

In addition to the categories of admission listed above, the Dean of the School of Graduate Studies may grant permission to seniors at UNCP who are within nine (9) semester hours of graduation to take up to six (6) hours of graduate course work. Further information concerning undergraduate enrollment for graduate courses is provided below.

### General Admission Requirements: Full or Provisional Admission to a Program

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

- a) submit a completed application form to the School of Graduate Studies;
- b) pay a \$45.00 non-refundable application fee (\$60.00 for international applicants; see below for additional information for international applicants);
- c) submit one official transcript from **all** colleges/universities attended, including an official transcript indicating that the applicant received a baccalaureate degree from an accredited institution of higher learning and stating the date the degree was awarded; for application purposes, unofficial transcripts may be submitted, but official transcripts are required to finalize any offer of admission;
- 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) {required for M.P.A.}, or the Graduate Management Admissions Test (GMAT) {required for M.B.A.} (see below for additional information about the standardized entrance examination requirement).
- 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, if applicable;
- g) submit a copy of a current NC teaching license, or a current license from another state, if applying to the M.S.A. program, an M.A.Ed. program (except for Clinical Mental Health Counseling and Professional School Counseling programs), or an M.A. licensure program (see below for additional information about the licensure requirement for admission to education programs).

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 Graduate Studies website ([www.uncp.edu/grad](http://www.uncp.edu/grad)) and/or on the individual program websites and in the individual program sections of this catalog.

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

### General Admissions Requirements: Special Admission to the Graduate School

Students seeking admission into this category are those who, because of extenuating circumstances, may be unable to submit all documents required for full or provisional admission prior to the beginning of a semester or summer term. Students granted this non-matriculated special admission status may register for one semester only, for no more than six (6) semester hours. These students are admitted to the Graduate School; they are not admitted into a degree-granting program of an academic department. Students in this category should seek to convert their admission into full or provisional status as soon as possible. All degree-seeking students who enroll with special admission status will have their records inactivated after one semester. Further enrollment is prohibited without a change of admissions status.

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

- a) submit a completed application to the School of Graduate Studies;
- b) pay a \$45.00, non-refundable application fee (\$60.00 for international applicants; see below for additional information for international applicants);
- 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; for application purposes, unofficial transcripts may be submitted, but official transcripts are required to finalize any offer of admission;

- d) submit a copy of a current NC teaching license, or a current license from another state, if applying to the M.S.A. program, an M.A.Ed. program (except for Clinical Mental Health Counseling and Professional School Counseling programs), or an M.A. licensure program (see below for additional information about the licensure requirement for admission to education programs).

### **General Admissions Requirements: Enrichment Students**

Applicants who possess a baccalaureate degree from an accredited institution of higher learning, who are not enrolled in degree programs at other institutions, and who wish to complete courses at UNCP for personal or professional enrichment may qualify for admission as enrichment students. Students in this category cannot enroll for more than six (6) semester hours in a semester. Continuation of enrollment beyond one semester in this category requires the written approval of the Dean of the School of Graduate Studies. 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.

Individuals seeking to enroll in enrichment studies must meet the same admissions requirements as those stated above for special admission:

- a) submit a completed application to the School of Graduate Studies;
- b) pay a \$45.00, non-refundable application fee (\$60.00 for international applicants; see below for additional information for international applicants);
- 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; for application purposes, unofficial transcripts may be submitted, but official transcripts are required to finalize any offer of admission.

### **General Admissions Requirements: 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 School of Graduate Studies. To gain admission as a visiting graduate student, an applicant must be in good standing at, and be eligible to return to, the home institution. The decision to admit visiting graduate students rests with the Dean of the School of Graduate Studies. Also, visiting graduate students who wish to enroll for an additional semester must secure the written approval of the Dean of the School of Graduate Studies.

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

- a) submit an application to the School of Graduate Studies;
- b) pay the non-refundable application fee of \$45.00 (\$60.00 for international applicants; see below for additional information for international applicants);
- 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.

### **General Admissions Requirements: 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. I-20 or DS-2019 forms will not be issued until the student is officially accepted into a Graduate School program. All documents must be submitted directly to the School of Graduate Studies at least six months prior to the projected date of enrollment.

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

- a) submit a completed application to the School of Graduate Studies;
- b) pay the non-refundable application fee of \$60.00;

c) submit one official transcript from all colleges/universities attended, including an official transcript indicating that the applicant received the equivalent of a baccalaureate degree and stating the date the degree was awarded;

d) have a satisfactory undergraduate academic record;

e) submit an English translation of all transcripts;

f) submit an official transcript evaluation report from World Education Services or International Education Services;

g) submit an official report of satisfactory scores on the Miller Analogies Test (MAT), the Graduate Record Examination (GRE) {required for M.P.A.}, or the Graduate Management Admissions Test (GMAT) {required for M.B.A.} (see below for additional information about the standardized entrance examination requirement);

h) provide evidence of proficiency in the English language by submitting satisfactory scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), if English is not the native language;

i) have three academic and/or professional recommendations submitted on their behalf, including at least one recommendation from a college/university faculty member in the undergraduate major of the applicant and others from the applicant's employer/supervisor, if applicable;

j) submit official proof of financial support.

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

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

Applicants are required to submit an official report of satisfactory scores on an appropriate standardized entrance examination.

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.P.A. or the M.B.A. This examination is offered on a regular basis by the Counseling and Testing Center located in room 243 of 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. Additional information is available at the Center's website ([www.uncp.edu/ct](http://www.uncp.edu/ct)).

b) Graduate Record Examination: The Graduate Record Examination (GRE) is required for the M.P.A. Program. It is accepted by the School of Graduate Studies for all graduate programs except the M.B.A. program. It 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 offered by the ETS. Additional information is available at the ETS website ([www.mba.com](http://www.mba.com)).

If the applicant already holds a master's degree or above (e.g., master's, doctorate, J.D.), the entrance test requirement may be waived. The program director will make a recommendation to the Dean of Graduate Studies concerning whether or not the applicant must take or retake the appropriate exam before an official admission decision is made.

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

Applicants for all graduate degrees leading to licensure by the North Carolina State Board of Education—other than Master of Arts in Teaching degree—must submit a copy of any current licenses held. In some programs, students without current licensure are admitted to a non-licensure track and are required to sign a waiver of North Carolina Standard Professional I and M level licensure.

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

### **Enrollment for Additional Graduate 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 in a counseling area (e.g., Community Counseling, Agency Counseling, Mental Health 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 information may be obtained from the School of Graduate Studies or from the specific program.

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

Individuals who possess a master's degree and wish to enroll at UNCP to earn a second master's degree must apply for admission to the selected program area and, upon acceptance, complete all program requirements for that degree, including comprehensive examinations, if applicable. 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 six credit hours are subject to the five-year time limit (six years for the Professional School Counseling, Clinical Mental Health Counseling, and Social Work programs) applied to all course work credited toward the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit" and "Fair Process" sections of this catalog).

### **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 must obtain the signature of approval of their advisor, the chairperson of their department, and the Dean of the School of Graduate Studies. However, no graduate course approved for undergraduate credit can be applied toward a master's degree.

### **Medical History Forms and Immunizations**

North Carolina State law (General Statute 130A 152-157) requires that all students entering college present a certificate of immunization, which documents that the student has received the required immunizations. This law applies to all students except the following: students registered in only off-campus courses; students attending night or weekend classes only; and students taking a course load of (4) credit hours or fewer and residing off campus. The form and additional information is available on the website of Student Health Services ([www.uncp.edu/shs](http://www.uncp.edu/shs)). Students whose medical history forms are not on file by the specified deadline each semester are administratively withdrawn from the University.

### **Student Health Insurance**

Registered students taking six (6) or more credit hours are required to purchase the University of North Carolina system-wide Student Health Insurance Plan, with the following exceptions: distance education students (students taking only off-campus and internet courses) and students who submit evidence of equivalent coverage satisfactory to the policyholder. **All** students are automatically enrolled in the UNC system-wide plan each semester and are obligated for the cost of the plan for that semester **unless** the student submits a waiver request at [www.studentinsurance.com](http://www.studentinsurance.com) that is suc-

cessfully verified as creditable coverage. Registered students must visit [www.studentinsurance.com](http://www.studentinsurance.com) to waive this insurance. An overview of the plan is available on the website of Student Health Services ([www.uncp.edu/shs](http://www.uncp.edu/shs)).

## MASTER'S DEGREE REQUIREMENTS

### Overview of Master's Degree Requirements

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

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

Summer Graduation	Fall Graduation	Spring Graduation
March 1	March 1	October 1

The graduation application fee is \$70.00. 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 separate sections of this catalog that follow. 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 student's undergraduate transcript.

### 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 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.

### 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 or lower course work may be applied to the 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, 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.

### Written Comprehensive Examinations

Candidates for some master's degrees must pass written comprehensive examinations. The comprehensive examinations are administered by the programs that require them. The programs set the policies for the comprehensive exams, including the schedule, the registration process, the examination format, and retake procedures, if applicable. Information concerning comprehensive examinations is available from the program directors for the individual graduate degrees.

## 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/)).

## Thesis

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

The 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 (i.e., "Defense of the Thesis"). Following a successful defense, the thesis advisor will complete all clearance procedures required by the School of Graduate Studies. The thesis must be accompanied by a title page that bears the signatures of the student's thesis 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.

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

Students completing programs leading to graduate (M level) licensure by the North Carolina State Board of Education must submit a licensure application. Applications are available on the School of Education website ([www.uncp.edu/soe](http://www.uncp.edu/soe)) at the link for the Licensure Office.

## ADDITIONAL GRADUATE SCHOOL POLICIES

### New Graduate Student Orientation

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

### 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.

### Dismissal

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.

## Grading

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

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

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

A grade of “C” designates that the graduate student’s performance has been poor and that the student has demonstrated significantly less understanding than what is normally expected in a graduate class. An accumulation of 3 “C”s makes the student ineligible to continue graduate studies at the University of North Carolina at Pembroke.

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.

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

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

A grade of “W” indicates that a student officially withdrew from a course. A grade of “W” may be received only once for a specified course, and no more than three “W”s may be received in a graduate student’s program of study (see “Withdrawal Policy” section below).

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.

## Withdrawal Policy

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

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

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

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

The date that a graduate student submits his/her withdrawal form to the Office of Graduate Studies will be considered the last date of attendance for financial aid and student accounts purposes. If a student receives financial aid, he/she is advised to consult with his/her counselor to determine

the impact of the withdrawal on his/her financial aid status. If the withdrawal occurs when refunds are still possible, the Office of Student Accounts will adjust 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 Loads**

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).

### **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. The form is available on the Graduate School website. Along with this form, an official copy of the transcript reflecting the credit and a copy of the catalog description must be submitted for each course. The program director may require a copy of the course syllabus.

For pre-existing graduate credits, a student must submit the completed transfer credit request form to the School of Graduate Studies within one calendar year of the first day of classes of the semester 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 School of Graduate Studies. The completed transfer credit request form, signed to show the approval of the program director, must be submitted to the School of Graduate Studies 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 master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit" and "Due Process" sections of this catalog).

### **Graduate Assistantships**

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

To be eligible for a graduate assistantship, a student must be formally admitted (i.e., provisional or full-standing status) to one of the graduate programs. The student must be a full-time student (not otherwise employed and registered for a minimum of nine hours per semester), and s/he must maintain a 3.0 overall GPA.

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. To provide further financial assistance, tuition scholarships are awarded, if sufficient funds are available. Tuition scholarships cannot be used to pay University fees, and they usually do not cover full tuition.

## 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.

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

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

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

## Grade Appeal Policy

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

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

be considered. The decisions of the Graduate Appeals Committee are final and do not set precedent; each case is considered on its own merits.

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

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

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

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

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

If a former student wishes to apply to a different graduate program, he/she must first appeal to the Graduate Appeals Committee under the Special Readmission Policy. If the committee grants eligibility to apply for admission to a different program, the former student must then complete the regular admission process for the new program. Admission to the new program is not guaranteed; the normal admission process and procedures will be followed. Under this policy, any student who ultimately is admitted to a different program will return on provisional admission status and must meet the provisions stipulated for their admission by the Dean of 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.

### **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.

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

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

## Repetition of Courses

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. The most recent grade earned in a repeated course will be used in the calculation of the student's grade point average, unless the Graduate Appeals Committee specifies otherwise.

## GRADUATE EXPENSES (Subject to change without notice.)

Graduate Application Fee: \$45.00 (\$60.00 for international applicants)

### 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+	\$1,456.00	\$6,119.50	\$927.50	\$434.00	\$2,817.50	\$7,481.00
6-8	\$1,092.00	\$4,589.63	\$695.63	\$434.00	\$2,221.63	\$5,719.26
3-5	\$728.00	\$3,059.75	\$463.75	0	\$1,191.75	\$3,523.50
1-2	\$364.00	\$1,529.88	\$231.88	0	\$595.88	\$1,761.76

\*International Insurance \$434.00

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

## Residence Status for Tuition Purposes

North Carolina law requires 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.

Special waivers exist for U.S. military personnel and North Carolina public school teachers. 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.

The student requesting in state residence is responsible for being familiar with the contents of these two documents. More detailed information regarding residency status is contained in the Student Finances for Undergraduate Programs section of this catalog and from the website of the Office of Undergraduate Admissions (<http://www.uncp.edu/admissions/undergraduate/residency/default.asp>).

International students (i.e., non-US citizens seeking to attend the UNCP School of Graduate Studies) are subject to special regulations with regard to residency status, immigration procedures, and passport and/or visa requirements. Information is available in the UNCP Office of International Programs.