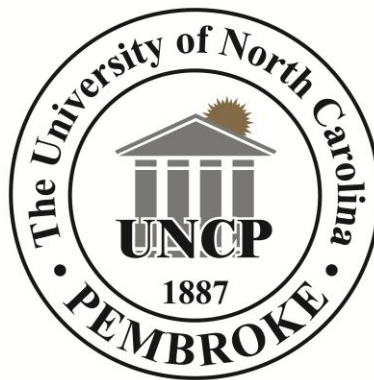


# Graduate Student Handbook

## 2011-2012



School of Graduate Studies  
The University of North Carolina at Pembroke

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

## PREFACE

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

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

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

This handbook is designed to provide you with an overview of the activities of the School of Graduate Studies of The University of North Carolina at Pembroke, and to answer questions that you may have about the various graduate degree programs. You should familiarize yourself with its contents and keep it handy for reference throughout your graduate study at UNC Pembroke.

When you are formally admitted (provisional or full admission) to a program, you are assigned an advisor (identified in the letter of admission) to guide your academic progress. You are strongly encouraged to meet with your advisor on a regular basis prior to pre-registration each semester, as policies and program requirements may change and certain required courses may be taught only during specified semesters. While your advisor will guide your process, the ultimate responsibility for satisfying all program requirements rests with you.

Should you have additional questions or need more information please contact the appropriate program director, your advisor, and/or the Dean of the School of Graduate Studies. The Office of Graduate Studies is located in Room 124 of Lindsay Administration Building. The telephone number for this office is (910) 521-6271.

This *Graduate Student Handbook* provides information about graduate studies within the School of Graduate Studies of The University of North Carolina at Pembroke. The contents of this handbook are not to be considered binding, or a contract between the University and its students. Each step of the graduate education process, from admission through graduation, requires continuing review and appropriate approval by University officials. The University reserves the right to change the requirements and regulations contained in this document. The material in this handbook was compiled and updated for the 2010-2011 academic year.

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

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

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

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

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

## **Office of the School of Graduate Studies**

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 124 of Lindsay Administration Building. The Acting Dean of the School of Graduate Studies is Dr. Sara Coble Simmons. The Dean is responsible for the overall functioning of the School of Graduate Studies and chairs the Graduate Council.

The graduate office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. If you would like to speak in person with the Dean or a staff member, please call 910-521-6271 to schedule an appointment. If you cannot be on campus during regular office hours, a late appointment may be scheduled by calling the same number. Additional information about graduate studies may be accessed through the school's website ([www.uncp.edu/grad](http://www.uncp.edu/grad)). The fax number for the graduate office is 910-521-6751. The mailing address is:

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

## Programs of Study and Program Directors

*(Note: See chart below for the Master of Arts in Teaching Program and its eight areas of specialization.)*

Art Education, K-12 (M.A.)	Dr. Ann Horton-Lopez Locklear Hall, Room 211 910-521-6407 ann.lopez@uncp.edu
Business Administration (M.B.A)	Dr. Howard Ling Business Administration Building, Room 108 910-522-5712 howard.ling@uncp.edu
Clinical Mental Health Counseling (M.A.Ed.)	Dr. Angela Holman Education Center, Room 320 910-521-6511 angela.holman@uncp.edu
Elementary Education, K-6 (M.A.Ed.)	Dr. Karen Stanley Education Center, Room 215B 910-521-6221 karen.stanley@uncp.edu
English Education, 9-12 (M.A.)	Dr. Roger A. Ladd Dial Humanities Building, Room 121 910-521-6624 roger.ladd@uncp.edu
Mathematics Education, 9-12 (M.A.)	Dr. Raymond Lee Oxendine Science Building, Room 1229 910-521-6309 raymond.lee@uncp.edu
Middle Grades Education, 6-9 (M.A.Ed.)	<u>Middle Grades Program Director</u> Dr. Patrick Hannigan Education Center, Room 133 910-521-6354 patrick.hannigan@uncp.edu <u>Specialty Area Advisors</u> Language Arts: Dr. Roger A. Ladd Dial Humanities Building, Room 121 910-521-6624 roger.ladd@uncp.edu Mathematics: Dr. Raymond Lee Oxendine Science Building, Room 1229 910-521-6309 raymond.lee@uncp.edu Science: Dr. Rita Hagevik Oxendine Science Building, Room 2240 910-521-6652 rita.hagevik@uncp.edu Social Studies: Dr. Scott Billingsley Dial Humanities Building, Room 235 910-521-6807 scott.billingsley@uncp.edu
Music Education, K-12 (M.A.)	Dr. Valerie Austin Moore Hall, Room 136 910-522-5704 vaustin@uncp.edu
Physical Education, K-12 (M.A.)	Dr. Tommy Thompson Jones PE/Athletic Center, Room 1103 910-521-6220 or 6385 tommy.thompson@uncp.edu
Professional School Counseling (M.A.Ed.)	Dr. Alfred Bryant Education Center, Room 317 910-775-4009 alfred.bryant@uncp.edu

Programs of Study and Program Directors (continued)

Public Administration (M.P.A.)	Dr. Warren Eller Business Administration, Room 217 910-521-6660 michael.hawthorne@uncp.edu
Reading Education, K-12 (M.A.Ed.)	Dr. Heather Kimberly Dial Sellers Education Center, Room 311 910-521-6636 heather.sellers@uncp.edu
School Administration (M.S.A.)	Dr. Larry Mabe Education Center, Room 306 910-775-4294 donnie.weeks@uncp.edu
Science Education, 9-12 (M.A.)	Dr. Rita Hagevik Oxendine Science Building, Room 2240 910-521-6652 rita.hagevik@uncp.edu
Social Studies Education, 9-12 (M.A.)	Dr. Scott Billingsley Dial Humanities Building, Room 235 910-521-6807 scott.billingsley@uncp.edu
Social Work (M.S.W.)	Dr. Sherry Edwards D. F. Lowry Building, Room 326 910-521-6476 sherry.edwards@uncp.edu

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

Program Director, Master of Arts in Teaching Program

Dr. Patrick Hannigan  
Education Center, Room 133  
910-521-6354  
patrick.hannigan@uncp.edu

Art Education (K-12)	Dr. Ann Horton-Lopez Locklear Hall, Room 211 910-521-6407 ann.lopez@uncp.edu
English Education (9-12)	Dr. Roger A. Ladd Dial Humanities Building, Room 121 910-521-6624 roger.ladd@uncp.edu
Mathematics Education (9-12)	Dr. Raymond Lee Oxendine Science Building, Room 1229 910-521-6309 raymond.lee@uncp.edu
Middle Grades Education (6-9)	Concentration Area Program Directors Language Arts: Dr. Roger A. Ladd Dial Humanities Building, Room 121 910-521-6624; roger.ladd@uncp.edu Mathematics: Dr. Raymond Lee Oxendine Science Building, Room 1229 910-521-6309; raymond.lee@uncp.edu Science: Dr. Rita Hagevik Oxendine Science Building, Room 2240 910-521-6652; rita.hagevik@uncp.edu Social Studies: Dr. Scott Billingsley Dial Humanities Building, Room 235 910-521-6807; scott.billingsley@uncp.edu

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

Music Education (K-12)	Dr. Valerie Austin Moore Hall, Room 136 910-522-5704 vaustin@uncp.edu
Physical Education (K-12)	Dr. Tommy Thompson Jones PE/Athletic Center, Room 1103 910-521-6385 tommy.thompson@uncp.edu
Science Education (9-12)	Dr. Rita Hagevik Oxendine Science Building, Room 2240 910-521-6652 rita.hagevik@uncp.edu
Social Studies Education (9-12)	Dr. Scott Billingsley Dial Humanities Building, Room 235 910-521-6807 scott.billingsley@uncp.edu

### The Graduate Council

The Graduate Council of The University of North Carolina at Pembroke is the primary governance body for the School of Graduate Studies. This group normally meets monthly during the academic year. The Graduate Council approves the curriculum of each graduate program and monitors any changes. The Council also develops the rules and policies under which the School of Graduate Studies functions.

### Graduate School Admissions Policies

Policies governing the Graduate School admissions process are included in the *UNCP Academic Catalog* in the "School of Graduate Studies" section. Those policies are not repeated in this handbook, because this publication is intended for the use of admitted and enrolled graduate students.

### 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.

### Payment of Tuition and Fees

Payment of tuition/fees must be made by deadlines established by the Office of Business Affairs. No student is officially enrolled until tuition/fees have been paid. Students who do not pay tuition/fees by the established deadline are dropped from the classes for which they have registered.

Payment options include cash, check, Visa, MasterCard, financial aid, outside sponsors, and [Academic Management Services](#) (AMS) Tuition Pay Plan. A student's BraveWeb online account center will accept Visa, MasterCard and Electronic Check (ACH). The Academic management Services (AMS) Pay Plan (<http://tuitionpay.salliemae.com/>) is an interest-free way to spread tuition payments over a number of months; however, there is a fee. Any overpayment created within a semester will be refunded to the student. Additional information is available on the Controller's Office website (<http://www.uncp.edu/co/>).

### Residency Status for Tuition Determination

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 of twelve consecutive 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 US 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 School of Graduate Studies of UNCP) are subject to special regulations with regard to residency status, immigration procedures, and passport and/or visa requirements. Information is available in the [Office of International Programs](#).

### **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 only in off-campus courses; students attending night (starting at 4:00 p.m. or later) 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 Student Health Insurance Plan, with the following exceptions: distance education students (students taking off campus and internet only 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 successfully verified as creditable coverage. Registered students should visit [www.studentinsurance.com](http://www.studentinsurance.com) to waive this insurance. An overview of the new UNC System-wide Student Health Insurance Plan is available on the website of Student Health Services ([www.uncp.edu/shs](http://www.uncp.edu/shs)).

### **Identification Cards**

Graduate students are eligible for student identification cards. The cards are made at the beginning of each semester in the Auxiliary Services building located just west of the Jones PE Center. The BravesOne Card is a single source card for purchasing foods and services at UNCP. It also serves as a student's identification card for UNCP events and athletics. Additional information can be found on the Business Services website ([www.uncp.edu/bs/card/](http://www.uncp.edu/bs/card/)).

### **Parking Permits**

All graduate students planning to park vehicles on the UNCP campus are required to register their cars and purchase the appropriate parking permit. This permit must be displayed when the vehicle is parked

on campus. Parking permits may be purchased at the Campus Police/Traffic Office. Information about vehicle registration and parking permits is available on the Police and Public Safety website ([www.uncp.edu/police/parking/](http://www.uncp.edu/police/parking/)).

### **Graduate Student Housing**

On-campus dormitory housing and University Village Apartments as well as rental property at several local complexes are available for full-time graduate students. Applications for on-campus housing are distributed by the UNCP Office of Housing and Residence Life, and they must be submitted by the appropriate deadlines established by the University Housing Office. Limited off-campus housing for graduate students is available in Pembroke, Laurinburg, Maxton, and Lumberton, North Carolina. Additional information can be found on the Housing and Residence Life website ([www.uncp.edu/housing](http://www.uncp.edu/housing)).

### **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 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), 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. Click here for additional [graduate assistant information](#).

### **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 deadlines established by that office (see below for graduation application deadlines). 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. Caps and gowns are distributed at "Grad Finale" each semester and also may be obtained from the University Bookstore.

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

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

The graduation application fee is \$70.00. A late graduation application fee of \$25.00 applies after the deadlines stated above.

### **Programs of Study**

The program of study designed for each degree program is detailed in the University of North Carolina at Pembroke Catalog. Program check sheets are available from Program Directors and/or on the websites for the programs.

Based on their undergraduate records or professional experience, additional course work may be

specified for individuals at the time of their admission. When such additional course work is required, it becomes part of a student's prescribed program of study and must be completed for the degree to be awarded. When such courses are undergraduate prerequisites, the grade earned is recorded on the student's undergraduate transcript.

### **Advisement**

Each student admitted to a graduate program is assigned a graduate faculty member from the academic department as an advisor. Initially, graduate students are expected to meet with their advisor to plan their program of study. Thereafter, they are expected to meet with their advisor each semester. Advisement sessions are scheduled each semester in conjunction with pre-registration, during which currently enrolled students who are in good standing are provided the opportunity to pre-register for the subsequent semester and/or summer sessions. 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. 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, 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**

In addition to the regular examinations in courses taken for graduate credit, candidates for some master's degrees must pass written comprehensive examinations. The comprehensive examinations are administered in the fall and spring semesters and in the summer. Students must register for the written comprehensive exams by the date established by the School of Graduate Studies. Students who do not register by the established deadline must wait until the next regularly scheduled administration to take the exam.

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.

Students in some programs must have completed, or be enrolled in their final semester of, course work to be eligible to sit for the comprehensive examinations. Information on the specific timeframes and formats of the comprehensive examinations for individual program areas is available from the program directors for the individual graduate degrees.

### **Graduate Student Research**

Research projects are an integral part of graduate programs. If research for a 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**

A thesis or research project may 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. Forms and directions regarding thesis submission are located on the Graduate School website ([www.uncp.edu/grad/forms/thesis/](http://www.uncp.edu/grad/forms/thesis/)).

## **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. Application forms are available on the School of Education website ([www.uncp.edu/soe](http://www.uncp.edu/soe)) at the link for the Licensure Office.

## **Academic Progress**

The academic progress of each graduate student is monitored on a regular basis by the Dean of 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 a graduate student's performance has been satisfactory and that the student has demonstrated the level of understanding normally expected in a graduate class.

A grade of “**C**” designates that the graduate student’s performance has been poor and that the student has demonstrated significantly less understanding than normally expected in a graduate class. An accumulation of 3 “**C**’s” makes the student ineligible to continue graduate studies at The University of North Carolina at Pembroke, and he/she will be dismissed.

A grade of “**F**” designates failure of the course. A graduate student who receives an “**F**” is ineligible to continue graduate studies at The University of North Carolina at Pembroke, and he/she will be dismissed.

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

A grade of “**T**” indicates that a thesis or internship grade is pending and is issued only for thesis research and capstone courses and for the year-long internship in school administration.

A grade of “**W**” indicates that a student officially withdrew from a course. 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 with 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 semester credit hours. The standard load for full-time graduate students (not employed full-time) is nine (9) 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 summer 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 an 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.

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 Professional School Counseling, Clinical Mental Health Counseling, and Social Work programs) applied to all course work credited toward the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit " and "Due Process" sections of this handbook).

### **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, and (2) material deviation from information published in the course syllabus without adequate notice of the change.

Graduate students are required to attempt to resolve the grading issue with the course professor before filing an appeal. 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**

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

In order to qualify for the Special Readmission Policy, a former student must obtain letters of support from the current program director, former advisor (if not the same person as program director), and at least one faculty member (not the same person as program director or advisor) who taught a graduate course taken by the former student. The former student also must complete a Graduate Appeals form and an

explanation of the circumstances of his/her dismissal from the Graduate School and should make the case for how he/she is prepared to be successful if readmitted.

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

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

If a former student wishes to apply to a different graduate program, he/she must first appeal to the Graduate Appeals Committee under the Special Readmission Policy. If the committee grants eligibility to apply for admission to a different program, the former student must then complete the regular admission process for the new program. Admission to the new program is not guaranteed; the normal admission process and procedures will be followed. Under this policy, any student who ultimately is admitted to a different program will return on provisional admission status and must meet the provisions stipulated for their admission by the Dean of 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) 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 (GAC). Graduate students wishing to repeat a course must submit a written appeal to the Graduate Appeals Committee through the Dean of the School of Graduate Studies (see also "Due Process" section of this handbook.). Courses approved for repetition must be taken through 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.

## **Student Academic Honor Code**

Standards of academic honor are enforced by the Graduate Council acting through the Dean of the School of Graduate Studies. Graduate students are expected to adhere to all academic and conduct standards described in the UNC Pembroke Catalog and the Student Handbook. Students have the responsibility to know and observe the UNCP Academic Honor Code. A complete description of the Honor Code appears in The Student Handbook, the University General Catalog, and on the University website at: [www.uncp.edu/sa/handbook/pdf/index.htm](http://www.uncp.edu/sa/handbook/pdf/index.htm).

This code forbids cheating, plagiarism, abuse of academic materials, fabrication or falsification of information, and complicity in academic dishonesty. Any special requirements regarding academic honesty in graduate courses will be provided to students in writing at the beginning of the course(s), and are binding on the students. Academic evaluations in graduate courses include a judgment that the student's work is free from academic dishonesty of any type; grades in graduate courses therefore will be adversely affected by academic dishonesty. Students who violate the code can be dismissed from the University. Students are expected to report cases of academic dishonesty to the instructor. All requirements of the Honor Code will be strictly enforced. Students are responsible for knowing and observing the university Honor Code; failure to learn it will not excuse anyone from its obligations.

Recognizing the appropriately more stringent requirements for remaining enrolled in a graduate program, penalties for graduate student infractions may differ from those specified for undergraduates. Convening bodies responsible for monitoring graduate students' academic integrity, ensuring due process for graduate students who are charged with academic honor code violations, and imposing sanctions for violations will be the responsibility of the Dean of the School of Graduate Studies.

If the professor determines that a graduate student has presented or submitted work that violates standards of academic honesty, a range of penalties may be imposed. An "F" in the course may be appropriate at any point in a student's career. However, depending on the nature of both the assignment and the plagiarism, a professor may choose an alternative set of sanctions. The offending student might receive an "F" for the assignment and be required to complete the assignment, for no credit, to the satisfaction of the professor. A faculty member also may withdraw a student from a course at any point in the semester; in order to repeat the course, the student must obtain the approval of the Graduate Appeals Committee (see previous section).

For a second instance of plagiarism at any time during the student's graduate career, documentation of the first incident will become part of the evidence considered in establishing the penalty. If a student receives an "F" in a course due to policy violations prior to the end of a semester, the student may receive credit for other courses for which he or she is concurrently registered; dismissal will become effective at the end of the semester in which the second offense occurs.

Documentation of all infractions will be placed in the student's folder in the Office of Graduate Studies and remain there until the degree is awarded.

## **Graduate Course Evaluations**

Each semester graduate students are asked to provide feedback on the course(s) in which they are enrolled. Course evaluations for graduate courses are conducted online. Students are sent a link to the course evaluation form for each course of enrollment. Students' comments are treated professionally and summarized in aggregate form. Following the conclusion of the semester, the Dean of Graduate Studies shares the compiled comments for each course with the appropriate program director and the chair of the appropriate department.

## **Follow-Up Surveys**

Former graduate students may be invited to participate in focus groups and/or mailed survey forms to

solicit their feedback on the program. Students' participation in the focus groups and/or their prompt, honest responses to our survey instruments will be greatly appreciated.

### **Campus-wide Instructional Resources**

A variety of instructional resources are available on campus to support students' academic studies. These are described in the following sections.

#### **Mary Livermore Library**

The major function of the Mary Livermore library is to serve as an educational support unit for The University of North Carolina at Pembroke. The library currently houses approximately 300,000 catalogued volumes, over 13,000 subscriptions to print and electronic serials, and an abundance of electronic resources. The library also receives relevant US government documents and North Carolina State documents on a depository basis. The library also houses the University Archives. The staff offers students reference and information services, instruction in library use, in-depth consultation on research projects, data base searching, interlibrary loan, orientation tours, recreational reading materials, and copying facilities. The library has an online catalog and access to those of other UNC system libraries.

Hours of operation are posted in the library and online (<http://www.uncp.edu/library/about/hours.html>). The library is open for extended hours during final examinations.

#### **Media Center**

The Media Center, located on the first floor of Jacobs Hall in Suite C, provides a variety of audio and visual resources to the UNCP community. Additional information about the Media Center can be found on its website ([www.uncp.edu/doit/media\\_center](http://www.uncp.edu/doit/media_center)).

#### **Computer Facilities**

The University of North Carolina at Pembroke provides its students with numerous computer resources. Several classroom buildings and the Chavis University Center house computer laboratories, and additional computers are located in the Mary Livermore Library. Several laboratories are available for evening and weekend use.

#### **Technology Expectations**

All graduate students enrolled at UNCP are required to establish and maintain a University network account and a BraveMail account. Information about setting up these accounts can be found on the Division of Information Technology website ([www.uncp.edu/doit/students](http://www.uncp.edu/doit/students)).

Although the University recognizes that most graduate students have professional or home e-mail accounts, IT IS ESSENTIAL THAT STUDENTS HAVE AND USE A UNCP E-MAIL ACCOUNT. This is the university's primary official means of communication with students. Students are responsible for information disseminated via e-mail, and they are expected to check their UNCP e-mail account regularly.

The School of Graduate Studies maintains a website for the benefit of all graduate students and potential graduate students (<http://www.uncp.edu/grad>). Students should check this website regularly for updated information.

#### **Campus Bookstore**

The UNCP Bookstore is located in the Auxiliary Services Building (number 36 on the campus map). Information about hours and services offered by the Bookstore can be found on its website ([www.uncp.edu/bookstore](http://www.uncp.edu/bookstore)).

## Sources of Assistance

A variety of support services are available to assist students. While students may be referred by their advisor to these support sources, the services described below are available to all students, and students are encouraged to seek assistance and utilize the services as needed.

### Counseling and Testing Services

The Counseling and Testing Center is located in Suite 243 of the James B. Chavis University Center, and its telephone number is 910-521-6202. The Center is open Monday-Friday from 8:00 am-5:00 pm. Students may make appointments for counseling, but students with immediate concerns are seen on a walk-in basis when possible. Graduate students may call the center to make arrangements for an appointment after regular hours.

The Miller Analogies Test (MAT) is offered each Wednesday at 1:30 p.m. and 3:30 p.m. by the Counseling and Testing Center. The MAT is acceptable for admission to all graduate degree programs except the Master of Business Administration program. Since testing spaces often fill before the deadline, it is best to register as soon as you are sure of your preferred test date. Additional information is available at <http://www.uncp.edu/ct/testing/mat.htm>.

### Career Center

Located in Suite 210 of the Chavis University Center, the Career Center assists students and alumni with career planning. The telephone number for the Career Center is 910-521-6270. For more information about the career planning and employment resources and/or events/workshops available through the Career Center, go to the Center's website ([www.uncp.edu/career](http://www.uncp.edu/career)).

### Writing Center

Located in Room 131 on the first floor of the Dial Humanities Building, the Writing Center assists both undergraduate and graduate students with improving their academic writing skills. The hours of operation are posted on the website (<http://www.uncp.edu/writing/>), and the Writing Center staff may be available by appointment at other times. To schedule an appointment, call 910-521-6546, or email [writing@uncp.edu](mailto:writing@uncp.edu).

### Off-Campus Sites

Information about off-campus courses offered at Sandhills Community College, Richmond Community College, or Fort Bragg is available at the Distance Education website (<http://www.uncp.edu/ced/>), or contact the appropriate Distance Education Site Coordinator:

#### **Sandhills Community College**

Ms. Rebecca B. Roberts  
E-mail: [rebecca.roberts@uncp.edu](mailto:rebecca.roberts@uncp.edu)  
Kennedy Hall, K156  
Phone: (910) 695-3919  
Office Hours: Monday - Thursday  
8:30 AM - 6:30 PM

#### **Richmond Community College**

Ms. Julie Layne  
E-mail: [julie.layne@uncp.edu](mailto:julie.layne@uncp.edu)  
Lee Building, Room 26  
Phone: (910) 410-1852

Office Hours: Monday - Thursday  
8:30 AM - 7:00 PM

**Ft. Bragg Military Base**

Ms. Tiffany A. Dalmida

E-mail: [tiffany.dalmida@uncp.edu](mailto:tiffany.dalmida@uncp.edu)

EArmyU Building, 2-1105, Stack B, Room 212

Corner of Reilly and Macomb Street

Fort Bragg, NC 28307

Ft. Bragg, NC 28307

(910)-436-4295

Fax: (910)-436-1421

Office Hours: Monday - Friday

8:00 AM - 5:00 PM