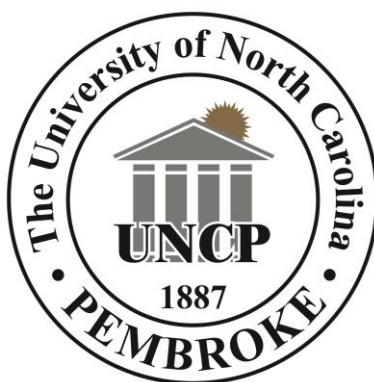


Graduate Student Handbook

2015-2016



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 program offerings:

Master of Arts

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

Master of Arts in Education

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

Master of Arts in Teaching

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

Master of Business Administration

- Business Administration: Concentrations in Financial Services and Supply Chain Management

Master of Public Administration

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

Master of School Administration

- School Administration
- School Administration Add-On

Master of Science in Nursing

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

Master of Social Work

- Social Work
- Social Work: Advanced Standing

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

This handbook is designed to provide you with an overview of the activities of the School of Graduate Studies and Research 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 regulations 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 and Research. 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 and Research 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 2015-2016 academic year.

Each student is responsible for the proper completion of his or her academic program, for familiarity with the University of North Carolina at Pembroke Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic adviser will counsel, but the final responsibility for a successful college career rests with the student.

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School of Graduate Studies and Research Mission Statement

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

About the Graduate School and Graduate Programs

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

The School of Graduate Studies and Research 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 and Research 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 and the Masters of Education Elementary Education degree is offered as an online program.

Office of the School of Graduate Studies and Research

While graduate classes may be offered at a variety of campus and off-campus sites, the location for all inquiries regarding graduate admissions, regulations, and procedures is the School of Graduate Studies and Research, which is located in Room 124 of Lindsay Administration Building. The Dean of the School of Graduate Studies and Research is Dr. Rebecca Bullard-Dillard. Dr. Irene Pittman Aiken serves as the Associate Dean. The Dean is responsible for the overall functioning of the School of Graduate Studies and Research 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). The fax number for the graduate office is 910-521-6751. The mailing address is:

School of Graduate Studies and Research
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)	Mr. Nick Arena Business Administration Building, Room 112 910-521-6259 nick.arena@uncp.edu
Clinical Mental Health Counseling (M.A.Ed.)	Dr. Ki Chae Education Center, Room 344 910-521-6753 kibyung.chae@uncp.edu
Elementary Education, K-6 (M.A.Ed.)	Dr. Lisa Mitchell Education Center, Room 319 910-775-4412 Lisa.mitchell@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.)	Ms. Mary Klinikowski Education Center, Room 112 910-521- 6417 mary.klinikowski@uncp.edu
Middle Grades Education, 6-9 (M.A.Ed.) <u>Middle Grades Program Director</u> Dr. Scott Billingsley Dial Humanities Building, Room 250 910-521-6807 scott.billingsley@uncp.edu	<u>Specialty Area Advisors</u> Language Arts: Dr. Roger A. Ladd Dial Humanities Building, Room 118 910-521-6539 roger.ladd@uncp.edu Mathematics: Ms. Mary Klinikowski Education Center, Room 112 910-521- 6417 mary.klinikowski@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 250 910-521-6807 scott.billingsley@uncp.edu
Nursing (MSN)	Dr. Jennifer Twaddell Health Sciences Building, Room 340L 910-775-4142 jennifer.twaddell@uncp.edu
Physical Education, K-12 (M.A.)	Dr. Danny Davis Jones PE/Athletic Center, Room 1188 910-521-6498 danny.davis@uncp.edu
Professional School Counseling (M.A.Ed.)	Dr. Jeffrey Warren Education Center, Room 346 910-775-4414 jeffrey.warren@uncp.edu
Public Administration (M.P.A.)	Dr. Robert Schneider Business Administration, Room 206 910-521-6445 robert.schneider@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 250 910-521-6807 scott.billingsley@uncp.edu
Social Work (M.S.W.)	Dr. Sherry Edwards Health Sciences Building 361E 910-521-6476 sherry.edwards@uncp.edu

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

Dr. Roger Ladd serves as the Program Director of MAT programs (contact information below). Students in these programs primarily work with their content program director for advisement.

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)	Ms. Mary Klinikowski Education Center, Room 112 910-521-6417 mary.klinikowski@uncp.edu
Middle Grades Education (6-9) Dr. Scott Billingsley serves at the general Middle Grades Program Director. Dial Humanities Building, Room 250 910-521-6807; scott.billingsley@uncp.edu	Concentration Area Program Directors: Language Arts: Dr. Roger A. Ladd Dial Humanities Building, Room 121 910-521-6624; roger.ladd@uncp.edu Mathematics: Ms. Mary Klinikowski Education Center, Room 112 910-521-6293; mary.klinikowski@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 250 910-521-6807; scott.billingsley@uncp.edu
Physical Education (K-12)	Dr. Danny Davis Jones PE/Athletic Center, Room 1188 910-521-6498 danny.davis@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 250 910-521-6807 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 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 regulations under which the School of Graduate Studies and Research functions.

Graduate School Admissions Regulations

Regulations governing the Graduate School admissions process are included in the *UNCP Academic Catalog* in the "School of Graduate Studies and Research" section. Those regulations 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 and Research 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 and be charged to be reentered in the classes.

Payment options include cash, check, Visa, MasterCard, financial aid and outside sponsors. A student's BraveWeb online account center will accept Visa and MasterCard. **NOTE:** All payments mailed to the university should be addressed to the: Bursar's Office, P.O. Box 1510, Pembroke, NC 28372. 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. Military Waiver Forms are available for active duty U.S. military personnel and their dependents stationed in North Carolina. More detailed information regarding residency status is available from the website (<http://www.uncp.edu/admissions-aid/costs-paying-college/residency-information>).

International students (i.e., non-US citizens seeking to attend the School of Graduate Studies and Research 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/ Health Form

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 (<http://studentaffairs.uncp.edu/student-health-for-students/forms/>). Students whose medical history forms are not on file by the specified deadline each semester are administratively withdrawn from the University.

Student Health Insurance

All registered students taking six (6) or more credit hours on campus are required to purchase the student injury and sickness insurance plan, with the following exceptions: distance education students and students who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage. If you do not submit a waiver online, you will automatically purchase the Student Health Insurance and the charge will remain on your student account. If you have any questions, please contact Student Health Services at 910-521-6219. For more information about Student Health Insurance, please go to www.bcbsnc.com/uncp.

Identification Cards

Graduate students are eligible for student identification cards (BravesCard). The cards are made at the beginning of each semester in the Auxiliary Services building located just west of the Jones PE Center. The BravesCard 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/).

Parking Permits

Motor vehicles, including two-wheeled motor vehicles, driven or parked on campus by students, faculty and staff must be registered and display a current UNC Pembroke official parking permit. Vehicle Registration fees are non-refundable. Graduate assistants are not allowed to purchase faculty/staff permits. Violators will be issued citations.

Assigned parking is enforced from 7:30 a.m. thru 5:00 p.m. daily MONDAY - FRIDAY. Information about vehicle registration and parking permits is available on the Police and Public Safety website (www.uncp.edu/police/parking/).

Graduate Student Housing

On-campus dormitory housing and apartment complexes as well as rental property at several local complexes are available for graduate students. Graduate students residing in campus housing must be enrolled in at least three semester hours of course credit. 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. Off-campus housing for graduate students is also available. Additional information can be found on the Housing and Residence Life website (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 and assistantships may or may not be renewed. A few Graduate Assistantships may be available during the summer months. GAs must be enrolled in at least one course during each summer term employed.

To be eligible for a graduate assistantship, a student must be formally admitted (i.e., provisional or full status) to one of the graduate programs. The student must be registered for a minimum of nine hours per semester, not otherwise employed and s/he must maintain a 3.0 overall GPA in graduate coursework at UNCP and be able to work 20 hours a week in the GAship. Partial tuition scholarships may be awarded to graduate assistants if sufficient funds are available. [Additional information](#)

Overview of Master's Degree Requirements

Each student is responsible for proper completion of his or her academic program, for familiarity with the University of North Carolina at Pembroke Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

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) and submit an application and fee for graduation. It is the responsibility of the student to file an [application for graduation](#) with the UNCP School of Graduate Studies and Research by the deadlines established (see chart below). 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:

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

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

Programs of Study

The program of study 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.

Each student is responsible for the proper completion of his or her academic program, for familiarity with the University of North Carolina at Pembroke Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic adviser will counsel, but the final responsibility for a successful college career rests with the student.

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 Clinical Mental Health Counseling, Professional School 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.

Study Off-Campus and Abroad

Students enrolled in graduate school at UNCP may like to study abroad or off-campus. Graduate students may participate in short-term (2-6 weeks) or long-term (semester) options that fit their academic program. They will need approval from the Graduate School Dean (to assure the transfer of course credit back to UNCP and their program) and may need to work with the Study Abroad Office (for financial aid). Off-campus study options available for students earning a master's degree in science include study in Bermuda or Costa Rica, for example. For additional information concerning possible off-campus study options, contact your program director. For additional information on graduate options for study abroad, please contact Office of International Programs at 910-775-4095.

Comprehensive Examinations and other Projects

In addition to the regular examinations in courses taken for graduate credit, candidates for some master's degrees must pass written or oral comprehensive examinations. 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 regulations. Exams may be attempted a maximum of three times.

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/).

Thesis

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

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

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

Licensure by the N.C. State Board of Education

Students completing programs leading to graduate (M level) licensure by the North Carolina State Board of Education must submit a licensure application to the appropriate offices. Application forms are available on the School of Education website's [Licensure Office link](#). UNCP does not grant licensure; therefore, graduating from a program does not guarantee licensure.

Academic Progress

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

HAVEN Training

All new students are required to participate in training related to the Federal Mandate (signed into law by President Obama in March of 2013) and outlined in **Campus Sexual Violence Elimination Act or Campus SaVE Act (SaVE)**. Students will not be allowed to register for a second semester/session of courses until they have completed the training. UNCP students meet this requirement by completing HAVEN, an online training module. Additional information will be made available.

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. Excepted from this regulation are students readmitted by the Graduate Appeals Committee.

Grading

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

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

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

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

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

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 (see “Withdrawal Regulation” section below).

Withdrawal Regulation

Graduate students may find it necessary or advisable to withdraw from one or more courses during a term. If a student withdraws from all courses in which they are enrolled, they must withdraw from the university. The deadline for withdrawal depends upon the schedule for the course and the format of the course. Consult the Graduate Academic Calendar posted on the website of the [Graduate School Calendar](#) for course withdrawal deadlines and to [Forms and Information](#) for withdrawal forms.

To withdraw from a course (but remain enrolled in at least one course) prior to the designated deadline, a student must complete an *Application to Withdraw from a Graduate Course* form. It is the student’s responsibility to submit the withdrawal form to the School of Graduate Studies and Research by the withdrawal deadline for each course. Students who do not officially withdraw from a course by the established deadline may receive a grade of “F.” A graduate student who receives an “F” is ineligible to continue graduate studies at The University of North Carolina at Pembroke, and he/she will be dismissed.

To withdraw from the university (i.e. cease to attend all courses), a student must complete an *Application to Withdraw from Graduate School* before the established deadline of each course.

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

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. A student must successfully complete 67% of their coursework to maintain Satisfactory Academic Progress (SAP) to remain eligible to receive financial aid. Please see the website of the Office of the Controller for additional information (<http://www.uncp.edu/co/>).

Program of Study

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

Course Load

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

Transfer Credit

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

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

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

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

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

For pre-existing graduate credits, a student must submit the completed transfer credit request form to the School of Graduate Studies and Research within one calendar year of the first day of classes of the semester or summer session of the student's first 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 and Research. The completed transfer credit request form, signed to show the approval of the program director, must be submitted to the School of Graduate Studies and Research at least 30 calendar days prior to the first day of classes of the UNCP semester 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 "Appeals" sections of this handbook).

UNCP Senior Privilege Coursework

Graduate students who participated in UNCP's Senior Privilege for Graduate Coursework may have up to six hours of successfully completed (C or better) graduate coursework. These students should note that these courses are subject to all graduate school rules and regulations (time to degree, grading, etc.).

Commencement

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

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

A graduate student is eligible to participate in the commencement ceremony that coincides with the semester during which he or she will complete all degree requirements. Specifically, if a graduate student will complete degree requirements during the fall semester, he/she is eligible to participate in the Winter Commencement and likewise for the spring semester. If he/she will complete degree requirements during

the summer (i.e., between the end of the spring semester and the beginning of the fall semester), he/she is eligible to participate in the following Winter Commencement.

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

Appeals for Graduate Students (Excludes Academic Honor Code Violations/Appeals)

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

The Graduate Appeals Committee meets in February, June, and October. In general, completed Appeals materials are due to the Graduate Office by the 15th of the month prior to the scheduled meeting month, but the student wishing to appeal a denial of continuation in a program should submit a written request for appeal to the Dean of the School of Graduate Studies and Research so that the appeal is postmarked or hand delivered to the Graduate School no later than 5:00 p.m. on the date that is thirty (30) calendar days after the date on which grades are due (as specified on the Registrar’s academic calendar) for the relevant semester or summer session. If this date falls on a weekend or a UNCP holiday, then the deadline will be the next workday.

Any appeal submitted by the deadline will be considered at the next meeting of the GAC. The student will be advised of the date, time, and location of the meeting, and provided the opportunity to appear before the GAC if s/he desires. The appeal should contain the reason(s) the student believes the appeal should be granted and/or the denial should be reversed. If a request for appeal is not postmarked or hand-delivered by the deadline specified in the denial letter, it will not be considered.

A former student who was dismissed for academic reasons and has not been enrolled in a graduate program at any institution of higher education for a period of four (4) semesters (excluding summers) may apply for readmission under the Special Readmission Regulation for Students Dismissed for Academic Reasons. Please read the information on this regulation.

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 Appeals

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 and Research so that they are postmarked or hand-delivered no later than 5:00 p.m. on the deadline date. If a request for appeal is not postmarked or hand delivered by this deadline, it will not be considered. The decisions of the Graduate Appeals Committee are final and do not set precedent; each case is considered on its own merits.

Academic Honor Code Violations

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

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

Special Readmission Regulation for Students Dismissed for Academic Reasons

A former UNCP student who was dismissed for academic reasons from the UNCP School of Graduate Studies and Research 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 Regulation of the Graduate School.

In order to qualify for the Special Readmission Regulation, a former student must obtain, to the degree possible, 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 regulation only one time. Any readmitted student is subject to the regulations and procedures of the School of Graduate Studies and Research that are current at the time of readmission.

Any student readmitted to the same program under this regulation 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 Regulation. If the committee grants eligibility to apply for admission to a different program, the former student must then complete the regular admission process for the new program. Admission to the new program is not guaranteed; the normal admission process and procedures will be followed. Under this regulation, any student who ultimately is admitted to a different program will return on provisional admission status and must meet the provisions stipulated for their admission by the Dean of the School of Graduate Studies and Research, upon recommendation of the program director of the new program. Included among those provisions will be the stipulation that the student must earn a 3.0 or higher each semester after being admitted. Students who fall below a 3.0 in a semester will be dismissed from their programs of study and from the Graduate School.

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 (six years for Counseling and Social Work programs) at The University of North Carolina at Pembroke or another accredited institution of higher learning. This procedure is available for former graduate students seeking to return to graduate study.

The Graduate Appeals Committee is authorized by the Graduate Council to consider reinstatement of a

maximum of 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 and Research to discuss the appropriate details of filing such appeals.

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

Repetition of Courses

Certain graduate courses may be repeated for credit (e.g., thesis, professional paper or capstone study/project courses) and are identified in the course description in the program sections of the UNCP Catalog. Students in programs with repeatable courses must enroll in the repeatable course each semester and continue enrollment each semester during the regular academic year (fall, spring) until the paper or project is complete. If the student is defending the paper or project during this summer term, the student must register for the repeatable course during at least one summer term. Students should contact program directors for guidance regarding courses that must be repeated for credit and for clarification concerning credit hours if the credit hours listed for a repeatable course are variable.

A graduate student may gain permission to repeat a course (beyond those identified as repeatable) one time with the approval of the program director and Dean of the Graduate School and Research. Both grades earned in the repeated course remain on the student's transcript and are calculated in the student's graduate GPA, but credit for the course is awarded only once.

Graduate Course Analysis

Each semester graduate students are asked to provide feedback on the course(s) in which they are enrolled. Course analyses for graduate courses are conducted online. Students are sent a link to the course analysis form for each course of enrollment. Students' comments are treated professionally and summarized in aggregate form. Following the conclusion of the semester, the compiled comments for each course will be made available to the appropriate program director and the chair of the appropriate department. The Graduate Course Analysis process is different and separate from Student Evaluation of Instruction and students should complete both.

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 Services

Media Services are provided by the Division of Information Technology. Media Services provides a variety of audio and visual resources to the UNCP community. Additional information about the services can be found on its website (http://www.uncp.edu/doit/media_services/).

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 (<http://www.uncp.edu/student-services/information-technology/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 and Research 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. Information about hours and services offered by the Bookstore can be found on its website (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 Psychological Services (CAPS)

The Counseling and Psychological Services (CAPS) is located in Suite 243 of the James B. Chavis University Center, and its telephone number is 910-521-6202. The office 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.

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).

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.

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.

ADA Access Statement

This publication is available in alternative formats upon request. Please contact Accessibility Resource Center (ARC), DF Lowry Building (910.521.6695).