



THE
GRADUATE
SCHOOL



GRADUATE STUDENT HANDBOOK

2018-2019



CHANGING
LIVES
THROUGH
EDUCATION

PREFACE

The Graduate School at The University of North Carolina at Pembroke (UNCP) provides opportunities for advanced study and continuing professional and career development. The following are the 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
 - 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
 - Social Studies
- Secondary Education: Specialization in
 - English
 - Mathematics
 - Science
 - Social Studies

Master of Public Administration

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

Master of Business Administration

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

Master of School Administration

- School Administration
- School Administration Add-On

Master of Science in Nursing

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

Master of Social Work

- Social Work
- Social Work: Advanced Standing

Graduate Certificate Programs

- Advanced School Counseling for Postsecondary Success Certificate
- MSN Post-Master's Certificate in Nursing Education

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

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

This handbook is designed to provide you with an overview of the activities of The Graduate School 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.

This *Graduate Student Handbook* provides information about graduate studies within The Graduate School 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 2016-2017 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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Now is the time. UNC Pembroke is the place.



ABOUT THE GRADUATE SCHOOL AND GRADUATE PROGRAMS

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

Each graduate program is firmly grounded in theoretical and empirical bodies of knowledge. Students are challenged to think critically and creatively, and to apply theory to practice in an atmosphere of inquiry and dynamic exchange with faculty and each other. The members of the Graduate Faculty share the University's commitment to academic excellence in a balanced program of teaching, research, and service. They are committed to excellence in teaching, engaging in the generation of knowledge, and serving their communities and professions.

Flexible course schedules and course formats are designed to make courses readily available to students. In addition to its offerings on the main campus, The Graduate School offers selected classes and programs at satellite locations, primarily community colleges. All programs offer online and/or hybrid courses. The Master of Public Administration and Master of Business Administration degrees are offered as an on-campus or an online programs and the Masters of Education Elementary Education degree is offered as an online-only program. This handbook contains information about program governance, requirements, policies, and procedures approved by the Graduate Council through April 2018.

Graduate School Mission Statement

The mission of The Graduate School at The University of North Carolina at The mission of The Graduate School at 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.

In accordance with the University's mission, The Graduate School prioritizes excellence in teaching and learning in all of our graduate programs. The Graduate School promotes rigorous academic standards and encourages students to participate in activities that develop their intellectual curiosity and enhance the intellectual, cultural, economic, and social life of the region.

Office of The Graduate School

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 Graduate School.

The Graduate School
The University of North Carolina at Pembroke
124 Lindsay Administration Building, P.O. Box 1510
Pembroke, NC 28372

www.uncp.edu/grad
Phone: 910-521-6271
Fax: 910-521-6751
Hours: 8:00 a.m. – 5:00 p.m. (M-F)

The Graduate School Staff



Dr. Irene Pittman Aiken

Dean

Professor, School of Education

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

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

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

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Graduate School Recruiter and Enrollment Coordinator

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The Graduate Council

The Graduate Council of The University of North Carolina at Pembroke is the primary governance body for The Graduate School. 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 Graduate School functions.

Programs of Study and Program Directors

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. Christine Bell Business Administration Building, Room 109 910-521-6836 christine.bell@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. Kelly Ficklin Education Center, Room 215B 910-775-4037 kelly.ficklin@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. Camille Goins Education Center, 338-A 910-775-4313 camille.goins@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. Serina Cinnamon Dial Humanities Building, Room 207 910-713-4310 serina.cinnamon@uncp.edu
Nursing (MSN)	Dr. Julie Harrison-Swartz Health Sciences Building, Room 315 910-775-4509 julie.harrison-swartz@uncp.edu
Physical Education, K-12 (M.A.)	Mr. Thomas Trendowski Jones Athletic Center, Rm 1191 910-521-6342 thomas.trendowski@uncp.edu

Professional School Counseling (M.A.Ed.)	Dr. Shenika Jones Education Center, Room 345 910-521-6354 shenika.jones@uncp.edu
Public Administration (M.P.A.)	Dr. Emily Neff-Sharum Oxendine Science Building, Room 1309 910-775-4410 joe.west@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. Olivia Oxendine Education Center, Room 313 910-521-6894 olivia.oxendine@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. Serina Cinnamon Dial Humanities Building, Room 207 910-713-4310 serina.cinnamon@uncp.edu
Social Work (M.S.W.)	Dr. Summer Woodside Health Sciences Building 370 910-775-4085 summer.woodside@uncp.edu

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

Dr. Karen Granger karen.granger@uncp.edu, 910-521-6448 serves as the Program Director of MAT programs. 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
Elementary Education, K-6	Dr. Kelly Ficklin Education Center, Room 215B 910-775-4037 kelly.ficklin@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. Camille Goins camille.goins@uncp.edu serves at the general Middle Grades Program Director	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. Serina Cinnamon Dial Humanities Building, Room 207 910-713-4310; serina.cinnamon@uncp.edu

Physical Education (K-12)	Mr. Thomas Trendowski Jones Athletic Center, Rm 1191 910-521-6342 thomas.trendowski@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. Serina Cinnamon Dial Humanities Building, Room 207 910-713-4310 serina.cinnamon@uncp.edu

GRADUATE SCHOOL ADMISSIONS

Regulations governing The Graduate School admissions process are included in the *UNCP Academic Catalog* in the "Graduate School" 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 Graduate School website and communicated to the admitted students via the admissions portal. Graduate students beginning their studies during the summer sessions are expected to attend the fall semester orientation. An online version of the Orientation will be made available to those students who cannot attend the face-to-face Orientation minus the individual program session with the program director.

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 advisor will counsel, but the **final responsibility for a successful college career rests with the student.**

Payment of Tuition and Fees

Payment of tuition/fees must be made by deadlines set 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 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/>).

Deferral of Enrollment

A student can defer their enrollment for up to one (1) calendar year by sending an email to grad@uncp.edu requesting to defer enrollment. After a year's time, student must submit readmission form and pay \$25 readmission fee.

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](#).

International students (i.e., non-US citizens seeking to attend The Graduate School 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 or online 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.

Additional information is available on the website of [Student Health Services](#). 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 an accepted waiver form, your account is automatically charged for the Student Health Insurance. If you have any questions or want additional information, please contact Student Health Services at 910-521-6219 or go to www.bcbsnc.com/uncp.

Transfer Credit

Graduate students may transfer up 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.

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

For pre-existing graduate credits, a student must submit the completed transfer credit request form to The Graduate School **within one calendar year** of the first day of classes of the semester or summer session of the student's first enrollment in courses, including prerequisites required for his/her graduate program. If this date falls on a weekend or a UNCP holiday, then the deadline will be the next workday. Transfer credit requests submitted after that deadline will not be processed.

If a student seeks to take graduate credit(s) at another institution for transfer to UNCP, s/he must obtain **prior written approval** for the credit from both the appropriate program director and the Dean of The Graduate School. The completed transfer credit request form, signed to show the approval of the program director, must be submitted to The Graduate School at least 30 calendar days prior to the first day of classes of the UNCP semester or summer session that corresponds most closely to the timeframe during which the course(s) will be taken at the other institution. Transfer credit requests submitted after that deadline will not be processed.

The transfer credit is subject to the five-year time limit (six years for the Professional School Counseling, Clinical Mental Health Counseling, and Social Work programs) applied to all course work credited toward the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit " and "Appeals" sections of this handbook).

Sexual Assault Prevention Graduate (SAPG) Training

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

ACADEMIC PROGRAMS AND REQUIREMENTS

Overview of Master's Degree Requirements

Each student is responsible for:

- proper completion of his or her academic program;
- familiarity with the University of North Carolina at Pembroke Catalog and Graduate regulations;
- maintaining the grade point average required; and
- meeting all other degree requirements.

The academic advisor will counsel a student, 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 a completed Graduation Application and fee by the deadlines established (see chart below). Candidates for a 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.

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 is/was 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 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 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.

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 at UNCP). No undergraduate (4000 level or lower at UNCP) 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.

Academic Progress

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

Grading

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

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

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

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

A grade of "**F**" designates failure of the course. A graduate student who receives an "F" is ineligible to continue graduate studies at UNCP, and he/she will be dismissed (see "Dismissal" section). Excepted from this policy are students readmitted by the Graduate Appeals Committee.

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

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

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

A grade of “W” indicates that a student officially withdrew from a course. A grade of “W” may be received only once for a specified course (see “Withdrawal Regulation” section below).

Military Deferral of Enrollment

A student called to active military duty before enrolling in courses may request a deferral of admission using the process below:

- The student must submit a request (i.e., letter or email) to The Graduate School for a deferment stating the reason for the request (call to active duty), indicating the term he/she wishes to re-enroll (the term can be changed if needed).
- The Graduate Dean approves the deferment and informs the Program Director and student of the approval.
- The student is to notify The Graduate School and their Program Director at least 30 days prior to the first class day of her/his plan to return to graduate school.
- If the student's discharge from the service is delayed, the student contacts The Graduate School and requests an extension of his/her deferment. The Graduate Dean will approve the delay and inform the Graduate Program Director.

Graduate Extension of Time to Degree for Military Leave of Absence

When a student on military leave of absence plans to resume graduate study, he/she must inform The Graduate School at least 30 days prior to the first class day of the return semester. The Graduate School will readmit students who were in good academic standing at the time of their call to duty who seek readmission no later than three years after the completion of the period of service. Readmission fees will be waived. All registration holds must be cleared before the student will be eligible to register.

The Graduate School follows the University policy concerning course withdrawals for military leave of absence. In the case of a military leave of absence, the time clock related to the time limit for the completion of the degree will be stopped at the semester in which the leave begins. The time clock will resume upon the student's return to the program. While all academic credit, including transfer credits taken before enrollment in the graduate program, will remain on the graduate transcript, courses originally approved to be counted toward the degree program which now fall outside of the original time limit must be reviewed for content relevancy and approved through the credit reinstatement (appeals) process. In some cases, additional course work may be warranted due to outdated information.

THE GRADUATE SCHOOL PROCEDURES AND REGULATIONS

Enrollment

In general, graduate students may enroll in no more than sixteen (16) semester hours during regular semesters (some programs may require students to take fewer hours). Students may complete an [Overload Request](#) form to request permission to enroll in additional hours. Students employed on a 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 eight (8) credit hours for a total of sixteen (16) credit hours during the summer.

Accelerated online MBA students may take up to six hours per seven-week term.

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

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

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.

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.

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

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

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

The 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

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

The process for a graduate student grade appeal is as follows:

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

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

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

Withdrawal Regulation

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

To withdraw from a course (but remain enrolled in at least one other course) prior to the designated deadline, a student must complete a [Withdraw from a Graduate Course](#) form. It is the student's responsibility to submit the withdrawal form to The Graduate School by the withdrawal deadline for each course. Students who do not officially withdraw from a course by the established deadline may receive a

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

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

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

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

The date that a graduate student submits his/her withdrawal form to The Graduate School is considered the last date of attendance for financial aid and student accounts purposes. If a student receives financial aid, the student should consult with his/her counselor to determine the impact of the withdrawal on his/her financial aid status. A student must successfully complete 67% of their coursework to maintain Satisfactory Academic Progress (SAP) to remain eligible to receive financial aid. Graduate students withdrawing from the university may be required to repay some or all of the financial aid received for the term. See [Satisfactory Academic Progress \(SAP\) Policy for Financial Aid](#). If the withdrawal occurs when refunds of tuition and fees are still possible, the Office of Student Accounts will adjust tuition, fees, room, and board charges on a pro-rated basis. For more information on refunds, see [REG 07.55.01 – Refund Regulation](#).

A student may return to his/her graduate program within one (1) academic year without the need to submit a Readmission Application. After one (1) academic year has passed, the student will need to submit a [Readmission Application](#) form, which is posted on The Graduate School website.

Special Readmission Regulation for Students Dismissed for Academic Reasons

A former UNCP student who was dismissed for academic reasons from the UNCP Graduate School and has not been enrolled in the UNCP Graduate School for a period of four (4) semesters (excluding summers) may appeal for permission to apply for readmission under the Special Readmission Regulation.

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 Committee’s decision will be final, and there is no opportunity for further appeal. Students may appeal for permission to apply for readmission under this regulation only one time. Any readmitted student is subject to the regulations and procedures of The Graduate School 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 **B or better in each course** after readmission. 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 a student’s degree plan may not be taken in an attempt to raise the GPA.

If a former student is granted permission 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. A student who ultimately is admitted to a different program under this regulation will return on provisional admission status and must meet the provisions stipulated for their admission by the Dean of The Graduate School, upon recommendation of the program director of the new program. Included among those provisions will be the stipulation that the student must earn a 3.0 or higher each semester after being admitted. Students who fall below a 3.0 in a semester will be dismissed from their programs of study and from The Graduate School. Graduate courses that are not part of the students' degree plan may not be taken in an attempt to raise the GPA.

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 twelve (12) semester hours of lapsed academic graduate credit, up to six of which may be from another institution. No reinstatement appeal may go to the GAC unless the appeal bears the signatures of the director of the student's graduate program and the chair and/or dean of the appropriate academic department. Graduate students seeking to file reinstatement appeals should contact the Dean of The Graduate School to discuss the appropriate details of filing such appeals.

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

Repetition of Courses

Certain graduate courses may be repeated for credit (e.g., thesis, professional paper or capstone study/project courses) and are identified in the course description in the program sections of the UNCP Catalog. Students in programs with repeatable courses must enroll in the repeatable course each semester 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 and must be enrolled the semester or term they graduate. 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. 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. Students wanting to repeat a graduate course should complete a [Repeat a Graduate Course Request form](#) and submit it to the Graduate Office.

Undergraduate Privilege for Graduate Coursework

Undergraduate students who have successfully completed 75 hours of undergraduate coursework may gain permission to take graduate courses by completing the [Undergraduate Privilege](#) form located on the forms page. Students may want to note that up to twelve hours of successfully completed (C or better) graduate coursework may count towards their master's degree, depending on program and courses, and may also count towards their undergraduate degree. These students should note that these courses are subject to all Graduate School rules and regulations (time to degree, grading, etc.).

To be eligible, undergraduate student must:

- have successfully completed 75 hours of course credit (at least 24 credit hours at UNCP),
- have at least a 3.0 GPA at UNCP and
- have this form properly completed and signed into the Graduate office.

NOTE:

- Graduate course grades do NOT count in one's undergraduate GPA.
- Graduate course grades count in graduate GPA and towards the graduate regulation of three "Cs" or one "F" dismissal.
- Permission to take graduate courses does **not** guarantee future admission into a graduate program.
- If course/s is/are counting towards completion of undergraduate degree, financial aid may apply.

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/).

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 (may include standardized testing), complete capstone projects or write an accepted professional paper. Such requirements are program specific, are considered part of the program of study and are the responsibility of the student under the direction of their advisor or program director. A student who fails any section(s) of a 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.

Information on the specific timeframes and formats of the comprehensive examinations and/or projects for individual program areas is available from the program directors for the individual graduate degrees.

Thesis

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

The candidate and the thesis advisor are to follow the [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 Graduate School 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 The Graduate School.

Upon approval of this draft, a final copy meeting the specified qualifications should be submitted to The Graduate School. 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 webpage](#).

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.

Graduation Exit Survey and Follow-Up Surveys

Graduating graduate students will receive an email with a link to the Graduation Exit Survey approximately one month from their anticipated graduation date. ALL graduation student are to complete this form and participation will be monitored although data will remain anonymous.

Former graduate students may also 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.

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](#). UNCP does not grant licensure; therefore, graduating from a program does not guarantee licensure.

Study Off-Campus and Abroad

Students enrolled in graduate school at UNCP may choose 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 **prior written approval** from The Graduate School Dean (to assure the transfer of course credit back to UNCP and their program) and should work with the Study Abroad Office. For additional information on graduate options for study abroad, please contact your program director and the [Office of International Programs](#) at 910-775-4095.

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.

STUDENT CONDUCT

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.

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

Harassment, Bullying and Intimidation Policy

No student shall threaten, coerce, harass or intimidate another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid university policy, while on university premises or at university-sponsored activities based in whole or in part upon the basis of race, color, religion, biological sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status.

No student shall engage in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria: It is: (1) Directed toward a particular person or persons; (2) Based in whole or in part upon the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status; (3) Unwelcome; (4) Severe or pervasive; (5) Objectively offensive; and (6) So unreasonably interferes with the target person's employment, academic pursuits, or participation in university-sponsored activities as to effectively deny equal access to the university's resources and opportunities.

Students are responsible for knowing, for observing, and for reporting possible violations of the Harassment, Bullying, and Intimidation policy. The full [Harassment, Bullying, and Intimidation Policy](#) is located on the web and in the [Student Handbook](#) (see pp. 70-75).

Student Sexual Misconduct Policy

The University of North Carolina at Pembroke has zero-tolerance for sexual misconduct in all of its forms, including but not limited to: sex/gender-based discrimination and harassment and sexual violence committed against students, employees, visitors to the campus, and other persons who use university facilities or participate in university programs or activities. The University of North Carolina at Pembroke is committed to the prevention of sex/gender-based discrimination and harassment, sexual misconduct, sexual assault, domestic violence, dating violence, and stalking.

Students are responsible for knowing, for observing, and for reporting possible violations of the Student Sexual Misconduct policy. The full [Student Sexual Misconduct Policy](#) is located on the web and in the [Student Handbook](#) (see pp. 70-75).

Drug and Alcohol Policy

The University of North Carolina at Pembroke is dedicated to providing a work, study, and recreational environment that does not include illegal drugs, abuse of prescription medications, or excessive use of alcohol. All students, staff, faculty, and guests are viewed by the university as individually responsible and legally accountable for their actions. The illegal possession, sale or use of drugs, including alcohol, adversely affects the academic community.

In addition, students should be aware that the UNCP Student Code of Conduct extends to any student whose conduct on or off campus becomes unsatisfactory and is determined to have a detrimental impact on the mission of the university. Students whose behavior off campus requires the involvement of law enforcement or other authorities may be subject to appropriate judicial sanctions from the university.

Students are responsible for knowing, for observing, and for reporting possible violations of the Drug and Alcohol policy. The full [Drug and Alcohol Policy](#) is located on the web and in the [Student Handbook](#).

STUDENT FINANCIAL ASSISTANCE

The University of North Carolina at Pembroke has one of the lowest tuition rates in the UNC system. Some financial assistance is also available in the form of Graduate Assistantships, The Graduate School Tuition Scholarship, and loans.

Students wishing to apply for financial aid should file the Free Application for Federal Student Aid (FAFSA). This form determines the eligibility of students for many types of need-based aid, such as Federal Pell Grants, Stafford Loans and Work-Study. Students must be fully admitted into UNC Pembroke before they can receive a financial aid award. Most of the information on the FAFSA comes from information that the student and the parents report on their Federal Income Tax Forms. The priority financial aid filing date is March 1 of each year. Students applying for financial aid after March 1 may have less aid available.

Graduate students normally qualify for **Stafford Loans**. For further information about this loan program, graduate students may wish to contact the UNCP Office of Financial Aid at 910.521.6255 or 6285. All assistance requires prior completion of [FAFSA forms](#).

Forgivable Education Loans for Service

The [Forgivable Loan for Service](#) provides financial assistance to qualified students enrolled in an approved education program and committed to working in critical employment shortage professions in North Carolina (nursing, teaching, allied health fields).

Graduate Assistantships

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

- formally admitted to one of the graduate programs;
- maintain a 3.0 overall GPA;
- be registered for a minimum of nine hours per semester or three hours during each summer term; not otherwise be employed; and
- be able to work a determined number of hours a week in the GAship.

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

The Graduate School Tuition Scholarship

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

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

- be an enrolled (three credit hours or more) as a graduate student at UNCP,
- have a minimum UNCP Graduate School GPA of 3.5,
- obtain a letter of recommendation by the student's program director, and
- plan to continue in their UNCP graduate school program (the award for each winner will be posted to her/his account the following term).

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

Additional Scholarship Opportunities

There are numerous scholarship opportunities available to students through various organizations and affiliations. A list of those that might be of interest to our graduate students may be accessed on The Graduate School website under [Scholarship and Grant Opportunities](#).

STUDENT SERVICES AND RESOURCES

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](#)

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](#).

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 [Housing and Residence Life website](#).

Commencement

A graduate student may participate in commencement exercises if he or she has met all the catalog listed and program listed requirements for graduation. Students are to meet requirements of the catalog which was current at the time the students entered this institution or a subsequent catalog in consultation with a program director. If a student is readmitted after attendance is interrupted for more than one year (two semesters) the student must meet the requirements of the catalog in effect at time of readmission (or those of a subsequent catalog in consultation by the 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 School 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.

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

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 indicating the address to which the diploma should be mailed. The diploma will be mailed after commencement.

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.

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. 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.

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](#).

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 Graduate School 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 (<https://www.bkstr.com/uncpstore/home/en>).

Additional 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.

Accessibility Resource Center

The mission of the [Accessibility Resource Center](#) (ARC) is to assist students with disabilities in qualifying for and implementing academic accommodations, so that they may independently strive for academic excellence; and to assist UNCP administration, faculty and staff in creating an accepting and accessible campus community. Contact the ARC if you need any academic assistance.

Counseling and Psychological Services (CAPS)

The [Counseling and Psychological Services](#) (CAPS) is located on the second floor of the Brave Health Center at 113 Hawk Drive, 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 220 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's website](#).

Writing Center

Located in Room 308 in the D.F. Lowry Building, the Writing Center assists both undergraduate and graduate students with improving their academic writing skills. The hours of operation are posted on the [Writing Center's website](#), 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.

The policies, guidelines, and procedures described in the Graduate Student Handbook are subject to change during the student's course of study and it is the student's sole responsibility to keep abreast of these changes. Students will be notified of changes and date effective via their UNCP email account.

ADA Access Statement

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

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.