

SCHOOL OF GRADUATE STUDIES

Interim Dean: Kathleen C. Hilton

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MISSION

The mission of the School of Graduate Studies of The University of North Carolina at Pembroke is to provide quality master's level degree programs and opportunities for continuing professional and career development for students whose academic preparation and personal characteristics predict success in graduate studies. Each graduate program is firmly grounded in theoretical and empirical bodies of knowledge. Students are challenged to think critically and creatively, and to apply theory to practice in an atmosphere of inquiry and dynamic exchange with faculty and each other.

Faculty share the University's commitment to academic excellence in a balanced program of teaching, research, and service. They are committed to excellence in teaching, engaging in the generation of knowledge, serving their communities and professions, fostering the development of new roles and relationships within, among, and between their disciplines, and modeling the values of inquiry, continuous learning, creativity, and respect and appreciation for the rights and views of others.

The School of Graduate Studies is a nontraditional graduate school offering its classes and experiences to a population of predominantly adult learners. Most graduate classes are held during the evening hours with most classes 6:30 to 9:30 PM. In addition to its offerings on the main University's campus, the School of Graduate Studies offers classes leading to the M.B.A. degree at satellite locations at Sandhills Community College in Pinehurst, NC, and Richmond Community College in Hamlet, NC.

The School of Graduate Studies emphasizes depth of study, academic rigor, and reflection. The 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 foster the development of students into leaders of their professions.

LOCATION

While graduate classes for the School of Graduate Studies may be offered at a variety of campus and non-campus locations, the location for all inquiries regarding graduate admissions, policies, and procedures is Room 253 of Lumbee Hall. The main telephone number for this office is (910)-521-6271. Additional information about graduate studies may be accessed through the school's web page: <http://www@uncp.edu/grad/>

PERSONAL INTERVIEWS:

Many potential graduate students find it useful to schedule an appointment with Dr. Kathleen Hilton, the Interim Dean of the School of Graduate Studies, prior to seeking admission. Students wishing to speak to the dean should call (910)-521-6271 to schedule an appointment.

GRADUATE PROGRAMS, PROCEDURES, AND POLICIES

MASTER'S DEGREE PROGRAMS OFFERED

Graduate courses are offered during the evening hours in the regular semester and summer sessions. The following graduate programs are available.

Master of Business Administration (M.B.A.)

Master of Science in Public Management (M.S.)

Master of Arts in School Counseling (M.A.)

Master of Arts in Service Agency Counseling (M.A.)

Master of Arts in English Education (M.A.)

Master of Arts in Education (M.A. Ed.):

Art Education, Elementary Education, Mathematics Education,

Middle Grades Education, Physical Education, Reading Education,

Science Education, Social Studies Education

Master of School Administration (M.S.A.)*

** UNC Pembroke and East Carolina University have a transfer agreement which allows students to complete a significant portion of the program of study for the Master of School Administration degree through UNCP. Students must apply to and be accepted by both UNCP and ECU. The degree is conferred by East Carolina University. Additional information on this program is available from the School of Graduate Studies.*

PROCEDURES AND POLICIES

Policies and procedures common to all graduate programs of The University of North Carolina at Pembroke appear in the following pages. Detailed information on each program, including requirements specific to individual programs, is contained in subsequent pages. Prospective students are urged to read this information carefully and to refer to this catalog throughout their enrollment at UNCP.

GRADUATE ADMISSIONS

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

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

Students may enter at the beginning of any semester or summer term. Application materials and all supporting documentation should be submitted to the School of Graduate Studies at least one month prior to the projected enrollment date. Applications packets may be requested from:

Dr. Kathleen C. Hilton, Interim Dean
 School of Graduate Studies
 The University of North Carolina at Pembroke
 P.O. Box 1510
 Pembroke, NC 28372

Categories of Admission:

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

- a) full admission,
- b) provisional admission,
- c) special admission,
- d) enrichment studies, and
- e) visiting graduate student

These terms are further defined below.

General Admission Requirements (Full or Provisional Admission)

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

- a) submit a completed application to the School of Graduate Studies;
- b) pay a \$40.00 non-refundable application fee;
- c) submit two copies (one of which must be an official copy) of transcripts from all colleges/universities attended; one of these transcripts must indicate the date that the applicant's baccalaureate degree was awarded;
- d) have a satisfactory undergraduate academic record and meet at least one of the following minimum GPA (4.0 scale) requirements: an overall GPA of at least a 2.5 on all undergraduate work, or an overall GPA of at least a 3.0 in the undergraduate major, or a GPA of at least a 3.0 on all undergraduate work taken in the senior year;
- e) submit an official report of satisfactory scores on the Miller Analogies Test (MAT), the Graduate Record Examination (GRE), or the Graduate Management Admissions Test (GMAT) {required for M.B.A.}.
- f) have three letters of professional recommendation submitted on their behalf. At least one letter should be from a college/university faculty member in the undergraduate major of the applicant; at least one letter should be from the applicant's employer/supervisor.

In some cases, additional information such as a personal interview may be required for admission to the programs.

General Admissions Requirements (Special Admission)

Students seeking admission into this category are frequently unable to complete all requirements needed for full or provisional admission in a timely fashion. Other applicants enter this category with the intent to transfer their graduate courses to another institution. Students seeking special admission are advised to note their non-matriculated status. All students seeking to enroll in this non-matriculated *special admissions status* are cautioned that they have not been admitted into a degree granting program of an academic department. In most cases, students in this category should seek to convert their admission into full or provisional status as soon as possible. Graduate students who have enrolled as special admissions shall have their records sealed after one semester, and further enrollment is prohibited without a change of admissions status. To be considered for special admissions an applicant must:

- a) submit a completed application to the School of Graduate Studies;
- b) pay a \$40.00, non-refundable application fee; and
- c) submit a transcript indicating that he/she received a baccalaureate degree from a regionally accredited institution of higher learning.

General Admissions Requirements (Enrichment Studies)

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

General Admissions Requirements (Visiting Graduate Students)

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

- a) submit an application to the School of Graduate Studies;
- b) pay the non-refundable application fee of \$40.00; and
- c) submit a *letter-of-good-standing* signed by the graduate dean (or an appropriate official) of their home graduate school.

Additional information regarding this admissions category appears below.

Additional Requirements and Notations for Program-Specific Admissions

Business Administration (MBA)

- a) Applicants for the M.B.A. degree program are advised that a GMAT score of 400 or better is needed for initial consideration;
- b) a GPA of 2.5 is needed for preliminary consideration
- c) under unusual circumstances consideration shall be given to the GPA earned by the applicant in his/her final two years of undergraduate study;
- d) the GMAT requirement may be waived for those applicants holding an appropriate master's degree; and
- e) candidates scoring below the cutoff score of 400 on the GMAT may request to be considered for provisional admission provided their applications reflect strong letters-of-recommendation and superior grades in Math, Accounting, and Statistics.

Public Management

- a) all applicants for the M.S. degree in Public Management are required to submit an essay detailing their professional experiences and their objectives in pursuing graduate studies;
- b) a score of 40 or better on the MAT is required for initial consideration;
- c) such scores are to be considered in context with the applicant's professional experiences to date;
- c) a GPA of 2.5, consistent with the general admission requirements, is required;
- d) a total score of 65 to 70 when MAT score and GPA x 10 are combined is required; and
- e) faculty for this program review and carefully evaluate each candidate's experience and the quality of the written essay on experiences and personal objectives.

School Counseling and Service Agency Counseling

- a) all applicants for the M.A. degree in both counseling programs are required to submit an essay detailing their professional experiences and their objectives in pursuing graduate studies;
- b) a total score of 75 when MAT and GPA x 10 are combined is required for preliminary consideration;
- c) the applicant must also demonstrate graduate level writing skills in his/her essay (see item a, above) indicating program-career goal compatibility and evidence of the personal attributes expected of a professional counselor;
- d) a personal interview with an appropriate member of the faculty may be requested; and
- e) applicants scoring below the above cited scores may request to be considered for provisional admission provided their applications reflect other indicators of success, especially letters-of-recommendation from practicing professionals in the field of counseling.

Education Programs: Licensure Requirement

Applicants for all graduate degrees in education leading to licensure by the NC Department of Public Instruction must submit a copy of any current licenses held. Applicants to the English Education M.A. program and to the Art Education, Elementary Education, Mathematics Education,

Middle Grades Education, Physical Education, Reading Education, Science Education, and Social Studies Education M.A.Ed. programs are expected to hold or be eligible to hold appropriate “A” level NC licensure. Those who do not meet the licensure requirement will not be eligible for a graduate licensure recommendation from The University of North Carolina at Pembroke.

Standardized Examinations:

- a) Miller Analogies Test: The Miller Analogies Test or MAT is accepted by the School of Graduate Studies for all graduate degrees, with the exception of the M.B.A. degree. This examination is offered on a regular basis by the Department of Counseling and Testing located in the Chavis Student Center on The University of North Carolina at Pembroke campus. To schedule a sitting for the MAT, applicants may telephone (910)-521-6202.
- b) Graduate Record Examination: The Graduate Record Examination (GRE) is offered by the Educational Testing Service (ETS) of Princeton, NJ. The web page address for ETS is: www.gre.org
- c) Graduate Management Admissions Test: The Graduate Management Admissions Test or GMAT is also offered by the ETS. The web page address for this test is: www.gmat.org

Deadlines: Applicants are expected to submit the completed application and all supporting documentation at least one month prior to the projected enrollment date. A student whose application is not complete may be allowed to enroll (see special admission category) for a maximum of one semester with enrollment in that semester limited to six hours.

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

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

Subjective Criteria: As a nontraditional School of Graduate Studies seeking to serve adult learners, the Graduate Dean and the program directors are open to receiving additional evidences of an applicant’s educational endeavors and experience. While individual degree program admissions requirements may vary, the following subjective criteria are especially useful to the School of Graduate Studies:

- a) letters-of-recommendation from former professors, immediate supervisors of employment, and professional colleagues;
- b) biographical statements of past experiences;
- c) outlines of personal professional goals (required for MPM and both Counseling degree programs);
- d) personal interviews; *and*
- e) a professional resume.

Enrollment For Additional Graduate Teacher Licensure: Students who possess graduate (G level or M level) licensure by the North Carolina Department of Public Instruction may enroll in some graduate programs to earn additional graduate licensure. Students who wish to exercise this option must apply to the Dean of the School of Education for an Individualized Education Program (IEP). The IEP specifies the course work, graduate or undergraduate, that must be completed and other requirements that must be fulfilled for a recommendation for additional graduate licensure to be forwarded to the Department of Public Instruction by UNCP.

Enrollment For Enrichment Purposes: Applicants who possess a baccalaureate degree from an accredited institution of higher learning and are not enrolled in degree programs at other institutions who wish to complete courses at UNCP for personal or professional enrichment may qualify for admission as special students (see general application procedures above). Students in this category cannot enroll for more than six (6) semester hours in a semester. Continuation of enrollment beyond one semester in this category requires the written approval of the Dean of the School of Graduate Studies. A maximum of six (6) semester hours (if appropriate and within the time limit) earned as a special student may later be applied toward degree requirements.

Enrollment as a Visiting Graduate Student: Visiting graduate students enrolled in the graduate schools of accredited institutions of higher learning are welcome at The University of North Carolina at Pembroke. Qualified visiting graduate students may study for one semester or summer at UNCP and transfer credits back to their home institutions. The taking of graduate courses beyond one semester by visiting graduate students requires the written approval of the Dean of the School of Graduate Studies. To gain admission as a visiting graduate student, an applicant must be in good standing at and eligible to return to the home institution. Visiting graduate students are required to submit a letter-of-good-standing from the Dean of Graduate Studies at their home institution to schedule study at UNCP. Such letters must be submitted prior to any registration for a graduate class. Visiting graduate students are required to complete an application for admission, but are not required to submit transcripts, letters of recommendation, or examination scores. The decision to admit visiting graduate students rests with the Dean of the School of Graduate Studies.

Foreign Students: The School of Graduate Studies of The University of North Carolina welcomes applications from potential graduate students from other nations. Applicants from non-English-speaking nations must provide evidence of proficiency in the English language with their applications for admission to the University's Graduate Programs. Scores on the Test of English as a Foreign Language (TOEFL) or the Michigan Test are required; no applications for admission are complete without such scores. I-20 forms will not be authorized without such scores. Each student must submit official proof of financial support and an English translation of all transcripts. All documents must be submitted to the School of Graduate Studies at least six months prior to the projected date of enrollment.

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

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

Medical History Forms: All new students, and all re-enrolling students who have been out of The University of North Carolina for one year, who plan to take 7 or more credit hours during the semester are required to complete a medical history form before registering for classes. This form may be obtained from and should be returned to Student Health Services. Students whose medical history forms are not on file by the specified deadline each semester are administratively withdrawn from the University.

MASTER'S DEGREE REQUIREMENTS

To receive a master's degree from The University of North Carolina at Pembroke students must complete the prescribed program of study and successfully pass the written comprehensive examinations (or the equivalent) and be approved by the Faculty Senate. It is the responsibility of the student to file an application for graduation with the UNCP Registrar's Office by the deadline established by that office. Candidates for the master's degree are expected to be present at commencement exercises in the prescribed dress.

Programs of Study: The program of study prescribed for each graduate degree program is detailed below. Additional course work may be prescribed for individuals based on their undergraduate records. When such additional course work is prescribed, it becomes part of a student's prescribed program of study and must be completed for the degree to be awarded. Graduate students seeking NC Licensure as public school teachers in conjunction with earning a master's degree normally have additional course requirements beyond the courses listed on the following graduate curricula pages.

Academic Progress: Warning, Probation, and Dismissal: The academic progress of each graduate student is monitored on a regular basis by the Dean of the School of Graduate Studies, the student's advisor, and the appropriate program coordinator/director. A minimum grade point average of 3.0 is required to receive a master's degree. Graduate students who earn a grade of "C" in a graduate course are placed on academic warning. Graduate students who earn a second grade of "C" are placed on academic probation. Graduate students who earn a third grade of "C" are dismissed from their degree programs. Graduate students earning two grades of "C" in the same semester are placed directly on academic probation. An accumulation of nine semester hours of "C" quality work, or a grade of "F," makes a graduate student ineligible to continue graduate studies at UNCP.

Level of Course Work: All course work applied toward the master's degree must be earned in courses designed for graduate students (numbered 500 and above). No 400-level course work may be applied to the master's degree. No more than three semester hours of graduate credit earned in workshop courses may be applied toward a master's degree.

Time Limits: All course work applied toward the master's degree must have been completed within five years (six years for the School Counseling and Service Agency Counseling Programs) of full admission to the program. The time requirement is based upon the calendar. For example, if a student enrolls for a graduate course on 23 August (start of a Fall Semester) then this student is one year into his/her time limit at the start of the next Fall Semester.

Transfer Credit: A maximum of six hours of relevant graduate credit taken at another accredited institution with graduate level programs may be applied to degree requirements at the University with the approval of the appropriate program coordinator/director and the Dean of the School of Graduate Studies. It is the responsibility of the student to apply for approval of transfer credit. No credit accepted for transfer may be earned by correspondence. The transfer credit is subject to the five year time limit (six years for the counseling programs) applied to all course work credited toward the master's degree. No transfer credit will be accepted toward degree requirements once the student has matriculated at UNCP unless prior approval for the credit has been received from the appropriate program coordinator/director and the Dean of the School of Graduate Studies.

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

The comprehensive examinations are administered in the fall and spring semesters. Students must have completed, or be enrolled in their final semester of, course work to be eligible to sit for the comprehensive examinations. Students must register for the comprehensive exams by the date established by the School of Graduate Studies.

A student who fails any part or parts of the comprehensive examinations must wait at least one semester before retaking the part or parts of the exam failed. Exams may be attempted a maximum of three times.

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

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

The original and two copies of the approved thesis and abstract must be on file in the School of Graduate Studies at least two weeks prior to the end of the semester in which the student expects to complete program requirements. Two copies of the thesis must be bound and will be retained by the University. Binding is arranged by the library, and the student is charged at cost.

Lapsed Credit: In cases of documented merit and/or continuing professional experience within a given discipline, the Graduate Exceptions Committee (GEC) of the Graduate Council may, at its discretion, entertain appeals cases for *reinstatement of graduate credits* earned more than five years ago at The University of North Carolina at Pembroke or another accredited institution of higher learning. This procedure is available for former graduate students seeking to return to graduate study. Such cases are evaluated and judged by the GEC on a merit basis. The GEC considers all cases on an individual, nonprecedent-setting basis. The GEC is authorized by the Graduate Council to consider reinstatement of 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 GEC unless the appeal bears the signatures of the graduate director of the student's graduate program, the chair of the appropriate academic department, and the Dean of the School of Graduate Studies. The GEC is the "due process" body for graduate students seeking to file reinstatement appeals, and its decisions are final. Graduate students seeking to file reinstatement appeals should schedule an appointment with the Dean of the School of Graduate Studies to discuss the appropriate details of filing such appeals.

Licensure: Students completing programs leading to graduate (M level) licensure by the State of North Carolina must apply for licensure to be granted. Applications are available in the Office of Teacher Education. As part of the licensure approval process, two years of teaching experience in the licensure area is required before UNC Pembroke will recommend the individual for a North Carolina master's level license. Students adding new areas of licensure to their licenses are required to satisfactorily complete the prescribed Praxis Series Examinations. Recommendations for licensure cannot be forwarded to the Department of Public Instruction until official copies of satisfactory scores on the required specialty area exam are on file at UNCP.

ADDITIONAL POLICIES

Advisement: Each student admitted to full or provisional standing in the program is assigned an advisor in the graduate academic major. Members of the graduate faculty serve as graduate advisors. Initially, graduate students are expected to meet with their advisors to plan their programs of study. Thereafter, they are expected to periodically meet with their advisors for further advisement. Advisement sessions are scheduled each semester in conjunction with preregistration.

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

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

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

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

A grade of “F” designates failure of the course. A graduate student who receives an “F” is ineligible to continue graduate studies at the University.

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

A grade of “T” indicates grade pending and is issued only for thesis research courses until the sequence of courses is completed.

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

Withdrawal Policy: Cognizant of the fact that at times circumstances change and situations arise that necessitate a student’s withdrawal from a course, graduate students with good cause may apply to withdraw from a course up to two weeks prior to the last official meeting of the class. It is the student’s responsibility to obtain the signature of the course instructor on the withdrawal form. Once signed, the course instructor will forward the form to the appropriate program coordinator who will review the form, sign it, and forward it to the Dean of the School of Graduate Studies. Students who do not officially withdraw from a course may not receive a grade of W. A grade of W may be received only once for a specified course, and no more than three Ws may be received in a student’s program of study. Withdrawing from a class does not excuse a student from the five year time limit (six years for the counseling programs) within which all program requirements must be completed.

Course Load: All courses, unless otherwise noted in the course description, are offered for three semester credit hours. Graduate students employed on a full-time basis may enroll for a maximum of six semester hours per semester. A graduate student may enroll for a maximum of nine semester hours during the summer sessions. A maximum of six semester hours may be completed in one session. Graduate Assistants are required to enroll on a full-time basis and are not subject to this rule.

Research Requirement: Several programs require that all degree-seeking graduate students complete the appropriate research requirement (EDN 566; MPM 505; or PSY 505 or 510) within their first twelve semester hours of graduate study. Students should consult their assigned advisor or program coordinator for program-specific guidelines regarding this policy.

Orientation Requirement: All degree-seeking graduate students are required to attend an orientation session during their first semester of enrollment. The session is conducted by graduate faculty. Dates/times of the orientation session are announced at the beginning of the semester.

Due Process For Students: Any student whose entrance to, continuation in, or exit from the Graduate Program is denied by the Dean of the School of Graduate Studies acting upon policies established by the Graduate Council of The University of North Carolina at Pembroke has the right to appeal the denial. The Graduate Council has designated *The Graduate Exceptions Committee* (GEC) as the “due process” body for all graduate students. The Dean of the School of Graduate Studies will notify the student of the denial and the policy upon which it is based. Within 10 working days of receipt of the denial the student wishing to appeal should submit a written request for appeal to the Dean of the School of Graduate Studies. The request should contain the reasons(s) the student believes the denial should be reversed. If a request for appeal is not received within the 10 working days, it will not be considered. The appeal will be considered at the next meeting of the GEC. The student will be advised of the date, time, and location of the meeting, and provided the opportunity to appear before the GEC if he/she desires to do so. The decision of the Graduate Exceptions Committee will be final.

GRADUATE EXPENSES

(Subject to change without notice.)

Graduate Application Fee: \$40

GRADUATE EXPENSES: PER SEMESTER — REGULAR SESSION

Sem. Hrs.	In-State		Out-of-State		In-State Total	Out-of-State Total
	Tuition	Fees	Tuition	Ins.		
9+	\$622	\$344	\$4,257	\$45	\$1,011	\$4,646
6-8	\$467	\$230	\$3,193	0	\$697	\$3,423
1-5	\$311	\$115	\$2,129	0	\$426	\$2,244

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

RESIDENCE STATUS FOR TUITION PURPOSES

It is a long-standing practice of the State to require students who are not residents of the State to pay a higher rate of tuition than that charged North Carolina residents. To qualify for in-state tuition, the applicant must generally have lived in North Carolina for a minimum period of twelve months immediately prior to his or her enrollment in an institution of higher learning. During this twelve-month period, the applicant's presence in the State must constitute legal residence in accor-

dance with the University's guidelines as prescribed by the General Assembly. Copies of the applicable North Carolina law and institutional regulations which govern such classification determinations are available in the Office of Admissions for inspection upon request. The student requesting in-state residence is responsible for being familiar with the contents of these two documents. Out-of-state tuition waivers are available for *active duty U.S. military personnel and their dependents stationed in North Carolina and North Carolina full-time public school teachers*.

See the Student Finances for Undergraduate Programs section for more detailed information regarding residency status. Contact the office of Undergraduate Admissions for further information.

GRADUATE ASSISTANTSHIPS

The School of Graduate Studies offers a limited number of graduate assistantships to qualifying students. To qualify for an assistantship, a student must be admitted to full standing in one of the graduate programs. The student must be enrolled within the School of Graduate Studies on a full-time basis (i.e., a minimum of 9 semester hours per semester) and recommended by the Dean of the School of Graduate Studies. Graduate assistants receive a waiver of in-state tuition charges for nine semester hours of graduate credit per semester. Graduate students do not receive a waiver from any fees charged by the University. Such fees must be paid at the time of registration. All graduate assistant are required to be employed for twenty (20) hours per week in order to receive a stipend of \$3000.00 per semester. Graduate assistantships are not available during the summer months.