

INTRODUCTION

The University of North Carolina at Pembroke School of Graduate Studies is committed to providing quality graduate programs. This handbook contains information about program governance, requirements, policies, and procedures approved by the Graduate Council through June 2008.

The University of North Carolina is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on color, national origin, religion, sex, age, or handicap. Moreover, The University of North Carolina at Pembroke is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of African American, Hispanic, Asian and American Indian students.

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PROGRAM OVERVIEW

MISSION

The mission of the School of Graduate Studies of The University of North Carolina at Pembroke's Graduate Program 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 the 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 classes and experiences to a population of predominantly adult learners. Most graduate classes are held during the evening hours, usually from 6:30 to 9:30 PM. In addition to its offerings on the main University campus in Pembroke, the School of Graduate Studies offers selected classes and programs at satellite locations at Sandhills Community College in Pinehurst, NC, Richmond Community College in Hamlet, NC, and Fort Bragg in Fayetteville, NC. The M.P.A. degree is also offered in an online format.

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. Graduate School 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.

ACCREDITATION

The University of North Carolina at Pembroke is accredited by the Southern Association of Colleges and Schools (SACS). The most recent reaffirmation occurred in 2000; the next visit will be conducted in 2010.

The University of North Carolina at Pembroke's Teacher Education Program is accredited by the National Council for Accreditation of Teacher Education (NCATE) and

the North Carolina State Board of Education. The most recent on-site visits by these agencies occurred in Fall, 2007. Full approval was granted by both agencies.

PROGRAMS OFFERED

Seventeen graduate degree programs are offered by The University of North Carolina at Pembroke. They are:

- Business Administration
- Public Administration
- Service Agency Counseling
- School Administration
- School Counseling
- Art Education (K-12)
- Elementary Education (K-6)
- English Education (9-12)
- Mathematics Education (9-12)
- Middle Grades Education (6-9)
- Music Education (K-12)
- Physical Education (K-12)
- Reading Education
- Science Education (9-12)
- Social Studies Education (9-12)

Students completing the program in Business Administration are awarded the Master of Business Administration (MBA) degree; students completing the program in Public Administration are awarded the Master of Public Administration (MPA) degree; students completing the programs in Elementary Education, Mathematics Education, Middle Grades Education, Reading Education, and School Counseling are awarded the Master of Arts in Education (M.A.Ed) degree; students completing the programs in Art Education, English Education, Mathematics Education, Music Education, Physical Education, Science Education, and Social Studies Education the Master of Arts (M.A.) degree. The Master of Arts in Teaching (M.A.T.) degree is awarded to those who have earned a bachelor's degree without meeting licensure requirements and complete program requirements for initial and advanced licensure in one of the following areas: Art, English, Middle Grades, Mathematics, Music, Physical Education, Science, or Social Studies.

Students who hold a current Standard Professional I license at the time of admission and complete the M.A. or M.A.Ed. programs in Art Education, Elementary Education, English Education, Mathematics Education, Middle Grades Education, Music Education, Physical Education, Reading Education, Science Education, and Social Studies Education are eligible for graduate "M" level licensure by the State Department of Public Instruction. Students completing the School Administration and School

Counseling programs are also eligible to be recommended for Department of Public Instruction licensure in their program areas upon completion of DPI testing requirements..

PROGRAM DIRECTORS

Each of the graduate programs has a designated director. The program directors are:

Art Education	Dr. Ann Horton-Lopez
Business Administration	Dr. Carmen Calabrese
Elementary Education	Dr. Irene Aiken
English Education	Dr. Roger Ladd
Mathematics Education	Dr. Joseph Goldston
Middle Grades Education	Dr. Nancy Cerezo
Music Education	Dr. Janita Byars
Physical Education	Dr. Tommy Thompson
Public Administration	Dr. Daniel Barbee
Reading Education	Dr. Heather K. Dial
School Administration	Dr. Carol Higy
School Counseling	Dr. David Pitner
Science Education	Dr. Velinda Worix
Service Agency Counseling	Dr. A. Hugh Jackson
Social Studies Education	Dr. Scott Billingsley

PROGRAM GOVERNANCE

Role of the Graduate Council

(As contained in the *UNCP Faculty Handbook*, Section 4-3.22)

The Graduate Council is the University-wide body responsible for formulating and recommending to the Faculty Senate policies and standards for the graduate program; reviewing, formulating, and recommending curriculum, new programs, and changes in existing programs to the Faculty Senate's Subcommittee on Curriculum; serving the Faculty Senate and Dean of Graduate Studies in matters initiated by it or referred to it; and approving all teaching personnel for graduate courses. All policy and curriculum matters affecting graduate programs must be approved by the Graduate Council.

Composition of the Graduate Council

The Graduate Council is comprised of the directors of each program area, the Director of Teacher Education, the faculty representative to the UNC-GA Graduate Council, and three graduate faculty members appointed at-large. The Dean of the School of Graduate Studies serves as chair of the council. Council members are appointed for one year academic terms by the Provost and Vice Chancellor for Academic Affairs, in

consultation with the Dean of the School of Graduate Studies. Current members are reflected in Appendix B.

Graduate Council Meetings

The Graduate Council meets on a regular basis throughout the academic year. This year it meets on the third Monday of the month at 3:00 p.m. Meetings are open to any interested faculty member.

Relationship of the Council to Other Committees

The Graduate Council is a University-wide committee appointed annually by the Provost and Vice Chancellor for Academic Affairs in consultation with the Dean of Graduate Studies. A representative of the council is provided the opportunity to report council actions at each meeting of the Faculty Senate.

Proposed changes in **policies and procedures** approved by the Graduate Council are forwarded directly to the Faculty Senate for final approval. Proposed changes to **curriculum** approved by the Graduate Council are forwarded to the Faculty Senate's Subcommittee on Curriculum for processing through the Faculty Senate Structure. Curriculum matters affecting **graduate teacher/administrator/school counselor licensure programs** must be approved by the University's Teacher Education Committee before they are considered by the Graduate Council.

Dean of the School of Graduate Studies

The Dean of Graduate Studies is responsible for the coordination, development, and evaluation of all graduate programs on a University-wide basis, and reports directly to the Provost and Vice Chancellor for Academic Affairs. S/he works with program directors and the chairs of all departments with graduate programs to ensure quality programs and compliance with state, regional, and national accreditation standards.

Specific duties include: serving as chair of the University-wide Graduate Council; coordinating admissions to all graduate programs; monitoring the progress of all graduate students; administering all the comprehensive examinations; ensuring that program policies and procedures are uniformly and equitably applied; working with program directors to promote graduate programs; conducting appropriate follow-up studies of program graduates; maintaining up-to-date files on all graduate students; and implementing other activities and projects as assigned by the Provost and Vice Chancellor for Academic Affairs.

Program Directors

Each graduate program is directed by a full-time (to the institution) faculty member, responsible for providing the leadership and the general management of the specific program area. Program directors are appointed by the appropriate department chair, in consultation with the Office of Academic Affairs. The specific duties of program directors include: serving as members of the University-wide Graduate Council; reviewing all applications to their program area and recommending admission decisions to the Dean of Graduate Studies; assigning advisors to the students in their program area; monitoring the progress of all graduate students in their program area; assisting in the administration of the comprehensive examinations; ensuring that program policies and procedures are uniformly and equitably applied to their program area; working with the Dean of Graduate studies to promote graduate programs; and maintaining up-to-date files on all graduate students in their program area.

GRADUATE FACULTY POLICIES AND PROCEDURES

Graduate Faculty Appointment/Evaluation

Faculty assigned responsibilities in the graduate programs hold appointments, as described in *The University of North Carolina at Pembroke Faculty Handbook*, in one of the academic departments of the University. Individual departments, in conjunction with the Office of Academic Affairs, are responsible for the selection and appointment of the faculty. Evaluation of all faculty follows the model detailed in the *UNCP Faculty Handbook*. Graduate faculty are evaluated as members of the departments in which they hold appointments.

Graduate Faculty Status

Three categories of graduate faculty status may be granted by the Graduate Council: Full, Adjunct, and Professional Affiliate status. Forms are available on the Graduate School website; see Appendix A for sample forms. The eligibility requirements for each category follow.

Graduate Faculty: Status approved for tenured/tenure track members of The University of North Carolina at Pembroke faculty who meet the criteria listed below. Graduate faculty may teach graduate courses and chair thesis committees. Appointments are subject to review every five years.

Adjunct Graduate Faculty: Status approved for non tenure track faculty who meet the criteria listed below, and who may be utilized to teach specific graduate courses (related to their area of expertise) on a recurring basis. Adjunct graduate faculty may not chair thesis committees. Appointments are subject to review every three years.

Interim Graduate Faculty: Status approved for faculty who, due to unusual circumstances, are assigned graduate teaching responsibilities between meetings of the Graduate Council. Faculty granted this status may only teach specific courses directly related to their area of expertise. Any interim must be approved by the Program Director, School/College Dean, and Graduate School Dean; appointments will be made on a semester to semester basis and will be considered at the next regularly scheduled meeting of the Graduate Council.

Requirements for Graduate Faculty

- An earned doctorate (or its equivalent) appropriate for the academic field.
- A record of experience in the field of study.
- Documented evidence of engagement in scholarly activities among the following: grant activity, publications, fellowships, presentations, professional consultations, leadership in professional organizations/learned societies.
- Licensure (if applicable) in the field of specialization.
- The endorsement of the appropriate program area director
- Recommendation of the department chair and/or dean
- Approval of the Graduate Council

Professional Affiliate Graduate Faculty: Status approved for professionals who do not have the terminal degree in their field, but hold a Master's degree, have demonstrated exceptional expertise in the discipline, and provide evidence of successful teaching or professional development presentations. In unusual cases, an individual who has a record of exceptional scholarly or creative activity, or professional experience, may be eligible for consideration. Professional Affiliates may teach in applied areas and/or participate as content experts in graduate student research activities. Professional Affiliate Graduate Faculty may not chair thesis committees. The term of Professional Affiliates may not exceed two years but may be renewed.

Renewal of Graduate Faculty Status

Appointments to the three categories of graduate faculty status (graduate faculty, adjunct graduate faculty, and professional affiliate graduate faculty) are extended periods of time and subject to review for renewal. By March 1 of each year, department chairs or the academic dean will be provided with a list of graduate faculty in their respective departments whose graduate faculty appointments are subject to review/renewal and a copy of the renewal criteria. The department chair (or dean) and program directors will be asked to verify the continuing eligibility of the faculty members on their list by March 31. The recommendations for renewal will be compiled by the Office of Graduate Studies and presented to the Graduate Council at the April meeting. A letter of notification will be sent to each graduate faculty member and copied to the respective department chair and program director.

Renewal Eligibility Criteria

Criteria for the recommendation of renewal of graduate faculty status are the same as for initial appointment, as listed above.

Graduate Faculty Teaching Load

As reflected in Section 4-1.5 (Teaching Load and Service Responsibilities) of The *University of North Carolina at Pembroke Faculty Handbook*, the normal teaching load is twelve semester hours or the equivalent per semester (twenty-four semester hours or the equivalent per academic year). Faculty teaching graduate courses in a given semester will have a teaching load of nine hours that semester or the following semester (twenty-one semester hours or the equivalent per academic year).

COURSE EVALUATIONS

To assist program directors in assessing program effectiveness, feedback is to be solicited from graduate students each time a graduate course is taught. Graduate course evaluation forms are distributed by the Graduate School office each semester. They are to be administered in the manner prescribed by the UNCP Faculty Evaluation Model for student evaluations but do not replace the faculty evaluation forms which are required by the Faculty Evaluation Model. Completed forms for all courses taught on campus are to be returned to the appropriate department chair, who will provide the Dean of Graduate Studies with transcriptions of all comments from the forms. The Graduate School office will receive completed forms and prepare transcriptions for on-line and off-campus courses and distribute a copy of all compiled responses to the appropriate program director. A copy of the course evaluation form is contained in Appendix C.

PROGRAM POLICIES AND PROCEDURES

Admissions Process

Applications for the Graduate Program are distributed through the Office of the School of Graduate Studies. Students wishing to enroll in graduate studies at the University of North Carolina at Pembroke are expected to submit their applications and all supporting documentation at least one month prior to enrollment. Students whose applications are incomplete at the time they wish to enroll and who meet published minimum GPA requirements may be allowed to register as special students for a maximum of one semester, with enrollment in that one semester limited to a maximum of six semester hours. The student's application must be completed at least one month prior to the end of the semester to allow an admission decision to be made in a timely fashion. Students admitted to "special" status whose applications are not complete will not be allowed to enroll beyond the initial semester. No student is considered formally admitted

until s/he receives written notification of formal admission from the Office of Graduate Studies.

Admission Requirements (General)

To be considered for admission to a graduate program at The University of North Carolina at Pembroke, the applicant must:

- submit a completed application (indicating the program to which he/she is applying) and a \$45.00 non-refundable application fee;
- submit two copies (one of which must be an official copy) of transcripts from all colleges/universities attended; the degree transcript must indicate the date that the baccalaureate degree was awarded;
- 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 3.0 on all undergraduate work taken in the senior year;
- submit an official report of satisfactory scores on the Graduate Management Admissions Test (GMAT) [required for the MBA program], the Miller Analogies Test (MAT), or the Graduate Record Examination (GRE); scores on the NTE Specialty Area exam may be used only for the English Education program;
- request that three letters of academic/professional recommendation be submitted on his/her behalf. For programs other than the M.S.A., 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.
- Additional program-specific documents may also be required of all applicants.

International Students

Applicants from non-English speaking nations must provide evidence of proficiency in the English language with their applications for admission to any University of North Carolina at Pembroke Graduate School Program. 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, and no Form I-20 will be authorized without them. Each student must submit official proof of financial support and an English translation of all transcripts. The application and all supporting documentation should be on file six months prior to the projected date of enrollment.

Additional Requirements for Admission (Program Specific)

Essay – Applicants to the Public Administration Program, the School Counseling Program, and the Service Agency Counseling Program must submit essays detailing their professional experiences and their objectives in pursuing graduate study in the chosen area.

Teaching Philosophy – Applicants to the M.A. in Music Education and Social Studies Education are required to submit a statement of their current teaching philosophy and their professional goals related to the program.

Teaching Experience – The MSA program requires that all applicants have three years of teaching experience prior to admission; the Social Studies Education program requires two years of teaching experience.

Licensure – Applicants to programs leading to advanced or administrative licensure by the North Carolina Department of Public Instruction must submit a copy of any current teaching licenses held. Applicants to any licensure program other than the Master of Arts in Teaching e who do not hold appropriate “Standard Professional I” NC licensure will not be eligible for a graduate (“M”) licensure recommendation upon program completion. Students seeking licensure as school counselors who do not hold NC teaching licensure are required to complete a 400-clock hour practicum in addition to all other program requirements.

Admission to the Graduate School for other Classifications

Special Admission: Applicants considered for admission to this status must have submitted a completed application, required application fee, a degree-dated transcript providing evidence of meeting the published minimum undergraduate grade point requirement. No applicant who has not earned a 2.5 undergraduate gpa or 3.0 in his or her last two regular semesters may be considered for admission. Applicants to any program requiring a Standard Professional I license must also submit a copy of a qualifying teaching license before an application can be reviewed.

Visiting Students: Students formally admitted to a graduate program at an accredited institution will be admitted and permitted to enroll after submission of an application, application fee, and letter of good standing from their home institution indicating the course(s) for which they are authorized to enroll for the purpose of earning transfer credit. Visiting students are not required to submit transcripts, test scores, or recommendations other than the letter from their home institution.

Enrollment for Enrichment Purposes: Applicants who possess a baccalaureate degree, are not enrolled in degree programs at other institutions, and who wish to complete courses at The University of North Carolina at Pembroke for personal or professional enrichment may qualify for admission as special students. Applicants for admission to this status must complete an application for graduate admission and submit the required application fee and transcripts of all previous college/university work. Students in this category may enroll for a maximum of six (6) semester hours in a semester. Continuation of enrollment beyond one semester in this category requires the approval of the Dean of the School of Graduate Studies. A maximum of six (6) semester hours earned as a

special student (if applicable and within the time limit) may later be applied toward degree requirements.

Enrollment for Additional Graduate Licensure: Students who already possess graduate (“G”) level licensure by the North Carolina Department of Public Instruction may enroll in some graduate programs to earn additional graduate licensure. Applicants who wish to exercise this option must apply to the Office of Teacher Education for an Individualized Education Program (IEP). The completed IEP (which is forwarded to the Office of Graduate Studies and the student) specifies the course work that must be completed and other requirements which must be fulfilled for a recommendation for additional graduate licensure to be forwarded by The University of North Carolina at Pembroke to the Department of Public Instruction.

Undergraduate Enrollment: Provided they are otherwise qualified for admission to graduate study, seniors at The University of North Carolina at Pembroke who are within nine semester hours of graduation may apply to the Dean 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. The form is available in the Graduate School office.

False or Misleading Information: Any student who supplies false or misleading information or conceals pertinent facts in order to secure admission to The University of North Carolina at Pembroke 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 University of North Carolina at Pembroke.

Admission Decisions

Admission decisions on all completed application packets will be made by the appropriate program director and the Dean of Graduate Studies. No single consideration dictates decisions on applications; instead, multiple quantitative and qualitative factors and their relationships to one another enter into such decisions. Degree seeking students may be granted admission to full-standing or provisional admission, with the satisfaction of the provisions necessary to be granted admission to full-standing; or may be denied admission.

When a student’s application is complete, a copy of the application and all supporting documentation is forwarded to the appropriate program director, with a “Program Director Recommendation” form. The program director keeps the copy of the completed application and all supporting documentation, and returns the completed recommendation form to the Dean of Graduate Studies, who then notifies the student of the admission decision. No student is considered admitted until such notification is made.

Orientation Requirement

All degree-seeking graduate students are expected to attend an orientation session during their first semester of enrollment. This session is conducted by graduate faculty. Dates/times of the orientation session are announced by the Graduate School prior to the beginning of fall and spring semesters.

Continuation in the Program/Academic Progress

The progress of graduate students is monitored on a regular basis by the Office of Graduate Studies and the appropriate program director. A graduate student with an accumulation of nine semester hours of less than “B” quality work or a grade of “F” or more than three grades of “W” is eliminated as a candidate for a master’s degree. A cumulative grade point average of at least a 3.0 (on a 4.0 scale) is required to receive a master’s degree.

Degree Requirements

To receive a master’s degree from The University of North Carolina at Pembroke, students must complete the prescribed program of study with at least a cumulative grade point average of 3.0 on a 4.0 scale, the written comprehensive examination and/or capstone product (except for the MBA program), and be approved by the Faculty Senate. It is the responsibility of the student to file an application for graduation with The University of North Carolina at Pembroke’s Office of Graduate Studies 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. Caps and gowns are ordered through the University Bookstore each fall and spring, based on the applications on file..

Programs of Study

The program of study prescribed for each program is detailed in The University of North Carolina at Pembroke Catalog and available on the Graduate School website. Program check sheets are also available from program directors and the Office of Graduate Studies.

Additional coursework may be required, based on their undergraduate records. When such additional coursework is indicated in writing as a provision of admission, it becomes part of a student’s prescribed program of study and must be completed for the degree to be awarded.

Level of Coursework

All coursework applied toward the master’s degree must be earned in courses designed for graduate students (numbered 500 and above). No 400-level coursework

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 program.

Time Limits

For all programs except School Counseling and Service Agency Counseling, all coursework applied toward the master's degree must have been completed within five years of formal admission to the program. For the School Counseling and Service Agency Counseling Programs, all coursework applied toward the master's degree must have been completed within six years of formal admission to the program. Program requirements not completed within these time limits will not meet degree requirements unless reinstated by the Graduate Appeals Hearing Committee. It is the student's responsibility to initiate any reinstatement process by contacting the Program Director and Graduate School Dean.

Comprehensive Examinations

In addition to regular examinations in courses taken for graduate credit, candidates for many master's degrees must pass written comprehensive examinations. The comprehensive examinations are administered in the fall, spring, and summer semesters. Students in the Art Education, Mathematics Education, and Physical Education programs must have completed or be enrolled in their final semester of coursework to be eligible to sit for the comprehensive examinations. Students in the M.A. in School Counseling, and Service Agency Counseling programs must have completed all "core" courses to be eligible to sit for the comprehensive examinations. Students must register for the comprehensive examinations by the date established by the Office of Graduate Studies. A student who fails any part(s) of the comprehensive examinations must wait until the next regularly scheduled administration of the examinations to retake the part(s) of the exam failed. A summer administration of the comprehensive examinations is available for students who have previously failed any part(s) of the exams. Exams may be attempted a maximum of three times. Students who register to take the comprehensive examinations and do not do so in a given semester, without notifying the Office of Graduate Studies by the specified date, are credited with an attempt of the exams.

Thesis

Students may choose to complete a thesis as part of their program of study. Students completing a thesis select a thesis advisor, in consultation with the Program Director, and at least two other eligible graduate faculty members to serve on their thesis committee. The thesis project must be approved by the thesis advisor and the thesis committee. The thesis advisor will supervise the preparation of the prospectus of the thesis, approve it, and submit it to the student's thesis committee for approval, direct the student in 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 Office of Graduate Studies. Directions for the preparation of the thesis and copies of the thesis forms are contained in Appendix D and are posted on the Graduate School website.

The original and two copies of the approved thesis and abstract must be on file in the Office of Graduate Studies at least two weeks prior to the end of the semester in which the student expects to complete program requirements. The 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.

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 of North Carolina at Pembroke with the prior approval of the appropriate 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 limit (six year time limit in the case of the School Counseling and Service Agency 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 The University of North Carolina at Pembroke unless **prior written approval** for the credit has been received from the appropriate program director and the Dean of the School of Graduate Studies. After the approved course has been completed, the student must request that an official transcript of the credit be sent to the Office of Graduate Studies. The Graduate Dean will formally request that the Registrar post any approved credits to the student's UNC Pembroke transcript.

Second Master's Degree

Students who already possess a master's degree and wish to enroll at The University of North Carolina at Pembroke 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 director and the Dean of Graduate Studies. These hours are subject to the five year time limit (six year time limit in the case of the School Counseling and Service Agency Counseling Programs) applied to all course work credited toward the master's degree.

Licensure

Students completing Programs leading to graduate ("M") level licensure by the State of North Carolina Department of Public Instruction must apply for licensure to be granted. Applications are available in the Licensure Office in the School of Education

and on the Graduate School website. Recommendations for licensure cannot be forwarded to the Department of Public Instruction until all licensure requirements have been satisfied.

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. It is possible to assign a "+" or "-" as part of graduate grades (A- through C-). The plus and minus indicators do not affect the graduate student's cumulative grade point average; all grades are computed as a whole number: A=4, B=3, C=2, or F=0.

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

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

A grade of "C" designates that the graduate student's performance has been poor and that the student has demonstrated significantly less understanding than what is normally expected in a graduate class. An accumulation of 3 "C's" makes a student ineligible to continue graduate studies at The University of North Carolina at Pembroke and the student receives a formal letter of dismissal from the Dean.

A grade of "F" designates that a student has failed the course. A graduate student who receives an "F" is ineligible to continue graduate studies at The University of North Carolina at Pembroke and receives a formal letter of dismissal from the Dean.

A grade of "I" is given when the student is unable to complete work because of unavoidable circumstance such as illness. It is not to be given to enable the student to do additional work to improve a grade. It is the student's responsibility to request an "Incomplete" grade and assigning the "I" grade is at the discretion of the individual instructor. Generally, the student will have completed most of the required work for the course before requesting the "I" grade. Unless the professor makes alternate arrangements with the Dean of the Graduate School, 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. A grade of "I" does not fulfill prerequisite requirements.

A grade of “**T**” indicates grade pending and is issued only for thesis and professional paper courses and EXER 599 until the courses are completed.

A grade of “**W**” indicates that a student officially withdrew from the course through the School of Graduate Studies. A grade of “**W**” may be received only once for a specified course and no more than three “**W**” may be received in a student’s program of study.

Repetition of Courses

No graduate course may be repeated within the same program of study without permission of the Graduate Appeals Hearing Committee. Graduate students wishing to repeat a course must submit a written request to the Graduate School Dean. Courses approved for repetition must be taken at The University of North Carolina at Pembroke. The most recent grade earned in a repeated course will be used in the calculation of the student’s grade point average. While, with permission, a student may repeat a course in which a “**C**” has been earned in order to raise the grade point average, the original “**C**” will still be continued in determining whether the student may continue in the Graduate Program.

Withdrawal Policy

Cognizant of the fact at times circumstances change and situations arise which 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 required signatures on the withdrawal form and submit it to the Office 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 “**W**”s may be received in a student’s program of study. Withdrawing from a class does not excuse a student from the five year (six year in the case of School Counseling and Service Agency counseling programs) time limit in which all program requirements must be completed.

Graduate students may officially withdraw from a course up to two weeks prior to the last class meeting for any regular-term course. Summer and 8-week courses have proportionate deadlines established each term. Authorization for a “**W**” grade does not ensure that there will be any tuition refunded; refund dates are established by the Bursar and are unrelated to academic policies.

Plagiarism Policy

(Adopted November 2001)

Graduate students are expected to adhere to the academic and conduct standards described in the UNC Pembroke Catalog and the Student Handbook. All requirements of the Honor Code will be strictly enforced. Students are responsible for knowing and

observing the university Honor Code; failure to learn it will not excuse anyone from its obligations.

Recognizing the appropriately more stringent requirements for remaining enrolled in a graduate program, penalties for graduate student infractions may differ from those specified for undergraduates. Convening bodies responsible for monitoring graduate students' academic integrity, ensuring fair process for graduate students who are charged with academic honor code violations, and imposing sanctions for violations and will be the responsibility of the Dean of the School of Graduate Studies. Documentation of all infractions will be placed in the student's folder in the Office of Graduate Studies and remain there until the degree is awarded. It will be removed from the student folder after degree requirements have been met and destroyed. It is not to be part of the student's permanent record.

Sanctions:

If the professor determines that a graduate student has presented or submitted work that violates standards of academic honesty, a range of penalties may be imposed. An "F" in the course may be appropriate at any point in a student's career. However, depending on the nature of both the assignment and the plagiarism, a professor may choose an alternative set of sanctions. The offending student might receive an "F" for the assignment and be required to complete the assignment, for no credit, to the satisfaction of the professor. A faculty member may also withdraw a student from a course at any point in the semester, giving the student an opportunity to repeat the course. In all cases, documentation will be placed in the student's folder in the Office of Graduate Studies and remain there until the degree is awarded.

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

Advisement

Each student admitted to provisional or full-standing in any graduate program is assigned an advisor in the graduate academic major. Advisors are assigned by program directors and are identified in the admission letter the newly admitted student receives. Members of the graduate faculty serve as graduate advisors. Initially, graduate students are expected to meet their advisors to plan their programs of study. Thereafter, they are expected to meet periodically with their advisors for further advisement and receipt of the PIN number required for registration on Braveweb. Advisement sessions are scheduled each semester in conjunction with preregistration.

Registration

Each semester, currently enrolled students in good-standing are provided the opportunity to preregister for the subsequent semester/sessions during published windows established by mutual consent of the Registrar and Graduate School Dean. Payment or proper arrangements must be received by the date set by the Cashier's office or registrations are cancelled by that office and students must re-register for available courses.

Course Loads

Students who are employed on a full-time basis may register for a maximum of six hours per semester (part-time student status). Students who are not employed on a full-time basis may register as full-time graduate students (9-12 hours per semester).

Graduate students may enroll for a maximum of nine semester hours during the combined summer sessions. A maximum of six semester hours may be completed in either first or second one session. If all courses for which a student wishes to register span more than one session, it is permissible, with the advisor's concurrence, to register for the maximum nine hours of summer course work concurrently.

Research Requirement

All degree-seeking graduate students (except those enrolled in the MBA Program) must complete the appropriate research requirement (EDN 5660, MPM 5050, PSY 5050) within their first twelve semester hours of graduate study.

Fair Process for Students

Any currently admitted UNCP graduate student whose entrance to, continuation in, or exit from the Graduate School is denied based on policies established by the Graduate Council may appeal the denial. 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 reason(s) the student believes the denial should be reversed. The appeal will be considered at the next meeting of the Graduate Appeals Hearing Committee (October, February, June). The student will be advised of the date, time, and the location of the meeting, and provided the opportunity to appear before the Committee if he/she desires to do so. The decision of the Graduate Appeals Hearing Committee may be appealed to the Graduate Council whose decision will be final. If a request for appeal is not received within 10 working days of receipt of the denial, it will not be considered.

A graduate student may file a grade appeal if s/he has evidence that the grade assigned resulted from a miscalculation or if the basis for the grade differed substantially, without prior notification, from the course requirements specified in the syllabus. These are the only two bases for a graduate grade appeal; no others will be considered by the Graduate Appeals Hearing Committee. After receiving the student's written justification for the appeal, the Dean will determine whether the appeal meets either criterion and should be brought to the Committee..

Graduate Assistantships

The University offers a number of graduate assistantships. To qualify for an assistantship, a student must be formally admitted to one of the graduate programs and enrolled on a full-time basis (nine hours per semester). The students must be recommended by the appropriate program director and the Dean of the School of Graduate Studies. The value of the stipend is determined by the qualifications of the student and the nature of the work to be assigned; scholarship funds are awarded to some graduate assistants on the basis of academic merit and program considerations.

APPENDICES – SAMPLE FORMS

Appendix A.1 – Graduate Faculty Nomination

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
OFFICE OF GRADUATE STUDIES
NOMINATION FOR GRADUATE FACULTY STATUS

Directions: The completed form should be submitted to the School of Graduate Studies.
A complete curriculum vita is to be attached.

Date: _____

Faculty Member Being Nominated: _____

Department: _____

Current Academic Rank: _____ Current Tenure Status: _____

Date of Initial Employment at UNCP: _____

Date of Initial Appointment at Current Academic Rank: _____

Highest Degree Earned: _____

Date Earned: _____ Major: _____

Institution Granting Degree: _____

Years of Teaching Experience (at all levels): _____

Requested Status: _____ Adjunct _____ Associate _____ Full _____ Professional
Affiliate

Endorsements/ Recommendations

Signature of Program Director/Coordinator Date

Signature of Department Chair/Dean Date

Signature of School of Graduate Studies Dean Date

Graduate Council Action	
____ Approved for _____	
____ Not approved	
_____ Date	_____ Dean

Appendix A.2 – Graduate Faculty Nomination

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
SCHOOL OF GRADUATE STUDIES

NOMINATION FOR GRADUATE FACULTY STATUS

(For nominees who will teach any methods courses leading to DPI licensure)

Directions: The completed form should be submitted to the School of Graduate Studies.
A complete curriculum vita and copy of the current teaching license must be attached.

Date: _____

Faculty Member Being Nominated: _____

Department: _____

Current Academic Rank: _____ Current Tenure Status: _____

Date of Initial Employment at UNCP: _____

Date of Initial Appointment at Current Academic Rank: _____

Highest Degree Earned: _____

Date Earned: _____

Major: _____

Institution Granting Degree: _____

Previous Teaching Experience (at all levels): _____

Requested Status: Interim Full Adjunct Professional
Affiliate

Endorsements/ Recommendations

Signature of Program Director Date

Signature of Department Chair (if applicable) Date

Signature of College/School Dean Date

Signature of Dean, School of Graduate Studies Date

Graduate Council Action

Approved for _____

Not Approved

Date _____

Dean

Appendix B - Graduate Council Members

Dr. Irene Aiken,	Elementary Education Program
Prof. Sharon Bell	At-large member
Dr. Daniel Barbee	Master of Public Administration Program
Dr. Scott Billingsley	Social Studies Education Program
Dr. Janita Byars	Music Education Program
Dr. Carmen Calabrese	Master of Business Administration Program (to December 2007)
Dr. Nancy Cerezo	Middle Grades Education Program
Dr. Heather Dial	Reading Education Program
Dr. Joseph Goldston	Mathematics Education Program
Dr. Carol Higy	Master of School Administration Program
Dr. Hugh Jackson	Service Agency Counseling Program
Dr. Bonnie Kelley	At-large member
Dr. Roger Ladd	English Education Program
Dr. Ann Horton-Lopez	Art Education Program
Dr. Zoe Locklear	Dean, School of Education
Dr. David Pitner	School Counseling Program
Dr. Dennis Sigmon	At-large member
Professor Donald Soucy	Master of Business Administration Program (from January 2008)
Dr. Tommy Thompson	Physical Education Program
Dr. Velinda Worix	Science Education Program

Appendix C - Application Packet Routing Form
PROGRAM DIRECTOR'S RECOMMENDATION FORM

To:

From: Kathleen C. Hilton, Dean of the School of Graduate Studies

Date:

Student's Name: _____

The above named student is applying for admission to your program area. Copies of the following items are attached.

- _____ **Application**
- _____ **GMAT/GRE/MAT Score report**
- _____ **Transcripts of previous work including any graduate courses taken at UNCP**
- _____ **Copy of NC Teaching License**
- _____ **Letters of Recommendation**
- _____ **Essay**
- _____ **Other**

1. Program Director's Recommendation:

- _____ **Admit to Full Standing**
- _____ **Admit with the following provisions:**

- _____ **Deny Admission:**
- Reason(s):**

2. Assign as Advisor: _____

_____ **Program Director's Signature** _____ **Date**

After this form is returned to the School of Graduate Studies, the appropriate letter will be mailed to the student.

Appendix D – Graduate Course Evaluation Form

COURSE NAME/NUMBER: _____ **TERM:** _____

Directions: To improve the quality of our graduate programs, we would appreciate your candid responses to the following. We ask that you make your responses concise, and that you provide specific examples as appropriate. Your responses will be shared with the program coordinators/directors and faculty only after the end of the semester.

Describe the extent to which this course required graduate level effort, performance, and depth of understanding of course material.

Comment on the contribution of the course topics to your professional development, knowledge, and competence in the context of your program of study.

Provide your opinion of the usefulness and appropriateness of the course text(s) and non-text reading(s) [if applicable] assigned in this course.

Text(s)

Non-text(s)

Identify the extent to which professional respect and collegial interaction among students and faculty prevailed in this course.

Comment on your overall course experience.

Reflect on your own personal growth and development within the context of this course.

Suggest ways to strengthen the quality of this course.

Appendix E – Application to Withdraw from a Course

**Application to Withdraw from a Graduate Course
(Use this form to drop one or two, but not all, of your courses.)**

Directions: Graduate students with **good cause** may apply to withdraw from a graduate course **up to two weeks prior to the last official meeting of the class**. It is the **responsibility of the student** to obtain the signature of the course instructor on this form and to return this signed form to the Office of Graduate Studies. A student is not considered officially withdrawn until this signed form is filed with the Office of Graduate Studies. If the withdrawal occurs when refunds are still possible, a separate request for refund must be filed with the Cashier's Office.

Policy: A grade of "W" may be received only once per course and no more than three Ws may be received in a student's program of study. Withdrawing from a course does not excuse a student from the five-year (six-year for the counseling programs) time limit for completing all program requirements.

Name: _____ Banner ID: 840 _____

Address: _____

Street

City

State

Zip

Course No.: _____ Course Title: _____

Reason for withdrawing:

Signature of Student

Date

Signature of Instructor

Last date of attendance or participation must be indicated.

Signature of Dean, School of Graduate Studies

Date

Signature of Cashier

Receipt Number

Date

Appendix F - Overload Request

**UNC PEMBROKE
SCHOOL OF GRADUATE STUDIES
OVERLOAD REQUEST FORM**

TO: Dean, School of Graduate Studies

Name: _____ **Student ID :** 840 _____

Address: _____

I request permission to take ___ semester hours in the _____ semester for the following reasons:

(1) Signed: _____ **Date:** _____

(2) a. I approve this request for an overload: _____
(Program Director's Signature and Date)

b. I do not approve this request for an overload: _____
(Program Director's Signature and Date)

(3) Expected Date of Graduation _____

Present GPA: _____
Action Taken:
Approved Denied
Date: _____ <i>(Dean, School of Graduate Studies)</i>

(HAVE THIS PETITION SIGNED BY YOUR PROGRAM DIRECTOR AND SUBMIT IT TO THE DEAN OF THE SCHOOL OF GRADUATE STUDIES)

Appendix G - Transfer Credit Request
REQUEST FOR APPROVAL OF TRANSFER CREDIT

Name: _____ Banner ID: 840 _____

Address: _____

Phone Number: _____ Program: _____

Date of formal admission to the Graduate Program: _____

I request approval of the following course(s):

1. Course prefix and # : _____

Course Name: _____

Semester Hours: _____ When Taken/To Be Taken: _____

Where Taken/To Be Taken: _____

To be substituted for: _____

2. Course prefix and # : _____

Course Name: _____

Semester Hours: _____ When Taken/To Be Taken: _____

Where Taken/To Be Taken: _____

To be substituted for: _____

An official copy of the transcript reflecting the credit, a copy of the catalog description, and a copy of the course syllabus must be submitted for each course.

For Office Use

I approve the transfer of _____ for _____

_____ for _____

 Program Director Date

 Dean, School of Graduate Studies Date

Appendix H - Application For Degree

APPLICATION FOR GRADUATE DEGREE

The University of North Carolina at Pembroke

Please circle your degree:

MA MAEd MBA MSA MPA MAT

TO BE COMPLETED: Fall Spring Summer YEAR ____ CONFERRED _____
MONTH/YEAR

Program _____ Concentration _____ Catalog _____

PLEASE PRINT

Name _____ *(Your name will appear on your diploma as it does in our student information system records.)
Address _____ _____ City State Zip Code
Phone (H) _____ (Work or cell) _____
Email address _____

NAME UNDER WHICH ENROLLED SIGNATURE and DATE

PROGRAM DIRECTOR _____ DATE _____

CASHIER'S SIGNATURE _____ RECEIPT # _____ DATE _____

DIRECTOR OF LIBRARY SERVICES _____ DATE _____

DEAN OF GRADUATE STUDIES _____ DATE _____

School of Graduate Studies will route to: REGISTRAR'S OFFICE

DATE _____

Appendix I – Credit Reinstatement Appeal

The University of North Carolina at Pembroke
School of Graduate Studies
GRADUATE CREDIT AND REINSTATEMENT APPEAL

Name: _____ Date: _____

Address: _____ Student ID: _____

_____ Telephone: _____

e-mail address: _____

Directions: The graduate student acting as appellant in this case is responsible for securing all necessary signatures required for this petition before the Graduate Appeals Committee (GAC). Appellants may petition for reinstatement of graduate courses taken during a prior enrollment at The University of North Carolina at Pembroke not to exceed nine (9) hours of graduate credit.

Petition: I, _____, petition the Graduate Committee of the University of North Carolina at Pembroke to reinstate the graduate courses listed below. I understand that any and all credits, reinstated by the Graduate Appeals Committee, may be used to meet graduation requirements for my proposed graduate degree, and all graduate courses and grades recorded prior to reinstatement will remain on my graduate transcript and shall be utilized in the computation of my cumulative graduate grade point.

Appellant’s Graduate Course Petition

Course			Grade & Date Rec’d
Prefix & Number	Title of Course	Professor	
_____	_____	_____	_____
_____	_____	_____	_____

Approvals and Endorsements:

I recommend approval/disapproval: _____ Program Dir.

I recommend approval/disapproval: _____ Dean

Action of the Graduate Dean

It is recommended that this petition be ___ approved ___ disapproved for ___ semester hours and that EDN 599 be reinstated for degree requirement purposes.

GAC action _____ Dean _____ Date _____

Appendix J – Certification for Credit Reinstatement Appeal
The University of North Carolina at Pembroke
School of Graduate Studies
Certification of Graduate Program Director

I, _____ acting in my capacity as
Graduate
Program Director for the _____ department, have

conferred with the appellant’s advisor and, in accordance with the established policies of the Graduate Appeals Committee (GAC) of the University of North Carolina at Pembroke (especially item 11, which appears on the reverse side of the appellant’s appeal). I affirm that:

- a) I am familiar with and have knowledge of the appellant’s graduate academic record-to-date; **and**
- b) the appellant’s knowledge of the academic courses cited below is both timely and of continued relevance to his/her graduate degree program at the University of North Carolina at Pembroke.

This certification is based upon (check only those that apply):

- ____ administration of a test,
- ____ my personal knowledge of appellant’s academic background,
- ____ my service as the professor-of-record for one or more of the courses,
- ____ a personal interview with the student,
- ____ the recommendation of a professional colleague in the department,
- ____ portfolio presentation,

or other reasons cited below.

This approval and certification for reinstatement is recommended for the following academic course or courses (list prefix and course number below):

SIGNATURE OF GRADUATE PROGRAM DIRECTOR

SIGNATURE OF DEPARTMENT CHAIR OR DEAN

Appendix K – Grade Appeal Form

The University of North Carolina
School of Graduate Studies
Grade Appeal Form

Name _____

Course _____

Professor _____

Statement of grounds for your appeal (miscalculation of grade or material deviation from information published in the course syllabus without adequate notice).

Please attach evidence which supports your statement of the grounds for this appeal.

Signature _____ Date _____

Please indicate whether you have spoken with each of the following about your grade:

Course Professor _____

Advisor/Program Director _____

Department Chair _____

Dean of the School/College offering the course _____

Appendix L – Course Substitution Form for Degree Clearance

To:
From: K. Hilton, Dean
Subject: Program of Study
Date:

_____ has submitted a signed application for graduation. S/he has not completed the following course(s) required for _____:

S/he has taken the following course(s) which are not listed as program requirements:

If you consider a substitution permissible, please authorize it below, indicating either the course number or program category for each course identified above:

_____ may be used to meet the _____ requirement.
(course number or program category)

Rationale:

Signed _____

Date _____

Appendix M - Licensure Waiver

Licensure Waiver Declaration
School of Graduate Studies
The University of North Carolina at Pembroke

This is to certify that I, _____, (print name)

of _____ (address)

_____ (address)

having applied for the _____ (name of degree)

in (name of major/concentration) _____,

understand that I am seeking the above specified graduate degree from the School of Graduate Studies of The University of North Carolina at Pembroke for reasons other than teacher licensure by the Department of Public Instruction of the State of North Carolina at the time.

Accordingly, I understand that, upon completion of all requirements for the above named degree, I will not be recommended for any teacher licensure.

Signature

Date

My UNC Pembroke ID is: _____

My email address is: _____

cc: Student file
Graduate Program Director

Appendix N - Directions For The Preparation of A Thesis

- Students choosing to complete a thesis should follow these steps.
- No later than halfway through the program of study, talk with the program coordinator/director about possible thesis topics and the selection of an advisor for the thesis. The program coordinator/director will help the student identify a thesis advisor. This should be a graduate faculty member in the student's program area with whom he/she feels comfortable. The graduate student should talk with the prospective advisor about possible thesis topics. When the thesis advisor has been identified, **it is the student's responsibility to file Form 1 with the Office of Graduate Studies.**
- In the appropriate semester/summer session, the student should register for the thesis course. Once registered for the course, the graduate student should prepare the written prospectus for the thesis. The prospectus should contain the following:
 - Title page (including proposed title, student name, thesis committee members, date)
 - Introduction to the proposed thesis
 - Preliminary review of related literature
 - Proposed research questions/hypotheses to be studied
 - Proposed subjects to be used (if applicable)
 - Proposed research design/methodology to be used
 - Proposed statistical analyses to be used (if applicable)
 - Proposed instruments to be used (if applicable)
 - References

 - The student is responsible for securing the necessary copies of the prospectus for the thesis committee.
- When the student registers for the thesis course, the Office of Graduate Studies will forward Form 2 to the thesis advisor of record. It is the responsibility of the thesis advisor to return this form to the Office of Graduate Studies in a timely manner.
- When the thesis advisor is satisfied with the written prospectus for the thesis, he/she will convene the thesis committee to conduct the preliminary oral examination of the student. Upon successful completion of the preliminary oral examination, the thesis advisor forwards Form 3 and a copy of the prospectus to the Office of Graduate Studies.

- If the proposed thesis involves the use of human subjects, once the prospectus is approved by the thesis committee the student must submit the required information to the chair of The University of North Carolina at Pembroke's Institutional Review Board for Research Involving Human Subjects (IRB). The student may not proceed with the thesis until approval from the board is secured. Information on the IRB is included in Attachment 1.
- Once the proposed thesis has been approved by the student's thesis committee and the UNCP IRB (if applicable), the student should conduct the proposed research. It is important that the student regularly update his/her thesis advisor on the progress being made on the thesis.
- The student works with his/her thesis advisor to prepare the written thesis. The thesis should contain the following:
 - Title page (see Attachment 2)
 - Abstract of the research findings (one page/single spaced)
 - Acknowledgments (if the student wishes to do so)
 - Table of Contents
 - Introduction to the problem/question*
 - Review of related literature**
 - Research questions/hypotheses studied***
 - Subjects used (if applicable)***
 - Research design/methodology used***
 - Results/Statistical analyses (if applicable)****
 - Conclusions/Discussion*****
 - References
 - Instruments used (in appendices, if applicable)
 - ***/****/*****/***** may be separate chapters
- When the thesis advisor is satisfied with the written thesis, he/she will convene the thesis committee to conduct the final oral examination of the student. Upon successful completion of the final oral examination, the thesis advisor forwards Form 4 to the Office of Graduate Studies.
- When all final corrections to the thesis are made, it is the responsibility of the student to provide the Office of Graduate Studies with the original and two copies. These are due in the Office of Graduate Studies at least two weeks before the end of the semester in which the student expects to complete degree requirements. They will be bound through the Library and retained by the University. The student is responsible for the cost of binding, and may arrange to have additional copies bound through the Library.

FORM 1- THESIS ADVISOR

Student Name: _____

Student Identification Number: _____

Major: _____

Possible Thesis Topics: _____

Certification by Thesis Advisor: I have talked with the above named student and have agreed to serve as his/her major advisor for the completion of the thesis.

SIGNATURE OF THESIS ADVISOR

DATE

Approval of Program Director: I have approved _____

as thesis advisor for _____.

The student should be enrolled in the appropriate thesis course for the _____ semester.

SIGNATURE OF PROGRAM DIRECTOR

DATE

Date received by the Office of Graduate Studies:

SIGNATURE OF DEAN OF GRADUATE STUDIES

DATE

FORM 2 - THESIS COMMITTEE

To:

From: Dean of Graduate Studies

Date:

Student Name:

Records in the Office of Graduate studies indicate that the above named student has enrolled in the thesis course appropriate for his/her major, and that you will be serving as advisor to the student in the completion of the thesis.

Per Graduate Program policy, the thesis committee must consist of at least three graduate faculty members, including the thesis advisor. The other individuals who will be serving as members of this student's thesis committee are:

FACULTY MEMBER

DEPARTMENT

FACULTY MEMBER

DEPARTMENT

SIGNATURE OF THESIS ADVISOR

DATE

This form should be returned to the Office of Graduate Studies by _____.

FORM 3 - PRELIMINARY ORAL EXAMINATION

Student Name: _____

Student Identification Number: _____

Proposed Thesis Topic/Title: _____

The above named student successfully completed the preliminary oral examination on

_____.

The proposed thesis was:

____ approved as presented in the written prospectus.

____ approved with the following changes:

_____.

____ not approved.

SIGNATURE OF THESIS ADVISOR

DATE

COMMITTEE MEMBER

DATE

COMMITTEE MEMBER

DATE

This form and a copy of the prospectus should be forwarded to the Office of Graduate Studies by the thesis advisor.

FORM 4 - FINAL ORAL EXAMINATION

Student Name: _____

Student Identification

Number: _____

Thesis Title: _____

The above named student successfully completed the final oral examination on

_____.

The proposed thesis was:

___ approved as presented.

___ approved with the following changes:

_____.

___ not approved.

SIGNATURE OF THESIS ADVISOR

DATE

COMMITTEE MEMBER

DATE

COMMITTEE MEMBER

DATE

This form should be forwarded to the Office of Graduate Studies by the thesis advisor.

ATTACHMENT 1

INSTITUTIONAL REVIEW BOARD FOR RESEARCH
INVOLVING HUMAN SUBJECTS

Guidelines and Format for Submitting Proposals

The Institutional review Board for Research Involving Human Subjects adopts the following guidelines for its consideration of applicable research proposals. These guidelines and submission format are consistent with the “Policies for the Protection of Human Subjects in Research” at The University of North Carolina at Pembroke. These guidelines shall be subject to periodic review and change as deemed to be appropriate by the Review Board.

GUIDELINES

The Review Board shall meet during the first week of each month.

Research proposals must be submitted no later than the third Friday of each month for consideration at the following month’s meeting.

The principal investigator(s) shall submit ten (10) copies of each research proposal in the format specified by the Review Board.

A quorum of two-thirds of the Review Board, excluding ex officio members, must be present for the consideration of any proposals or other relevant matters.

A majority vote will be necessary for approval of any Review Board actions.

The principal investigator, or designated representative, shall be present at the meeting of the Review Board for which a submitted proposal is being considered. The principal investigator will present a brief synopsis of the research proposal and respond to questions as appropriate.

The Chairman of the Review Board shall provide written notification of the Review Board’s actions to the principal investigator of a research proposal.

The format for the submission of research proposals shall be as follows and address the following relevant questions. Each proposal should be as brief as possible and still address each of the pertinent concerns indicated in the following section.

FORMAT

Title

Name of the Principal Investigator(s) (Note: If the principal investigator is a student

rather than a faculty member, then the faculty member supervising the research proposal, course number and title are to be indicated.)

Overview or Abstract

Brief Summary of Purpose(s) or Goal(s)

Method

Materials and/or Procedure to be Used
Procedures for Identification of Subjects
Method of Subject Selection

Ethical Considerations

Informed Consent by Subjects
How is this obtained?

What records are to be retained?

Description of procedures for subject withdrawal without prejudice.

Relationship, if any, to course credit for subject participation.

Risk of Physical and/or Psychological Harm

Privacy, Confidentiality, and Anonymity

Provisions for Subject Debriefing as appropriate

Reporting of Results
What procedures will be used?
How and where will results be reported/used?

Retention of Records and/or Results
How will data be stored?
How long will individual data be retained?
How will data be destroyed?

ATTACHMENT 2

SAMPLE TITLE PAGE

Thesis Title

Prepared by:
Student Name

In partial fulfillment of the requirements for the
Degree/Major*

Approved by:

THESIS ADVISOR

DATE

THESIS COMMITTEE MEMBER

DATE

THESIS COMMITTEE MEMBER

DATE

DEAN OF GRADUATE STUDIES

DATE

*degree and major go here (e.g., Master of Arts in English education; Master of Arts in School Counseling, Master of Arts in Education in elementary Education)