

PREFACE

The School of Graduate Studies of The University of North Carolina at Pembroke (UNCP) provides opportunities for advanced study and continuing professional and career development. The School primarily serves a population of part-time graduate students. Graduate courses are offered on the main campus during the evening hours of the regular semester and during summer sessions. Some graduate courses are offered at satellite locations. These remote sites currently include Sandhills Community College in Pinehurst, NC; Richmond County Community College in Hamlet, NC; Candor Elementary School in Candor, NC; and Fort Bragg, NC. The following sixteen graduate degree programs are offered:

Business Administration (M.B.A.)
Public Administration (M.P.A.)
Service Agency Counseling (M.A.)

Art Education (M.A., M.A.T.)
Elementary Education (M.A.Ed.)
English Education (M.A., M.A.T.)
Mathematics Education (M.A., M.A.T.)
Middle Grades Education (M.A.Ed., M.A.T.)
Music Education (M.A., M.A.T.)
Physical Education (M.A., M.A.T.)
School Administration (M.S.A.)
Reading Education (M.A.Ed.)
School Counseling (M.A.Ed.)
Science Education (M.A., M.A.T.)
Social Studies Education (M.A., M.A.T.)

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

This handbook is designed to provide students with an overview of the activities of the School of Graduate Studies of The University of North Carolina at Pembroke, and to answer questions that you may have about the various graduate degree programs. You should familiarize yourself with its contents and keep it handy for reference throughout your graduate study at UNC Pembroke. All students who are formally admitted to a program have been assigned an advisor (identified in your letter of admission) to guide your academic progress. You are strongly encouraged to meet with your advisor on a regular basis prior to pre-registration each semester, as policies and program requirements may change and certain required courses may be taught only during specified semesters. While your advisor will guide your process, the ultimate responsibility for satisfying all program requirements rests with you.

Should you have additional questions or need more information please contact the appropriate program director or Dr. Kathleen C. Hilton, Dean of the School of Graduate Studies. The Office of Graduate Studies is located in Room 253 of Lumbee Hall. The telephone number for this office is (910) 521-6271.

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

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MISSION STATEMENT OF THE SCHOOL OF GRADUATE STUDIES

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.

The members of the Graduate Faculty share the University's commitment to academic excellence in a balanced program of teaching, research, and public 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 offers its classes and experiences to a population of predominantly adult learners. Most graduate classes are offered during the evening hours from 6:30 to 9:30 PM. In addition to its offerings on the main campus, the School of Graduate Studies offers classes and selected degree programs at satellite locations at Sandhills Community College in Pinehurst, NC; Richmond Community College in Hamlet, NC; and on Ft. Bragg. The Master of Public Administration degree is offered in an on-line format.

All graduate programs emphasize depth of study, academic rigor, and reflection. The program seeks 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 program also fosters the development of students into leaders for their respective fields of endeavor.

This *Graduate Student Handbook* provides information about graduate studies within the School of Graduate Studies of The University of North Carolina at Pembroke. The contents of this handbook are not to be considered binding, or a contract between the University and its students. Each step of the graduate education process, from admission through graduation, requires continuing review and appropriate approval by University officials. The University reserves the right to change the requirements and regulations contained in this document. The material in this *Graduate Student Handbook* was compiled for Fall 2007 and Spring 2008.

Programs of Study and Directors

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|-------------------------------|---|
| Art Education | Dr. Ann Horton-Lopez Locklear Hall 910-521-6407; ann.lopez@uncp.edu |
| Business Administration | Dr. Carmen Calabrese Business Administration Building, Room 112 910-521-5712; carmen.calabrese@uncp.edu |
| Elementary Education (K-6) | Dr. Irene Aiken Education Center 910-521-6450; irene.aiken@uncp.edu |
| English Education (9-12) | Dr. Roger Ladd Dial Humanities Building, Room 121A 910-521-6624; roger.ladd@uncp.edu |
| Mathematics Education (9-12) | Dr. Joseph Goldston Oxendine Science Building 910-521-6416; joseph.goldston@uncp.edu |
| Middle Grades Education (6-9) | Dr. Nancy Cerezo, Education Center nancy.cerezo@uncp.edu and Concentration Area Program Director |
| Physical Education | Dr. Tommy Thompson Jones Athletic Complex, Room 3 910-521-6220 or 6385; tommy.thompson@uncp.edu |
| Public Administration | Dr. Daniel Barbee Dial Humanities Building 910-521-6215; daniel.barbee@uncp.edu |
| Reading Education (K-12) | Dr. H. Kimberly Dial Education Center 910-521-6636; heather.dial@uncp.edu |
| School Administration | Dr. Carol Higy Education Center, Room 112 910-521-6449; carol.higy@uncp.edu |
| School Counseling | Dr. G. David Pitner Education Center 910-521-4037; david.pitner@uncp.edu |
| Service Agency Counseling | Dr. Hugh Jackson Sampson Hall 910-521- 6240; hugh.jackson@uncp.edu |
| Science Education | Dr. Velinda Worix Oxendine Science Building 910-521-6567; velinda.worix@uncp.edu |
| Social Studies Education | Dr. Scott Billingsley Dial Humanities Building 910-521-6807; scott.billingsley@uncp.edu |

The Office of The Dean

The Dean of the School of Graduate Studies is Dr. Kathleen C. Hilton. The Dean's office is located in Room 253 on the second floor of Lumbee Hall. Dean Hilton is responsible for the overall functioning of the School of Graduate Studies and chairs the Graduate Council. She is interested in the progress of each graduate student on the main campus and at all other locations where graduate instruction is offered. The Office of The School of Graduate Studies is open from 8:00 a.m.- 6:00 p.m. Monday through Thursday and 8:00-5:00 on Friday. If you would like to speak with the Dean, please call 910-521-6271 to schedule an appointment. If you cannot be on campus during regular office hours, a late appointment may be scheduled by calling the same number.

The Graduate Council

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

Degree Requirements

To receive a master's degree from The University of North Carolina at Pembroke, students must complete the assigned program of study with a cumulative grade point average of at least a 3.0 on a 4.0 grading scale, pass written comprehensive examinations (or an equivalent requirement for all programs except the MBA), submit an application for graduation, and be approved by the Faculty Senate. It is the responsibility of the student to file an application for the comprehensive examination and an application for graduation with The School of Graduate Studies by the deadline established by that office. Candidates for the master's degree are expected to attend commencement exercises in the appropriate attire. Caps and gowns are distributed at "Grad Finale" each semester and also may be obtained from the University Bookstore.

Programs of Study

The program of study designed for each degree program is detailed in the University of North Carolina at Pembroke catalog. Program check sheets are available from directors or the Office of The School of Graduate Studies.

Additional course work may be assigned to students based on their undergraduate record. When further course work is prescribed, it becomes part of the student's personal program of study and must be completed for the degree to be awarded. When such courses are undergraduate prerequisites, the grade earned is recorded on the graduate student's transcript, but undergraduate grades are not used in the computation of the grade point average (GPA).

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 work may be applied to the master's degree. No more than three semester hours of graduate credit earned in a workshop course may be applied toward a master's degree.

Time Limits

For all programs except School Counseling and Service Agency Counseling, all course work applied toward the master's degree must have been completed within five years of admission to the degree

program and within six years of the date the degree is awarded. For the School Counseling and Service Agency Counseling programs, all course work must have been completed within six years of admission to a program and within seven years of the date the degree is awarded.

Comprehensive Examinations

In addition to the regular examinations in courses taken for graduate credit, candidates for most master's degrees except the MBA must pass written or oral comprehensive examinations.

The written comprehensive examinations are administered in the fall and spring semesters. Students in the Service Agency Counseling program must pass the Counseling Comprehensive Examination prior to enrolling in the counseling skills laboratory. Students must register for the written comprehensive examinations by the date established by the Office of Graduate Studies. A student who fails any section(s) of the comprehensive examinations must wait until the next regularly scheduled administration of the examination to retake the entire exam or portion(s) of the exam failed, depending on program policies. A summer administration of the comprehensive examinations is available for students who have previously failed any part or parts of the examination. Exams may be attempted a maximum of three times. Students who register to take the comprehensive exams and do not notify the Office of Graduate Studies by the specified date that they have decided not to take the exams in a given semester are credited with an attempt of the exams.

Information on the specific format of the comprehensive examinations for individual program areas is available from the graduate student's program director.

Thesis

Students may choose to complete a thesis as part of their program of study. Forms and directions regarding their submission are located on the Graduate School website. Students completing a thesis must select a thesis advisor and at least two other graduate faculty members to serve on their thesis committee. The thesis project must be approved by the thesis advisor and thesis committee. The thesis advisor will supervise the preparation of the prospectus of the thesis, approve it, submit it to the thesis committee for approval, direct the student in the preparation of the thesis, assemble and chair the committee for the oral examination (i.e., "Defense of the Thesis"). Following a successful defense, the thesis advisor will complete all clearance procedures required by the School of Graduate Studies.

The original and two copies of the approved thesis and abstract must be on file in the School of Graduate Studies at least two weeks before the end of the semester in which the student expects to complete graduate program requirements. The copies of the thesis must be bound and will be retained by the University. Binding is arranged by the staff of the Mary Livermore Library and the student is charged at cost. Specific directions for the completion of a thesis are available from the School of Graduate Studies.

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 approval of the appropriate program 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 year time limit in the case of the School Counseling and Service Agency Counseling programs) applied to all course work credited towards the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Hearing Committee (see "Lapsed Credit " and "Due Process"). No transfer credit will be accepted towards 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.

Second Master's Degree

Students who 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. Such credits must be approved by the appropriate program director and the Dean of the School 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 towards the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit " and "Due Process").

Lapsed Credit

Graduate credits earned within the School of Graduate Studies at The University of North Carolina at Pembroke and at other accredited institutions of higher learning that were not used for a graduate degree and are more than five years old are known as lapsed credits. In cases of documented merit, the Graduate Appeals Committee (GAC) is authorized to hear appeals from former graduate students desiring to return to the School of Graduate Studies. The GAC may hear cases for reinstatement of credits up to nine semester hours of lapsed credit. The GAC does not entertain appeal cases unless the appeals bear the signature of the graduate program director, the appropriate Department Chair or Dean, and the Dean of the School of Graduate Studies.

Registration and Course Loads

Each semester, currently enrolled students who are in good standing are provided the opportunity to pre-register for the subsequent semester/sessions. Advisement sessions are scheduled during this time period. Pre-registration information is posted on the Graduate School website. After consulting their assigned advisor and securing the necessary "alternate PIN," students pre-register on BraveWeb. Late registration may be completed on BraveWeb prior to the first class meeting.

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

Graduate students may enroll for a maximum of nine semester hours during the summer semester. A maximum of six semester hours may be completed in one session.

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. Faculty have the option of using "+" and "-" for information purposes only. These qualifiers do not affect a student's GPA.

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

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

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

A grade of "F" designates failure of the course. A graduate student who receives an "F" is ineligible to continue graduate studies at The University of North Carolina at Pembroke.

A grade of “I” (incomplete) 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 a student to do additional work to improve a grade. The assigning of a grade “I” is at the discretion of the individual instructor. It is a student’s responsibility to request the grade of an “I”. Generally, the student will have completed most of the work required for the course before the time the grade “I” is requested. An incomplete grade of “I” must be removed within one semester (excluding summer term), or the University Registrar will automatically convert the “I” to a grade of “F”. Such grades of “F” are termed “conversion F’s.” In determining quality hours and quality point averages, an “I” is counted as an “F” until it is removed. A grade of “I” does not fulfill prerequisite requirements for any course.

A grade of “T” indicates that a thesis or internship grade is pending and is issued only until the course is completed.

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

Academic Warning, Probation, and Dismissal

A graduate student receiving her or his first grade of “C” will receive a letter from the Dean of the School of Graduate Studies placing the student on **Academic Warning**. A graduate student receiving a second grade of “C” will receive a letter placing the student on **Academic Probation**. Graduate students earning a third grade of “C” *will be dismissed* from the School of Graduate Studies of The University of North Carolina at Pembroke. In the event two grades of “C” should occur in one semester, the status of **Academic Probation** will be imposed. Similarly, should two grades of “C” be earned following the initial grade of “C,” the student *will be dismissed*. No graduate student may receive a graduate degree from The University of North Carolina at Pembroke with a cumulative grade point average (GPA) of less than 3.0 at the conclusion of his/her studies within the School of Graduate Studies.

Repetition of Courses

No graduate course may be repeated within the same program of study without permission of the Graduate Appeals Committee (GAC). Graduate students wishing to repeat a course must submit a written appeal to the Dean of the School of Graduate Studies prior to any registration for repeat courses. (See also *Due Process Section*.) 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. N.B.: With permission from both the Dean of the School of Graduate Studies and the appropriate director, a student may repeat a course in which a grade of “C” was earned. However, in such cases the original grade of “C” will remain on the individual’s graduate transcript, and continue to be used in the arithmetical formula to determine the resultant new grade point average (GPA).

Research Requirement

For all graduate curricula, with the exception of the MBA curriculum, all degree seeking graduate students must complete the appropriate research requirement (EDN 566, MPM 505, or PSY 505) within the time specified by their program requirements.

Orientation Requirement

All degree-seeking graduate students are expected to attend an orientation session during their first semester of enrollment. Graduate students beginning their studies during the Summer Sessions are expected to attend the Fall Semester Orientation. This meeting is conducted by graduate faculty and/or the Dean of the School of Graduate Studies. Dates and times of the orientation session are announced on the Graduate School website.

Student Academic Honor Code

Standards of academic honor are enforced by the Graduate Council acting through the Dean of the School of Graduate Studies. Graduate students are expected to adhere to all academic and conduct standards described in the UNC Pembroke Catalog and the Student Handbook. Students have the responsibility to know and observe the UNCP Academic Honor Code. A complete description of the Honor Code appears in The Student Handbook, the University General Catalog, and on the University website at: www.uncp.edu/sa/hbook.htm. This code forbids cheating, plagiarism, abuse of academic materials, fabrication or falsification of information, and complicity in academic dishonesty. Any special requirements regarding academic honesty in graduate courses will be provided to students in writing at the beginning of the course(s), and are binding on the students. Academic evaluations in graduate courses include a judgment that the student's work is free from academic dishonesty of any type; and grades in graduate courses therefore will be adversely affected by academic dishonesty. Students who violate the code can be dismissed from the university. Students are expected to report cases of academic dishonesty to the instructor. All requirements of the Honor Code will be strictly enforced. Students are responsible for knowing and observing the university Honor Code; failure to learn it will not excuse anyone from its obligations.

Recognizing the appropriately more stringent requirements for remaining enrolled in a graduate program, penalties for graduate student infractions may differ from those specified for undergraduates. Convening bodies responsible for monitoring graduate students' academic integrity, ensuring due process for graduate students who are charged with academic honor code violations, and imposing sanctions for violations 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 before the file is transferred to the Registrar's Office.

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 him or her the 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. It will be removed from the student folder after degree requirements have been met and will not be copied for the file retained by the Registrar's Office.

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 graduate student admitted to a graduate program with provisional or full-standing status is assigned an advisor in his/her program of study. Members of the graduate faculty serve as graduate advisors. Initially, graduate students are expected to meet with their advisor to plan their program of study. Thereafter they are expected to meet with their advisor each semester. Advisement sessions are scheduled each semester in conjunction with pre-registration and the advisor must determine each student's eligibility to register and provide an "alternate PIN."

Academic Progress

The academic progress of each student is monitored on a regular basis by the Dean of the School of Graduate Studies, the student's advisor, and the appropriate director. A minimum grade point average of 3.0 is required to receive a master's degree. An accumulation of nine semester hours in graduate courses with grades of "C," or a single grade of "F" renders a graduate student ineligible to continue his/her graduate studies at The University of North Carolina at Pembroke and thereby subject to dismissal.

Withdrawal Policy

Cognizant of the fact that at times situations arise which may 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. Students who do not officially withdraw from a class 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 time limit (six year time limit for the School Counseling and Service Agency Counseling programs) in which all program requirements must be completed. [Please see sample forms.]

Students who have applied for financial aid must be particularly careful to drop any classes which they do not plan to attend prior to 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 Appeals Committee* (GAC) as the "due process" body for all graduate students. The Dean of the School of Graduate Studies will notify the student of the denial and the policy upon which it is based. 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. If a request for appeal is not received within the 10 working days, it will not be considered. The Graduate Appeals Committee meets in February, June, and October; any appeal will be considered at the next meeting of the GAC. The student will be advised of the date, time, and location of the meeting, and provided the opportunity to appear before the GAC if s/he desires to do so. The decision of the Graduate Appeals Committee will be final.. The GAC is not bound by precedent, but is required to consider every appeal on the basis of the individual merit of that particular case. If an appeal is not received within ten working days of receipt of the denial, it will not be considered.

Grade Appeal Policy

The Graduate Appeals Hearing Committee is the body which considers grade appeals from graduate students. There are two grounds for appealing a grade, evidence of miscalculation and material deviation from information published in the course syllabus without adequate notice of the change. Graduate students who are unable to resolve questions with the course professor have 30 days from the date grades are posted by the Registrar to file an appeal. Students are responsible for submitting the required documentation to the Dean of the School of Graduate Studies no later than 30 days after grades are posted. The decisions of the Graduate Appeals Hearing Committee are final and do not set precedent.

Payment of Tuition and Fees

The University of North Carolina at Pembroke Business Office mails bills for tuition and fees to all students who have pre-registered for classes by the deadline established by the Office of Business Affairs. Payment of tuition/fees must be made by deadlines established by the Office of Business Affairs. Students may pay in person, by check, or by phone at 910-521-6329 or 910-521-6525.

Students who do not pay tuition/fees by the established deadline are dropped from the classes for which they have registered. Students who do not receive bills should confirm their registration on BraveWeb, then contact the Business Office and pay tuition/fees. No student is considered enrolled until tuition/fees have been paid.

Residency Status for Tuition Determination

North Carolina law requires students who are not residents of the State to pay a higher rate of tuition than that charged North Carolina residents. To qualify for in-state tuition, the applicant must have lived in North Carolina for a minimum of twelve consecutive months immediately prior to his or her enrollment in an institution of higher learning. Special waivers exist for US Military personnel and North Carolina public school teachers. More detailed information is available upon request. During this twelve-month period, the applicant's presence in the State must constitute legal residence in accordance with the University's guidelines as prescribed by the General Assembly. Copies of the applicable North Carolina law and institutional regulations which govern such classification determinations are available on the web (at <http://www.uncp.edu/admissions/undergraduate/residency/default.asp>).

The student requesting in-state residence is responsible for being familiar with residency guidelines. More detailed information regarding residency status is contained in the Admissions section of the University catalog. International students (i.e., non-US citizens seeking to attend the School of Graduate Studies of UNCP) are subject to special regulations with regard to residency status, immigration procedures, and passport and/or visa requirements. Information is available in the Graduate Studies office and the Office of International Programs.

Medical History Forms, Immunizations, and Insurance

N.C. Law requires that each student provide proof of immunizations. Any student who does not have the mandated immunizations and/or does not furnish the required medical statement within thirty (30) days of the first day of class will be withdrawn from classes. The University has no authority to waive these requirements and/or give extension on the thirty (30) day time limit.

A medical history form, which includes the required immunization documentation must be completed by the student and on file with Student Health Services. The director and nurses on duty are available to assist students in completing the necessary immunizations. This law applies to all students except the following: students registered only in off-campus courses; students attending night (beginning at 4:00 p.m. or later) or weekend classes only; and students taking a course load of four (4) credit hours or fewer and residing off campus.

All registered students taking nine (9) or more credit hours are required to purchase the student injury and sickness insurance plan, with the following exception: students who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage. This process must be completed every semester. Obtain the waiver from <https://www.pearceandpearce.com/PearceSite/Schools/NC/uncp/> and provide the Cashier's Department with your confirmation number prior to the deadline.

Identification Cards

Graduate students are eligible for student identification cards. The cards are made at the beginning of each semester at the time/date published in the graduate schedule. The cards are made in the Business Services building which is just west of the Jones PE Center. This identification card also provides access to the collections of the Mary Livermore Library.

Parking Permits

All graduate students planning to park vehicles on the UNCP campus are required to register their cars and purchase the appropriate **student** parking permit. This permit must be displayed when the vehicle is parked on campus. Parking permits may be purchased at the UNCP Cashier's Office which is located on the first floor of Lumbee Hall. Permits for all part-time graduate students are \$60.00 per academic year.

Graduate Student Housing

On-campus dormitory housing and University Village Apartments as well as rental property at several local complexes are available for full-time graduate students. Applications for on-campus housing are distributed by the UNCP Housing Office which may be contacted by calling (910)-521-6228. Applications for on-campus housing must be submitted by the appropriate deadlines established by the University Housing Office. Limited off-campus housing for graduate students is available in Pembroke, Laurinburg, Maxton, and Lumberton, NC.

Graduate Assistantships

The University offers a number of graduate research assistantships to qualified graduate students. All Graduate Assistants are appointed by the Dean of the School of Graduate Studies, usually for one academic year. Assistantships may or may not be renewed. To qualify for an assistantship, a student must be formally admitted to one of the graduate programs. The student must be a full-time student (not employed and registered for a minimum of nine hours per semester). At this writing, UNCP graduate assistants are paid a stipend of \$3000.00 per semester for working twenty hours a week during fall and spring semesters. In addition to the stipend, UNCP Graduate Assistants may receive tuition scholarships for the fall and spring semesters. Graduate Assistantships are not available during the summer months.

Graduate Course Evaluations

Each semester you will be asked to provide feedback on the course(s) in which you are enrolled. The course evaluation forms are distributed and collected in class or available through Blackboard for on-line courses. Forms for on-campus courses are returned to the chair or secretary of the department offering the course; forms for courses held at off-campus locations are mailed directly to the Graduate School office; forms for on-line courses are distributed by and submitted to the Graduate School office electronically. Your comments will be treated professionally and in aggregate form. Following the conclusion of the semester, the Dean of Graduate Studies shares the typed compilations with the appropriate program director.

Follow-Up Surveys

Former graduate students may be invited to participate in focus groups and/or mailed survey forms to solicit your feedback on the program. Your participation in the focus groups and/or your prompt, honest response to our survey instruments will be greatly appreciated.

Campus-wide Instructional Resources

A variety of instructional resources are available on campus to support students' academic studies.

Mary Livermore Library

The major function of the Mary Livermore library is to serve as an educational support unit for The University of North Carolina at Pembroke. The library currently houses approximately 275,000 books, an abundance of electronic resources, and an excellent periodical collection (in both print and electronic formats). The library also receives relevant US government documents and North Carolina State documents on a depository basis. The library also houses the University Archives. The staff offers students reference and information services, instruction in library use, in-depth consultation on research projects, data base searching, interlibrary loan, orientation tours, recreational reading materials, and copying facilities. The library has an online catalog and access to those of other UNC system libraries. When classes are in session, the Library's operating hours are:

| | |
|-----------------|------------------|
| Monday-Thursday | 8:00 am-12:00 am |
| Friday | 8:00 am-5:00 pm |
| Saturday | 9:00 am-6:00 pm |
| Sunday | 2:00 pm-11:00 pm |

Hours of operation when classes are not in session (holidays, fall break, spring break, etc.) are posted in the library and at <http://www.uncp.edu/library/info/hours.html>. The library is open for extended hours during final examinations.

Media Center

The Media Center, located on the first floor of Jacobs Hall-Room in C, houses a variety of audio-visual equipment including movie projectors, record players, tape players, video tape recorders, and cassette recorders. The Media Center has various free-film and low-cost film rental catalogs. Lamination, easel mountings, transparencies, overlays, display signs, and video taping are available at cost. The Center is open weekdays from 8:00 am-5:00 pm.

Computer Facilities

The University of North Carolina at Pembroke provides its students with numerous computer resources. Each classroom building houses one or more computer laboratories and additional computers are located in the Mary Livermore Library and Computer Center. Several laboratories are available for evening and weekend use.

Other Computer Facilities

All graduate students enrolled at UNCP are required to establish a university computing account which allows access to the Internet, e-mail, word processing and desktop publishing programs, statistical packages, and other telecommunication capabilities. Many graduate courses require that students have the ability to access specialized websites for specific courses. All graduate students are required to establish and maintain a UNCP e-mail address. The School of Graduate Studies maintains the following website for the benefit of all graduate students and potential graduate students:
<http://www.uncp.edu/grad>.

Campus Bookstore

The UNCP Bookstore hours are 7:45 a.m. - 8:00 p.m. Monday through Thursday and 7:45 a.m. - 4:00 p.m. on Friday. Students taking classes at sites away from the main campus may purchase text books

via the bookstore website (<http://www.uncp.edu/bookstore/>). The Bookstore will mail materials which are purchased on-line directly to the student.

Sources of Assistance

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

Counseling and Testing Services

Located on the second floor of the Chavis University Center, the Counseling and Testing Center provides personal and/or academic counseling services, for UNCP students without cost. Personality type and interest inventories for increased self awareness and career planning purposes are available upon request. Students who are experiencing personal difficulties or who wish to increase their self-knowledge are encouraged to utilize these counseling/testing services. Students are seen by appointment, but students with immediate concerns are seen on a walk-in basis when possible. The Center is open Monday-Friday from 8:00 am-5:00 pm. Monday through Thursday, a 5 p.m. appointment-only slot is reserved for graduate students. Please call 521-6202 if you wish to schedule a 5:00 p.m. appointment.

Career Services

Located on second floor of the Chavis University Center, the Career Services Office assists students and alumni with career planning. The center affords students the opportunity to explore career options and to participate in on-campus interviews with prospective employers, including recruiters from a large number of school systems. Workshops are provided to assist students in improving their job-seeking skills in interviewing and resume writing. Students are strongly urged to register with the center by completing a placement packet. The office is open Monday-Friday from 8:00 am-5:00 pm.

Writing Center

Located in Room 131 on the first floor of the Dial Humanities Building, the Writing Center assists students with improving their academic writing skills. Although the regular hours of operation are 9:00 am - 7:00 pm Monday through Thursday and 9:00 a.m. - 2:00 p.m.; the Writing Center staff is available by appointment at other times. To schedule an appointment, call 910.521.6168, or email writing@uncp.edu.

Office of the School of Graduate Studies

The Office of the School of Graduate Studies is located in Room 253 of Lumbee Hall. Admission to, continuation in, and exit from all graduate programs is the responsibility of this office. Students with questions about a Graduate Program are advised to seek information and/or assistance from this office. During the fall and spring semesters, when classes are in session, the office is open Monday-Thursday from 8:00 am to 6:00 pm and Friday from 8:00 am to 5:00 pm. During the summer, the office is open Monday-Friday from 8:00 am to 5:00 pm. When classes are not in session the office closes at 5:00 pm. If you are unable to reach campus by 6:00, please call to schedule a later appointment.

Additional information is available on the web at:
<http://www.uncp.edu/grad>

For more information about off-campus courses at Sandhills Community College, Richmond Community College, or Fort Bragg, please contact the appropriate Distance Education Site Coordinator:

Ms. Rebecca B. Roberts
E-mail: Rebecca.Roberts@uncp.edu
Kennedy Hall, K156
Sandhills Community College
Phone: (910) 695-3919
Office Hours: Monday - Thursday
9:00 AM - 7:00 PM

Ms. Julie Layne
E-mail: Julie.Layne@uncp.edu
Lindsey Petris Building, Room 124
Richmond Community College
Phone: (910) 582-7180
Office Hours: Monday - Thursday
9:30 AM - 7:00 PM

Ms. Tiffany A. Dalmida
E-mail: Fort.bragg@uncp.edu
Building 1-3571 Wing E, Room 2
Corner of Knox and Randolph Street
Fort Bragg, NC 28307
Ft. Bragg Distance Education Center
Ft. Bragg, NC 28307
(910)-436-4295
Fax: (910)-436-1421
www.uncp.edu/ced