

Graduate Student Handbook

2009-2010



School of Graduate Studies
The University of North Carolina at Pembroke

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

PREFACE

The School of Graduate Studies of The University of North Carolina at Pembroke (UNCP) provides opportunities for advanced study and continuing professional and career development. The following graduate degree programs are offered:

- Art Education (M.A., M.A.T.)
- Business Administration (M.B.A.)
- 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.)
- Professional School Counseling (M.A.Ed.)
- Public Administration (M.P.A.)
- School Administration (M.S.A.)
- Reading Education (M.A.Ed.)
- Science Education (M.A., M.A.T.)
- Service Agency Counseling (M.S.)
- Social Studies Education (M.A., M.A.T.)
- Social Work (M.S.W.)

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

This handbook is designed to provide you with an overview of the activities of the School of Graduate Studies of The University of North Carolina at Pembroke, and to answer questions that you may have about the various graduate degree programs. You should familiarize yourself with its contents and keep it handy for reference throughout your graduate study at UNC Pembroke. When you are formally admitted (provisional or full admission) to a program, you are assigned an advisor (identified in the letter of admission) to guide your academic progress. You are strongly encouraged to meet with your advisor on a regular basis prior to pre-registration each semester, as 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. Sara C. Simmons, Acting 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.

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 handbook was compiled for Fall 2009 and Spring 2010.

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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 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.

Flexible course schedules and course formats are designed to make courses readily accessible to students. In addition to its offerings on the main University's campus, the School of Graduate Studies offers selected classes and programs at satellite locations, primarily community colleges. The Master of Public Administration degree is offered as an online program.

The School of Graduate Studies emphasizes depth of study, academic rigor, and reflection. Graduate programs seek to foster in students a desire for excellence, a sustained commitment to learning, an openness to change, a social consciousness, and a respect for human diversity. The programs also foster the development of students into leaders for their respective fields of endeavor.

Office of the School of Graduate Studies

Admission to, continuation in, and exit from all graduate programs is the responsibility of the Office of the School of Graduate Studies, which is located in room 253 of Lumbee Hall. The Acting Dean of the School of Graduate Studies is Dr. Sara C. Simmons. The Dean is responsible for the overall functioning of the School of Graduate Studies and chairs the Graduate Council. The graduate office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. If you would like to speak in person with the Dean or a staff member, please call 910-521-6271 to schedule an appointment. If you cannot be on campus during regular office hours, a late appointment may be scheduled by calling the same number.

Additional information about graduate studies may be accessed through the school's website: <http://www@uncp.edu/grad/>. The fax number for the graduate office is 910-521-6751. The mailing address is:

School of Graduate Studies
The University of North Carolina at Pembroke
P.O. Box 1510
Pembroke, NC 28372

Programs of Study and Program Directors

(Note: See chart below for the Master of Arts in Teaching Program and its eight areas of specialization.)

Art Education, K-12 (M.A.)	Dr. Ann Horton-Lopez Locklear Hall, room 211 910-521-6407 ann.lopez@uncp.edu
Business Administration (M.B.A)	Dr. Howard Ling Business Administration Building, Room 108 910-522-5712 howard.ling@uncp.edu
Elementary Education, K-6 (M.A.Ed.)	Dr. Karen Stanley Education Center, room 215B 910-521-6221 karen.stanley@uncp.edu
English Education, 9-12 (M.A.)	Dr. Roger Ladd Dial Humanities Building, Room 121 910-521-6624 roger.ladd@uncp.edu
Mathematics Education, 9-12 (M.A.)	Dr. Raymond Lee Oxendine Science Building, Room 1229 910-521-6309 raymond.lee@uncp.edu
Middle Grades Education, 6-9 (M.A.Ed.)	Concentration Area Program Directors Language Arts: Dr. Roger Ladd Dial Humanities Building, Room 121 910-521-6624 roger.ladd@uncp.edu Mathematics: Dr. Raymond Lee Oxendine Science Building, Room 1229 910-521-6309 raymond.lee@uncp.edu Science: Dr. Velinda Worix Oxendine Science Building, 2211 910-521-6567 velinda.worix@uncp.edu Social Studies: Dr. Scott Billingsley Dial Humanities Building, Room 235 910-521-6807 scott.billingsley@uncp.edu
Music Education, K-12 (M.A.)	Dr. Valerie Austin Moore Hall, Room 136 910-522-5704 valerie.austin@uncp.edu
Physical Education, K-12 (M.A.)	Dr. Tommy Thompson Jones PE/Athletic Center, Room 1103 910-521-6220 or 6385 tommy.thompson@uncp.edu
Professional School Counseling (M.A.Ed.)	Dr. Alfred Bryant Education Center, Room 317 910-775-4009 alfred.bryant@uncp.edu
Public Administration (M.P.A.)	Dr. Daniel Barbee Business Administration, Room 216 910-521-6215 daniel.barbee@uncp.edu
Reading Education, K-12 (M.A.Ed.)	Dr. Heather Dial Education Center, Room 311 910-521-6636 heather.dial@uncp.edu

Programs of Study and Program Directors (continued)

School Administration (M.S.A.)	Dr. Donnie Weeks Education Center, Room 306 910-775-4294 donnie.weeks@uncp.edu
Service Agency Counseling (M.A.)	Dr. Alfred Bryant Education Center, Room 317 910-775-4009 alfred.bryant@uncp.edu
Science Education, 9-12 (M.A.)	Dr. Velinda Worix Oxendine Science Building, 2211 910-521-6567 velinda.worix@uncp.edu
Social Studies Education, 9-12 (M.A.)	Dr. Scott Billingsley Dial Humanities Building, Room 235 910-521-6807 scott.billingsley@uncp.edu
Social Work (M.S.W.)	Dr. Sherry Edwards Lowry Building, Room 323 910-521-6476 sharry.edwards@uncp.edu

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

(Note: The eight areas of specialization listed below are offered.)

Art Education (K-12)	Dr. Ann Horton-Lopez Locklear Hall, room 211 910-521-6407 ann.lopez@uncp.edu
English Education (9-12)	Dr. Roger Ladd Dial Humanities Building, Room 121 910-521-6624 roger.ladd@uncp.edu
Mathematics Education (9-12)	Dr. Raymond Lee Oxendine Science Building, Room 1229 910-521-6309 raymond.lee@uncp.edu
Middle Grades Education (6-9)	Concentration Area Program Directors Language Arts: Dr. Roger Ladd Dial Humanities Building, Room 121 910-521-6624; roger.ladd@uncp.edu Mathematics: Dr. Raymond Lee Oxendine Science Building, Room 1229 910-521-6309; raymond.lee@uncp.edu Science: Dr. Velinda Worix Oxendine Science Building, 2211 910-521-6567; velinda.worix@uncp.edu Social Studies: Dr. Scott Billingsley Dial Humanities Building, Room 235 910-521-6807; scott.billingsley@uncp.edu
Music Education (K-12)	Dr. Valerie Austin Moore Hall, Room 136 910-522-5704 valerie.austin@uncp.edu

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

Physical Education (K-12)	Dr. Tommy Thompson Jones PE/Athletic Center, Room 1103 910-521-6385 tommy.thompson@uncp.edu
Science Education (9-12)	Dr. Velinda Worix Oxendine Science Building, 2211 910-521-6567 velinda.worix@uncp.edu
Social Studies Education (9-12)	Dr. Scott Billingsley Dial Humanities Building, Room 235 910-521-6807 scott.billingsley@uncp.edu

The Graduate Council

The Graduate Council of The University of North Carolina at Pembroke is the primary governance body for the School of Graduate Studies. This group normally meets monthly during the academic year. The Graduate Council approves the curriculum of each graduate program and monitors any changes. The Council also develops the rules and 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 M.B.A.), 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. The form is available on the Graduate School website. 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 Program Directors and from the office of The School of Graduate Studies.

Based on their undergraduate records or professional experience, additional course work may be specified for individuals at the time of their admission. When such additional course work is required, it becomes part of a student's prescribed program of study and must be completed for the degree to be awarded. When such courses are undergraduate prerequisites, the grade earned is recorded on the 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 5000 and above). No 4000-level work may be applied to the master's degree. No more than three semester hours of graduate credit earned in workshop courses may be applied toward a master's degree.

Time Limits

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

Comprehensive Examinations

In addition to the regular examinations in courses taken for graduate credit, candidates for some master's degrees must pass written or oral comprehensive examinations. Information about the specific format of the comprehensive examinations for individual program areas is available from the program directors for the individual graduate degrees.

Students in the Service Agency Counseling program must complete all core and specialty courses and pass the Counseling Comprehensive Examination prior to enrolling in the counseling practicum (CCN 6100). Students in all other programs must have completed course work, or be enrolled in their final semester of course work, to be eligible to sit for the comprehensive examinations.

Students must register for the written comprehensive examinations by the date established by the School 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 failed exam, depending on program policies. Exams may be attempted a maximum of three times. Students who register to take the comprehensive exams and do not notify the School 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 program directors for the individual graduate degrees.

Thesis

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

The original and one copy of the approved thesis, the abstract, and the completed Final Oral Examination form must be on file in the School of Graduate Studies at least two weeks prior to the end of the semester in which the student expects to complete program requirements. A copy of the thesis will be bound and retained by the University library. Binding is arranged by the library and the student is charged for binding at cost. Forms and directions regarding thesis submission are located on the Graduate School website.

Transfer Credit

A maximum of six (6) 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. The transfer credit is subject to the five-year time limit (six years for the counseling and social work programs) applied to all course work credited toward the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit " and "Fair Process" sections of this handbook). No transfer credit will be accepted toward degree requirements once the student has matriculated at UNCP unless **prior written approval** for the credit has been received from both the appropriate program director and the Dean of the School of Graduate Studies. The *Request for Approval of Transfer Credit* form is available on the Graduate School website. Along with this form, 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.

Second Master's Degree

Students who possess a master's degree and wish to enroll at UNCP to earn a second master's degree must apply for admission to the selected program area and, upon acceptance, complete all program requirements for that degree including comprehensive examinations. A maximum of six (6) 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 the School of Graduate Studies. These hours are subject to the five-year time limit (six years for the Professional School Counseling, Service Agency Counseling, and Social Work programs) applied to all course work credited toward the master's degree, with the exception of reinstated credits sanctioned by the Graduate Appeals Committee (see "Lapsed Credit " and "Fair Process" sections of this handbook).

Lapsed Credit (Reinstatement of Graduate Credit)

In cases of documented merit and/or continuing professional experience within a given discipline, the Graduate Appeals Committee (GAC) of the Graduate Council may, at its discretion, entertain appeals cases for reinstatement of graduate credits not used for a graduate degree and earned more than five years ago at The University of North Carolina at Pembroke or another accredited institution of higher learning. This procedure is available for former graduate students seeking to return to graduate study. Such cases are evaluated and judged by the GAC on a merit basis. The GAC considers all cases on an individual, nonprecedent-setting basis. The GAC is authorized by the Graduate Council to consider reinstatement of a maximum of nine (9) semester hours of lapsed academic graduate credit from UNC Pembroke and six (6) semester hours of lapsed credit from another institution. No reinstatement appeal may go the GAC unless the appeal bears the signatures of the graduate program director, the chair of the appropriate academic department or the Dean of the college/school, and the Dean of the School of Graduate Studies. The GAC is the "fair process" body for graduate students seeking to file reinstatement appeals, and its decisions are final. Graduate students seeking to file reinstatement appeals should contact the Dean of the School of Graduate Studies to discuss the details of filing such appeals.

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 a PIN, students pre-register on BraveWeb.

All courses, unless otherwise noted in the course description, are offered for three semester credit hours. The standard load for full-time graduate students (not employed full-time) is nine (9) hours during regular terms. Except in cases where program requirements mandate an exception, graduate students employed on a full-time basis may enroll for a maximum of six (6) semester hours per semester. Graduate students may enroll for a maximum of nine (9) semester hours during the combined summer sessions, completing no more than six (6) semester hours in any one summer session. Graduate Assistants are required to enroll as full-time students (9 semester hours).

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. The advisor determines each student's eligibility to register and provides a PIN needed to complete the registration process on BraveWeb.

Academic Progress

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

Academic Warning, Probation, and Dismissal

Graduate students who earn a grade of "C" in a graduate course are placed on **academic warning**. Graduate students who earn a second grade of "C" are placed on **academic probation**. Graduate students who earn a third grade of "C" are **dismissed** from their degree programs in the Graduate School and are ineligible to receive a graduate degree. Graduate students earning two grades of "C" in the same semester are placed directly on academic probation.

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 or to receive a graduate degree at The University of North Carolina at Pembroke, and he/she will be dismissed.

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. For grades of A, B, and C, faculty have the option of assigning a plus (+) or minus (-) in addition to the letter grade, but these do not affect the computation of the grade point average.

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

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

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

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

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". In determining quality hours and quality point averages, an "I" is counted as an "F" until it is removed. A grade of "I" does not fulfill prerequisite requirements.

A grade of "T" indicates that a thesis or internship grade is pending and is issued only 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.

Withdrawal Policy

Cognizant of the fact that at times circumstances change and situations arise that necessitate a student's withdrawal from a course, graduate students, with good cause and the professor's approval, may apply to withdraw from a course. The deadline for withdrawal depends upon the schedule for the course and the format of the course. The deadlines for withdrawing from a graduate course are included in the official Graduate Academic Calendar that is posted on the website of the School of Graduate Studies.

It is the student's responsibility to adhere to the withdrawal deadline, to obtain the instructor's prior approval, and to submit the withdrawal form to the School of Graduate Studies. Students who do not officially withdraw from a course by the established deadline may receive a grade of "F." A graduate student who receives an "F" is ineligible to continue graduate studies at The University of North Carolina at Pembroke, and he/she will be dismissed.

A grade of "W" may be received only once for a specified course, and no more than three "W" grades may be received in a student's program of study. Receiving a grade of "W" for the second time for the same course, or receiving a fourth grade of "W" in a program of study renders a graduate student ineligible to continue his/her graduate studies at the University, and he/she will be dismissed.

Withdrawing from a class does not excuse a student from the five-year time limit (six-year time limit for the counseling and social work programs) within which all program requirements must be completed.

The date that a graduate student submits his/her withdrawal form to the Office of Graduate Studies or the date of notification, whichever is later, will be considered the last date of attendance for financial aid and student accounts purposes. A student's financial aid may be adjusted if s/he withdraws before 60% of the semester is completed. The Office of Student Accounts will adjust tuition, fees, room, and board charges on a pro-rated basis. Please see the website of the Office of the Controller for additional information (<http://www.uncp.edu/co/>).

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 "Fair Process" section of this handbook.) Courses approved for repetition must be taken through 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. 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

Several programs require that all degree-seeking graduate students complete the appropriate research requirement (e.g., EDN 5660; PAD 5050; or SCN 5500) within their first twelve semester hours of

graduate study. Students should consult their assigned advisor or program director for program-specific guidelines regarding this policy.

Orientation Session

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 the Dean of the School of Graduate Studies with assistance from graduate program directors and/or graduate faculty. 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; 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 fair process for graduate students who are charged with academic honor code violations, and imposing sanctions for violations will be the responsibility of the Dean of the School of Graduate Studies.

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/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.

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's folder after degree requirements have been met and before the file is transferred to the Registrar's Office.

Fair 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 "Fair 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. The student wishing to appeal a denial should submit a written request for appeal to the Dean of the School of Graduate Studies so that the appeal is postmarked by the date specified in the denial letter. The request should contain the reason(s) the student believes the denial should be reversed. If a request for appeal is not postmarked by the deadline specified in the denial letter, 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.

Grade Appeal Policy

The Graduate Appeals Committee is the body which considers grade appeals from graduate students. There are two grounds for appealing a grade: (1) evidence of miscalculation, and (2) material deviation from information published in the course syllabus without adequate notice of the change.

Graduate students who are unable to resolve questions with the course professor have thirty (30) days from the date grades are posted by the Registrar to file an appeal. Students are responsible for submitting a written appeal and the required documentation to the Dean of the School of Graduate Studies no later than thirty (30) days after grades are posted. The decisions of the Graduate Appeals Committee are final and do not set precedent; each case is considered on its own merits.

Payment of Tuition and Fees

Payment of tuition/fees must be made by deadlines established by the Office of Business Affairs. No student is officially enrolled until tuition/fees have been paid. Students who do not pay tuition/fees by the established deadline are dropped from the classes for which they have registered.

Payment options include cash, check, Visa, MasterCard, financial aid, loans, outside sponsors and the Sallie Mae Tuition Pay Plan. Students may access account information through their BraveWeb account. A student's Brave Web online account center will accept Visa, MasterCard and Electronic Check (ACH). The Sallie Mae Tuition Pay Plan, www.tuitionpay.com, is an interest free way to spread tuition payments over a number of months. Any overpayment created within a semester will be refunded to the student. Additional information is available on the Controller's Office website (<http://www.uncp.edu/co/>).

Residency Status for Tuition Determination

North Carolina law requires students who are not residents of the State to pay a higher rate of tuition than that charged North Carolina residents. To qualify for in-state tuition, the applicant must generally have lived in North Carolina for a minimum of twelve consecutive months immediately prior to his or her enrollment in an institution of higher learning. During this twelve-month period, the applicant's presence in the State must constitute legal residence in accordance with the University's guidelines as prescribed by the General Assembly. Special waivers exist for US Military personnel and North Carolina public school teachers.

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 and is available on the UNCP website (<http://www.uncp.edu/admissions/undergraduate/residency/default.asp>).

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 Office of International Programs.

Medical History Forms and Immunizations

All new students, and all re-enrolling students who have been out of UNCP for one year and who plan to take four (4) or more credit hours during the semester or any class meeting before 5:00 P.M. are required to complete a medical history form which includes required immunization documentation. This form must be on file before classes begin. This requirement applies to all students who take any on-campus courses. This form may be obtained from <http://www.uncp.edu/shs/students> and should be returned to Student Health Services. Students whose medical history forms are not on file by the specified deadline each semester are administratively withdrawn from the University.

Student Health Insurance

All registered students taking nine (9) or more credit hours are required to purchase the student injury and sickness insurance plan, with the following exceptions: distance education students and students who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage. If students do not submit a waiver form, they will automatically purchase the Student Health Insurance and the charge will remain on their student account. Registered students taking less than nine (9) credit hours may purchase this insurance on a voluntary basis. Important information about insurance is available from <http://www.uncp.edu/shs/students>. Questions should be directed to Student Health Services and/or to the Cashier's Office.

Identification Cards

Graduate students are eligible for student identification cards. The cards are made at the beginning of each semester in the Business Services building located 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 parking permit. This permit must be displayed when the vehicle is parked on campus. Parking permits may be purchased at the Campus Police/Traffic Office. Permits for night students are \$70.00 per academic year. Permits for resident students are \$100.00 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, North Carolina.

Graduate Assistantships

The University usually offers a number of graduate research assistantships to qualified graduate students. Funding for the 2009-2010 academic year has not been confirmed as of this writing.

Graduate Assistantship appointments generally are for one academic year; assistantships may or may not be renewed. To be eligible for an assistantship, a student must be formally admitted (i.e., provisional

or full-standing status) to one of the graduate programs. The student must be a full-time student (not otherwise employed and registered for a minimum of nine hours per semester). In the recent past, UNCP has paid graduate assistants a stipend of \$3000.00 per semester for working twenty hours a week during fall and spring semesters. In addition to the stipend, some UNCP Graduate Assistants have received merit-based tuition scholarships for the fall and spring semesters. Graduate Assistantships are not available during the summer months.

Graduate Course Evaluations

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

Commencement

A graduate student may participate in commencement exercises if he or she has met all the requirements for graduation. When commencement takes place before final grades are processed, a graduate student may participate in commencement unless the Registrar has been notified that the student will not meet all degree requirements by the last day of exams.

A graduate student is eligible to participate in the commencement ceremony that coincides with the semester during which he or she will complete all degree requirements. Specifically, if a graduate student will complete degree requirements during the fall semester, he/she is eligible to participate in the Winter Commencement. If he/she will complete degree requirements during the spring semester, he/she is eligible to participate in the Spring Commencement. If he/she will complete degree requirements during the summer (i.e., between the end of the spring semester and the beginning of the fall semester), he/she is eligible to participate in the following Winter Commencement.

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

Follow-Up Surveys

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

Campus-wide Instructional Resources

A variety of instructional resources are available on campus to support students' academic studies. These are described in the following sections.

Mary Livermore Library

The major function of the Mary Livermore library is to serve as an educational support unit for The University of North Carolina at Pembroke. The library currently houses approximately 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.

Hours of operation are posted in the library and online (<http://www.uncp.edu/library/about/hours.html>). The library is open for extended hours during final examinations.

Media Center

The Media Center, located on the first floor of Jacobs Hall in Suite 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. Several classroom buildings and the Chavis University Center house computer laboratories, and additional computers are located in the Mary Livermore Library. Several laboratories are available for evening and weekend use.

Technology Expectations

All graduate students enrolled at UNCP are required to establish 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 account. Although the university recognizes that most graduate students have professional or home e-mail accounts, it is essential that students have and use a UNCP e-mail account. This is the university's primary official means of communication with students. Students are responsible for information disseminated via e-mail, and they are expected to check their UNCP e-mail account regularly.

The School of Graduate Studies maintains a website for the benefit of all graduate students and potential graduate students (<http://www.uncp.edu/grad>). Students should check this website regularly for updated information.

Campus Bookstore

The UNCP Bookstore 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 online 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 in Suite 243 of the James B. 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.

The Miller Analogies Test (MAT) is offered each Wednesday at 1:30 p.m. and 3:30 p.m. by the Counseling and Testing Center. The MAT is acceptable for admission to all graduate degree programs except the Master of Business Administration program. You must register at least one week in advance; however, since testing spaces often fill before the deadline, it is best to register as soon as you are sure of your preferred test date. Additional information is available at <http://www.uncp.edu/ct/testing/mat.htm>. The telephone number for the Counseling and Testing Center is 910-521-6202.

Career Services

Located in Suite 210 of the Chavis University Center, the Career Center 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. The telephone number for the Career Center is 910-521-6270.

Writing Center

Located in Room 131 on the first floor of the Dial Humanities Building, the Writing Center assists both undergraduate and graduate students with improving their academic writing skills. The hours of operation are posted on the website (<http://www.uncp.edu/writing/>), and the Writing Center staff may be available by appointment at other times. To schedule an appointment, call 910-521-65468, or email writing@uncp.edu.

Off-Campus Sites

Information about off-campus courses at Sandhills Community College, Richmond Community College, or Fort Bragg is available at the Distance Education website (<http://www.uncp.edu/ced/>), or contact the appropriate Distance Education Site Coordinator:

Ms. Rebecca B. Roberts
E-mail: rebecca.roberts@uncp.edu
Kennedy Hall, K156
Sandhills Community College
Phone: (910) 695-3919
Office Hours: Monday - Thursday
9:30 AM - 7:00 PM

Ms. Julie Layne
E-mail: julie.layne@uncp.edu
Lindsey Petris Building
Richmond Community College
Phone: (910) 410-1852
Office Hours: Monday - Thursday
8:30 AM - 7:00 PM

Ms. Tiffany A. Dalmida
E-mail: tiffany.dalmida@uncp.edu
EArmyU Building, 2-1105, Stack B, Room 212
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
Office Hours: 8:00-5:00