**MINUTES**

**Graduate Council Meeting**

Tuesday, January 22, 2013, 3:00 p.m.

University Center Annex, Room 203

Present: **Drs. Irene Aiken, Valerie Austin, Scott Billingsley, Warren Eller, Bill Gash, Rita Hagevik, Karen Helgeson, Joanne Hessmiller, Roger Ladd, Howard Ling, Larry Mabe, Angela McDonald, Kim Sellers, Karen Stanley, Jeffrey Warren, Velinda Woriax;** Mr. Owen Thomas (President, GSO)

Absent: **Drs. Roger Guy, Ann Horton-Lopez, Raymond Lee, Zoe Locklear, Tommy Thompson**

Guests: Drs. Alfred Bryant, Danny Davis, Meredith Storms

**Call to Order**

Dr. Irene Aiken called the meeting to order at 3:00 p.m. The agenda was adopted as presented (minor changes from what was emailed). The minutes of the November 19, 2012meeting were accepted by unanimous consent.

**Graduate Faculty Nominations**

The following nominee was approved for Graduate Faculty Status as noted:

**Department of Business:** Bishwa, Koirala, PhD, Full; Chi, Yu-Ho, PhD, Full; Ding, Liang, PhD, Full; Doyle, Jim, PhD, Full; Fogel, Gyongyi (Georgine), DBA, Adjunct; Xiong, Charles, PhD, Full

**Department of Counseling and Public Administration:** Bundy, Atticia, PhD, adjunct

**Department of Elementary Education:** Sullivan, Kathryn, PhD, adjunct

**Graduate School Proposals for Discussion**

The council considered proposals which resulted in passing the following changes to the regulations presented below:

# Transfer Credit

Graduate students may transfer in six to twelve credit hours (with a grade of B or better) of relevant graduate credit taken at an accredited institution with approval of the Program Director and the Graduate Dean according to the following sliding scale:
30-39 hours in the program--transfer up to 6 credit hours;
40-49 hours in the program--transfer up to 9 hours;
50+ hours in the program--transfer up to 12 hours.

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

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

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

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

# Repetition of Courses

Certain graduate courses may be repeated for credit (e.g., thesis, professional paper or capstone study/project courses) and are identified in the course description in the program sections of the UNCP Catalog. Students in programs with repeatable courses must enroll in the repeatable course each semester (that do not specify otherwise) and continue enrollment each semester during the regular academic year (fall, spring) until the paper or project is complete. If the student is defending the paper or project during this summer term, the student must register for the repeatable course during at least one summer term. Students should contact program directors for guidance regarding courses that must be repeated for credit and for clarification concerning credit hours if the credit hours listed for a repeatable course are variable.

Repetition of any graduate course other than those identified in course descriptions is subject to the approval by the student's program director and the Graduate School Dean. Degree credit for repeated courses will be given only once. However, both the original grade and the grade received in the repetition will be recorded and used in calculating the overall GPA. A course can only be repeated one time. Complete a *Request to Repeat a Graduate Course* form and submit it to the Graduate Office.

**Withdrawal Regulation**

Graduate students may find it necessary or advisable to withdraw from one or more courses during a term. If a student withdraws from all courses in which they are enrolled, they must withdraw from the university. The deadline for withdrawal depends upon the schedule for the course and the format of the course. Consult the Graduate Academic Calendar posted on the website of the School of Graduate Studies ([www.uncp.edu/grad](http://www.uncp.edu/grad)) for course withdrawal deadlines.

To withdraw from a course (but remain enrolled in at least one course), a student must complete an *Application to Withdraw from a Graduate Course* form*.* It is the student’s responsibility to submit the withdrawal form to the School of Graduate Studies by the withdrawal deadline for each course. Students who do not officially withdraw from a course by the established deadline may receive a grade of “F.” A graduate student who receives an “F” is ineligible to continue graduate studies at The University of North Carolina at Pembroke, and he/she will be dismissed.

To withdraw from the university (i.e. cease to attend all courses), a student must complete an *Application to Withdraw from Graduate School* before the established deadline of each course.

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

The date that a graduate student submits his/her withdrawal form to the Office of Graduate Studies will be considered the last date of attendance for financial aid and student accounts purposes. If a student receives financial aid, he/she is advised to consult with his/her counselor to determine the impact of the withdrawal on his/her financial aid status. If the withdrawal occurs when refunds are still possible, the Office of Student Accounts will adjust tuition, fees, room, and board charges on a pro-rated basis. A student must successfully complete 67% of their coursework to maintain Satisfactory Academic Progress (SAP) to remain eligible to receive financial aid. Please see the website of the Office of the Controller for additional information (<http://www.uncp.edu/co/>).

Special Readmission Regulation for Students Dismissed for Academic Reasons

A former UNCP student who was dismissed for academic reasons from the UNCP School of Graduate Studies and has not been enrolled in a graduate program at any institution of higher education for a period of four (4) semesters (excluding summers) may apply for readmission under the Special Readmission Regulation of the Graduate School.

In order to qualify for the Special Readmission Regulation, a former student must obtain, to the degree possible, letters of support from the current program director, former advisor (if not the same person as program director), and at least one faculty member (not the same person as program director or advisor) who taught a graduate course taken by the former student. The former student also must complete a Graduate Appeals form, including an explanation of the circumstances of his/her dismissal from the Graduate School and should make the case for how he/she is prepared to be successful if readmitted.

Such appeals are considered by the Graduate Appeals Committee of the Graduate Council. The Council’s decision will be final, and there is no opportunity for further appeal. Students may apply for readmission under this regulation only one time. Any readmitted student is subject to the regulations and procedures of the School of Graduate Studies that are current at the time of readmission.

Any student readmitted to the same program under this regulation will return on provisional readmission status and must meet the provisions stipulated for her/his readmission by the Graduate Appeals Committee, upon recommendation of the program director. Included among those provisions will be the stipulation that the readmitted student must earn a 3.0 or higher each semester after being readmitted. Students who fall below a 3.0 in a semester will be dismissed from their programs of study and from the Graduate School. Graduate courses that are not part of the students’ degree plan may not be taken in an attempt to raise the GPA.

If a former student wishes to apply to a different graduate program, he/she must first appeal to the Graduate Appeals Committee under the Special Readmission Regulation. If the committee grants eligibility to apply for admission to a different program, the former student must then complete the regular admission process for the new program. Admission to the new program is not guaranteed; the normal admission process and procedures will be followed. Under this regulation, any student who ultimately is admitted to a different program will return on provisional admission status and must meet the provisions stipulated for their admission by the Dean of Graduate Studies, upon recommendation of the program director of the new program. Included among those provisions will be the stipulation that the student must earn a 3.0 or higher each semester after being admitted. Students who fall below a 3.0 in a semester will be dismissed from their programs of study and from the Graduate School.

“Policy” to “Regulation” or “Rule”

Dr. Aiken requested general permission to change the word “policy” on virtually all the Graduate School materials to “regulations” or “rules” in response to the UNC “Policy Project” similar to that shown in the Special Readmission Regulation for Students Dismissed for Academic Reasons, as demonstrated on the agenda. The Council Agreed. Dr. Aiken stated she’d bring any such changes to the Council if the change warranted a vote.

Course Load Regulation:

Students may enroll in nine (9) semester hours during regular semesters (some programs may require additional hours). Students employed on a full-time basis are encouraged to take six (6) credit hours a semester, or less. During each summer session, graduate students may enroll in a maximum of six (6) credit hours for a total of twelve (12) credit hours during the summer.

**Report from School of Graduate Studies**

* UNCP Library would now like theses both in hardcopy and electronic formats for the Repository. The library staff requests faculty presentations and other professional student papers be submitted to the repository, as well.
* As of the census, 733 students are enrolled for the spring semester, compared to spring 2012 when 731 students were enrolled.
* Owen Thomas reported that the GSO would hold a meeting on Feb. 7 at 4:30 pm in PE 1106.
* Graduate School Open House will be held Monday, March 25, 2013. Please encourage people to attend.
* The Graduate Research Poster Session will be held **Monday, March 25, 2013**. Application forms are due by March 1, 2013.
	+ Volunteers for Poster Session Committee were requested and Rita Hagevik, Velinda Woriax, Valerie Austin, Warren Eller and Roger Ladd volunteered to serve.
	+ The research poster workshop will be given by Dr. Lee Phillips on **Thursday, February 28 from 4:30 to 5:30 pm** in Old Main, room 256.
* Dean Gash discussed the need for recruitment by all program directors. He reiterated the offer of funds to support recruitment efforts.
* Dr. Aiken gave a graduate program brochure update (3 brochures are near completion) and asked PDs to please submit their brochure work.

**Unfinished Business**

None

**New Business**

**Announcements/Reminders**

* “Good News” announcements
	+ The counseling programs received CACREP initial accreditation
	+ ASICS Regional Conference will be held on UNCP campus Feb. 22-23
	+ NC Academy of Science will be held on UNCP campus (state-wide event), April 5-6.
* Future 2013 Grad Council Meetings: Feb. 18; March 18; April 15 – in UC 251.
* Graduation Application Deadlines:

March 1, 2013 for fall 2013 graduation

October 1, 2013 for spring 2014 graduation

* Graduate Appeals Committee: February 20, 2013; June (date TBD)
* Graduate Studies Spring Commencement: Friday, May 3, 2013
* Fall New Graduate Student Orientation: Saturday, August 10, 2013 in the Annex
* **Graduate Research and Writing Academy—Saturday, February 16, 2013**
* Graduate Research Poster Session: Monday, March 25, 2013, 5:30-7:00 pm
* Last Lecture Series: April 10, 2013 (likely 3:30 start time)
* Withdrawal deadlines: Check Graduate Academic Calendar (see below)

Remember to check regularly the Graduate Academic Calendar for dates of importance (<http://www.uncp.edu/grad/news/calendar/>).

**Next Meeting: Monday, February 18, 2013, 3:00-5:00 p.m., UC Room 251**