

SCHOOL OF GRADUATE STUDIES AND RESEARCH

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SCHOOL OF GRADUATE STUDIES AND RESEARCH MISSION STATEMENT

The mission of the School of Graduate Studies and Research 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. The school works to provide UNC Pembroke's faculty, students, and staff with opportunities to participate in research and shared scholarship as a means to further the institution's mission to "enhance the intellectual, cultural, economic, and social life of the region."

ABOUT THE GRADUATE SCHOOL AND GRADUATE PROGRAMS

The University of North Carolina at Pembroke offers over forty master's programs and concentrations, all designed to enhance a student's development as a professional and a scholar. Graduate programs provide in-depth study of a discipline under the guidance of faculty members who are committed to students' intellectual growth. Emphasizing a personal and relevant approach to post-baccalaureate education, UNC Pembroke challenges students to take their skills and knowledge to a

new level of mastery.

The School of Graduate Studies and Research 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 strive to ensure the development of students into leaders of their professions.

Each graduate program is firmly grounded in theoretical and empirical bodies of knowledge. Students are challenged to think critically and creatively, and to apply theory to practice in an atmosphere of inquiry and dynamic exchange with faculty and each other.

Faculty share the University's commitment to academic excellence in a balanced program of teaching, research, and service. They are committed to excellence in teaching, engaging in the generation of knowledge, and serving their communities and professions.

Flexible course schedules and course formats are designed to make courses readily available to students. In addition to its offerings on the main campus, the School of Graduate Studies and Research offers selected classes and programs at satellite locations, primarily community colleges. All programs offer online and/or hybrid courses. M.P.A., M.B.A., and Elementary Education degree programs are available fully online.

LOCATION

While graduate classes may be offered at a variety of campus and off-campus sites, the location for all inquiries regarding graduate admissions, regulations, and procedures is the School of Graduate Studies and Research, which is located in Room 124 of Lindsay Hall. The main telephone number for this office is (910)-521-6271; the fax number is (910) 521-6751. Additional information about graduate studies may be accessed through the school's website: <http://www@uncp.edu/grad/>. The mailing address is

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

GRADUATE PROGRAMS, REGULATIONS, AND PROCEDURES

GRADUATE DEGREES AND PROGRAMS

Master of Arts (M.A.)

- Art Education
- Art Education: Thesis Concentration (Non-Licensure)
- English Education
- English Education: Thesis Concentration (Non-Licensure)
- English Education: English as a Second Language Add-On
- Health/Physical Education
- Health/Physical Education: Exercise/Sport Administration Concentration (Non-Licensure)
- Mathematics Education
- Science Education
- Science Education: Biology Concentration (Non-Licensure)
- Social Studies Education
- Social Studies Education: History/Social Science Concentration (Non-Licensure)

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

- Clinical Mental Health Counseling
- Elementary Education
- Middle Grades Education: Concentration in Language Arts, Mathematics, Science, or Social Studies
- Professional School Counseling
- Professional School Counseling Add-On
- Reading Education

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

- Art Education Specialization
- Health/Physical Education Specialization
- Middle Grades Education: Specialization in Language Arts, Mathematics, Science, or Social Studies
- Secondary Education: Specialization in English, Mathematics, Science, or Social Studies

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

- Business Administration: Concentrations in Financial Services, Supply Chain Management

Master of Public Administration (M.P.A.)

- Public Administration: Concentration in Criminal Justice, Emergency Management, Health Administration, or Public Management

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

- School Administration
- School Administration Add-On

Master of Science in Nursing (M.S.N.)

- Nursing: Concentration in Clinical Nurse Leader, Rural Case Manager, Nurse Educator, or RN-MSN

Master of Social Work (M.S.W.)

- Social Work
- Social Work: Advanced Standing

GRADUATE SCHOOL REGULATIONS AND PROCEDURES

Regulations and procedures common to all graduate programs of The University of North Carolina at Pembroke appear in the following pages. The School of Graduate Studies and Research and the Graduate Council are responsible for ensuring the accuracy of this section on Graduate School regulations and procedures.

Detailed information on each program, including requirements specific to individual programs, is contained in subsequent pages. The academic departments that house the graduate programs are responsible for ensuring that the information in the program sections is accurate. Program curricula, course offerings, and course schedules are determined by the individual departments/schools/colleges.

All students must meet the requirements of the catalog that was current at the time they entered their program of study, or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog, but must meet all requirements of the more recent catalog and may not revert back to a previous catalog. If students' attendance is interrupted for more than one year, they must meet the requirements of the catalog in effect at the time of readmission, or those of a subsequent catalog.

Prospective students are urged to read this information carefully and to refer to this catalog throughout their enrollment at UNCP. Information about the School of Graduate Studies and Research and the University's graduate programs also is available on the Graduate Studies website (www.uncp.edu/grad). Links to the graduate programs, as well as other resources for graduate students and graduate faculty can be accessed from this website.

GRADUATE SCHOOL ADMISSIONS

Overview of the Graduate School Admissions Process

UNCP welcomes applications from qualified persons who have earned a baccalaureate degree and whose academic preparation and aptitude predict success in graduate studies. To be considered for admission to the Graduate School, an applicant must have an earned bachelor's degree from an accredited college or university as determined by a regional or general accrediting agency. Applicants whose undergraduate degrees are still in progress may apply for provisional admission except where precluded by program requirements. Information on accredited institutions is available from the Graduate School. Exceptions on standard accreditation may be granted for applicants with international degrees, including applicants with three-year degrees from institutions in Europe participating in the Bologna Process. Information about the Bologna Process can be found at <http://www.ond.vlaanderen.be/hogeronderwijs/bologna>.

The Graduate Studies website (www.uncp.edu/grad) provides important information for prospective students, including application forms and requirements, submission guidelines, application deadlines, and timeframes for admission. Additional information is available on the website of the specific degree program.

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

Admission Deadlines for Early Consideration

Application materials and all supporting documentation should be submitted to the School of Graduate Studies and Research at least one month prior to the projected enrollment date (at least six months prior to the projected enrollment date for international students), or by the application deadline for early admission consideration established by specific programs. Students may enter most programs at the beginning of any semester or summer term; however, some programs have established program-specific admission timeframes. Some programs may offer the option of early provisional admission to promising undergraduates, pending completion of their degrees. The nursing program offers admission for the fall semester only.

The following programs have established program-specific admissions deadlines for early admis-

sion consideration:

Program	Fall Deadline	Spring Deadline	Summer Deadline
Nursing (M.S.N.)	July 31	December 1	No admissions
Public Administration	April 1	October 15	No admissions
Social Studies Education (M.A. & M.A.T.)	July 31	December 1	April 15
Social Work (M.S.W.)	April 15	No regular admissions	Advanced Standing only—March 1

The Admissions Decision

The Dean of Graduate Studies and Research and the director of the appropriate graduate degree program evaluate all applications that meet the basic eligibility criteria (see admission requirements below). Meeting the minimum qualifications for general admission to the School of Graduate Studies and Research of the University does not guarantee admission to a specific program.

The admissions decision is made by the Dean of Graduate Studies and Research upon recommendation from the appropriate director of a graduate degree program. No single consideration dictates decisions on applications; instead, numerous factors and their relationships to one another enter into such decisions. The program director's recommendation and the Dean's official admission decision are based upon an analysis of both quantitative and qualitative data submitted by the applicant. These criteria are described below.

Categories of Admission

All students seeking to enroll in any graduate class must be admitted to the School of Graduate Studies and Research, or they must have specific permission from the Dean of Graduate Studies and Research. The School of Graduate Studies and Research admits graduate students in one of the following categories:

- a) full admission to a program,
- b) provisional admission to a program,
- c) special admission to the Graduate School,
- d) enrichment students, and
- e) visiting graduate students.

In addition, the Dean of Graduate Studies and Research may grant permission to seniors at UNCP who are within nine (9) semester hours of graduation to take up to six (6) hours of graduate course work. Admissions categories, admission requirements, and undergraduate enrollment are further explained in the sections below.

Full Admission to a Program

To be eligible for consideration for full or provisional admission to a degree program, an applicant must:

- a) submit a completed online application;
- b) pay a \$45.00 non-refundable application fee (\$60.00 for international applicants);
- c) submit one official transcript from **all** colleges/universities attended (see requirements below);
- d) submit an official report of satisfactory scores on an entrance examination (required for some programs);
- e) have three academic and/or professional recommendations submitted on her/his behalf;
- f) submit a copy of a current NC teaching license, or a current license from another state, if applicable.

Some programs may have additional application requirements, such as an essay, personal interview, background check, or audition. See the program-specific requirements and reference stipulations that are posted on the Graduate Studies website (www.uncp.edu/grad) and/or on the individual program websites.

Information about the admissions requirements for international students can be found in a separate section below and on the Graduate Studies website.

Transcript Requirement

Transcripts must indicate (1) the applicant has a satisfactory undergraduate academic record, (2) the applicant received a baccalaureate degree from an accredited institution of higher learning, and (3) the date the degree was awarded.

A satisfactory undergraduate academic record is one in which a student meets at least one of the following minimum GPA (4.0 scale) requirements: an overall GPA of at least a 2.5 on all undergraduate work, or an overall GPA of at least a 3.0 in the undergraduate major, or a GPA of at least a 3.0 on all undergraduate work taken in the senior year.

Applicants who have not yet completed their undergraduate degree may be offered admission contingent upon their producing an official transcript verifying conferral of a baccalaureate-level degree during the first semester of graduate enrollment. Failure to do so will result in a withdrawal of the offer of admission, withdrawal from all current classes, a registration hold, and forfeiture of tuition and fees.

Entrance Examination Requirement for Admission

Applicants for some programs are required to submit an official report of satisfactory scores on an appropriate standardized entrance examination as described below:

- English Education, Mathematics Education, Middle Grades Education, Nursing, Reading Education, School Administration, Science Education, and Social Studies Education applicants submit test scores for the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE);
- Social Work (MSW) applicants with GPAs less than 3.0 (out of 4.0), or less than 3.2 for the Advanced Standing program, submit MAT or GRE scores.
- Business Administration (MBA) applicants submit test scores for the GRE or the Graduate Management Admissions Test (GMAT).
- Master of Public Administration (MPA) applicants submit GRE test scores.

Specific Exam Information:

a) The Miller Analogies Test (MAT) is an hour-long test of analytical ability consisting of 120 analogy problems. The MAT is offered by Counseling and Psychological Services (CAPS), located in room 243 of the Chavis University Center on the UNCP campus. To schedule a sitting for the MAT, applicants may call (910-521-6202); additional information is available at the CAPS website (www.uncp.edu/caps).

b) The Graduate Record Examination (GRE) assesses analytical writing, critical thinking, and verbal and quantitative reasoning skills and is offered by the Educational Testing Service (ETS) of Princeton, NJ. Additional information is available at the ETS website (www.gre.org).

c) The Graduate Management Admissions Test (GMAT) assesses quantitative, verbal, and reasoning skills and is offered by the ETS Graduate Management Admissions Council. Additional information is available at the ETS website (www.mba.com).

If an applicant already holds a master's degree or above (e.g., master's, doctorate, J.D.), the entrance test requirement may be waived.

Recommendations

Applicants should have three academic and/or professional recommendations submitted on their behalf. The applicant will supply recommender information in the online application. At least one recommendation should come from a college/university faculty member in the undergraduate major of the applicant. The other references should come from the applicant's employers/supervisors, if applicable. Applicants should check for program specific requirements.

Licensure Requirement for Admission to Education Programs

Applicants for all graduate degrees leading to licensure by the North Carolina State Board of Education—other than Master of Arts in Teaching degree—must submit a copy of any current licenses held. This includes applicants to the M.S.A. program, an M.A. licensure program, or an M.A.Ed. program (except for Clinical Mental Health Counseling and Professional School Counseling programs).

In some programs, students without current licensure are admitted to a non-licensure track and are required to sign a waiver of North Carolina Standard Professional I and M level licensure.

It is the individual's responsibility to determine the requirements of any licensure reciprocity agreement that may exist between North Carolina and another state. Reciprocity does not guarantee that all areas of licensure will transfer directly from one state to another. The applicant is encouraged to contact the School of Education Licensure Office and/or the North Carolina Department of Public Instruction concerning licensure requirements and reciprocity agreements with other states.

International Graduate Students

The School of Graduate Studies and Research of The University of North Carolina welcomes applications from potential graduate students from other nations. Applicants from non-English-speaking nations must provide evidence of proficiency in the English language with their applications for admission to the University's Graduate Programs. I-20 or DS-2019 forms will not be issued until the student is officially accepted into a Graduate School program. All documents must be submitted to the School of Graduate Studies and Research at least six months prior to the projected date of enrollment.

To be eligible for consideration for admission as an international student, an applicant must:

- a) submit a completed application;
- b) pay the non-refundable application fee of \$60.00;
- c) submit one official transcript from all colleges/universities attended (see requirements above);
- d) submit an official transcript evaluation report from World Education Services or International Education Services;
- e) submit an English translation of all transcripts;
- f) submit an official report of satisfactory scores on an entrance exam (if required; see above);
- g) submit satisfactory scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), if English is not the native language;
- h) have three academic and/or professional recommendations submitted on her/his behalf;
- i) submit official proof of financial support.

Additional information about these admissions requirements for international students can be found above and on the Graduate Studies website.

Provisional Admission to a Graduate Program

Students may be provisionally admitted into a program if they do not meet all requirements for a program, but their circumstances warrant provisional admission. Provisions typically require a student to take courses with content needed for success in the program.

Provisionally admitted students who do not complete the provisions and are not fully admitted into a program within one year are no longer eligible for financial aid.

Special Admission to the Graduate School

Students seeking admission into this category are those who, because of extenuating circumstances, may be unable to submit all documents required for full or provisional admission prior to the beginning of a semester or summer term. Students granted this non-matriculated special admission status may register for one semester only and for no more than six (6) semester hours. These students are admitted to the Graduate School; they are not admitted into a degree-granting program of an academic department. Students in this category should seek to convert their admission into full or provisional status as soon as possible. Further enrollment is prohibited without a change of admissions status.

To be eligible for consideration for special admission status to the Graduate School, an applicant must:

- a) submit a completed online application;
- b) pay a \$45.00, non-refundable application fee (\$60.00 for international applicants);
- c) submit an official transcript from **all** colleges/universities attended (see requirements above);
- e) submit a copy of a current NC teaching license, or a current license from another state, if applicable.

Enrichment Students

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

Individuals seeking to enroll in enrichment studies must:

- a) submit a completed online application;
- b) pay a \$45.00, non-refundable application fee (\$60.00 for international applicants);
- c) submit an official transcript from **all** colleges/universities attended (see requirements above).

Visiting Graduate Students

Visiting graduate students enrolled in the graduate schools of accredited institutions of higher learning are welcome at The University of North Carolina at Pembroke. Qualified visiting graduate students may study for one semester or summer at UNCP and transfer credits back to their home institutions after securing the written approval of the Dean of the School of Graduate Studies and Research. To gain admission as a visiting graduate student, an applicant must be in good standing at, and be eligible to return to, the home institution. The decision to admit visiting graduate students rests with the Dean of the School of Graduate Studies and Research. Also, visiting graduate students who wish to enroll for an additional semester must secure the written approval of the Dean of the School of Graduate Studies and Research.

To be eligible for admission consideration as a visiting student, an applicant must:

- a) submit a completed online application;
- b) pay the \$45.00, non-refundable application fee (\$60.00 for international applicants);
- c) submit a letter-of-good-standing signed by the graduate dean (or an appropriate official) of her/his home graduate school specifying the course(s) for which transfer credit may be earned.

Enrollment for Additional Graduate Licensure

Students who possess graduate (M level) licensure by the North Carolina State Board of Education may enroll in some graduate programs to earn additional graduate licensure. Students who wish to exercise this option must apply to the Graduate School for admission. The School of Education Licensure Officer and the program director will identify the requirements for a recommendation for additional graduate licensure to be forwarded to the Department of Public Instruction by UNCP. This enrollment status does not qualify one for an additional degree.

Students who hold a master's degree from a regionally accredited, 48-credit-hour counseling degree program who wish to obtain licensure as a school counselor and students who possess graduate licensure who wish to obtain a school administration license must apply for admission to a licensure-only program. Admission requirements are identical to those for the degree program. Additional information may be obtained from the School of Graduate Studies and Research or from the specific program.

Second Master's Degree

Individuals 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, if applicable. Graduate students may transfer in six to twelve credit hours (with a grade of B or better) 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.

These transfer credit hours are 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 "Appeals" sections of this catalog).

Senior Privilege for Graduate Coursework

Senior Privilege for Graduate Coursework is a program offered by UNCP's School of Graduate Studies and Research which allows promising students the opportunity to take up to six hours of graduate coursework while completing their undergraduate degree. With appropriate permissions, the graduate coursework may count towards both one's undergraduate degree and future master's degree at UNCP.

Eligible students must

- be seniors (have successfully completed 90 semester hours) when they participate,
- have completed a minimum of two semesters (24 credit hours) as a UNCP student,
- and have a UNCP GPA of at least 3.0.

Applicants interested in taking a graduate course must complete a Senior Privilege form gaining permission from the student's advisor and department chair and the Dean of Graduate Studies and Research. If the student hopes to count the course(s) towards a future master's degree at UNCP, s/he will also need the signature of a program director under which the course(s) is(are) offered. The Dean of Graduate Studies and Research makes the final decision regarding eligibility of graduate course enrollment.

Students should note that not all graduate programs have courses which will meet the requirements for both undergraduate and graduate programs of study. Permission to take graduate courses, even for future graduate degree credit, does not guarantee future admission into a graduate program.

Undergraduate students taking graduate courses are held to the same expectations, standards and regulations as graduate students and receive earned "graduate school" grades (A, B, C, F, W, I). Undergraduate students may not take graduate hours in Thesis, Independent/Individual Study, Practicum or Internship courses.

Students should note:

- Graduate level coursework may only be applied to both a UNCP undergraduate and a UNCP graduate degree if the student receives prior approval by the Dean of Graduate Studies and Research.
- Students who are accepted to the program will not be allowed to continue if their cumulative undergraduate GPA falls below 3.0.
- Graduate course grades do not count in the undergraduate GPA.
- Students taking graduate courses may withdraw from the course up to two weeks prior to the last regular class meeting for a regular 15 week course or the equivalent in shorter term courses.
- Undergraduates taking and failing a graduate level course may appeal to the Graduate Appeals Committee to apply for admission into a graduate program following the guidelines under Special Readmission Regulation for Students Dismissed for Academic Reasons.

Medical History Forms and Immunizations

North Carolina State law (General Statute 130A 152-157) requires that all students entering college present a certificate of immunization, which documents that the student has received the required immunizations. This law applies to all students except the following: students registered in only off-campus courses; students attending night or weekend classes only; and students taking a course load of (4) credit hours or fewer in on-campus courses. The form and additional information is available on the website of Student Health Services (www.uncp.edu/shs). Students whose medical history forms are not on file by the specified deadline each semester are administratively withdrawn from the University.

Student Health Insurance

Registered students taking six (6) or more credit hours are required to purchase the University of North Carolina system-wide Student Health Insurance Plan, with the following exceptions: distance education students (students taking only off-campus and internet courses) and students who

submit evidence of equivalent coverage satisfactory to the policyholder. **All** students are automatically enrolled in the UNC system-wide plan each semester and are obligated for the cost of the plan for that semester **unless** the student submits a waiver request at www.studentinsurance.com that is successfully verified as creditable coverage. Registered students must visit www.studentinsurance.com to waive this insurance. An overview of the plan is available on the website of Student Health Services (www.uncp.edu/shs).

MASTER'S DEGREE REQUIREMENTS

Overview of Master's Degree Requirements

Each student is responsible for proper completion of his or her academic program, for familiarity with the University of North Carolina Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

To receive a master's degree from The University of North Carolina at Pembroke, students must successfully complete the prescribed program of study with a cumulative grade point average of at least a 3.0 on a 4.0 grading scale, successfully pass the written comprehensive examinations (or an equivalent requirement, if applicable), submit an application for graduation (available online), and be approved by the appropriate program director. It is the responsibility of the student to file an application for graduation with the UNCP School of Graduate Studies and Research by the deadlines below:

Summer Graduation	Fall Graduation	Spring Graduation
March 1	March 1	October 1

The graduation application fee is \$90.00. A late graduation application fee of \$25.00 applies after the deadlines stated above.

Programs of Study

The program of study prescribed for each graduate degree program is detailed in the separate sections of this catalog that follow. Based on their undergraduate records or professional experience, additional course work may be specified for individuals at the time of their admission. When such 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 student's undergraduate transcript.

Advisement

Each student admitted to full or provisional standing in the program is assigned a graduate faculty member from the academic department as an advisor. Initially, graduate students are expected to meet with their advisors to plan their programs of study. Thereafter, they are expected to periodically meet with their advisors for further guidance. Advisement sessions are scheduled each semester in conjunction with pre-registration. The registration process is completed on BraveWeb and requires a PIN, which must be obtained from the assigned advisor.

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 or lower course work may be applied to the 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 Clinical Mental Health Counseling, Professional School 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.

Written Comprehensive Examinations

Candidates for some master's degrees must pass written comprehensive examinations. The comprehensive examinations are administered by the programs that require them. The programs set the policies for the comprehensive exams, including the schedule, the registration process, the examina-

tion format, and retake procedures, if applicable. Information concerning comprehensive examinations is available from the program directors for the individual graduate degrees.

Research Requirement

Research projects are an integral part of graduate programs. If research for the project involves human subjects, the appropriate Institutional Review Board approval is required prior to collecting any data from or interacting with human subjects. Important information is available at the Institutional Review Board's website (www.uncp.edu/irb/).

Thesis

Some graduate programs require a thesis to be completed as part of the program of study, and in some cases a thesis is optional. Students completing a thesis are assigned a thesis advisor. The thesis project must be approved by the thesis advisor and a thesis committee. Approval by the Institutional Review Board is required if research for the thesis involves human subjects.

The candidate and the thesis advisor are to follow the graduate thesis guidelines provided online and submit the four forms and final thesis according to the directions therein. Following a successful defense and when all final corrections to the thesis are made, it is the responsibility of the student to provide the Dean of the School of Graduate Studies and Research with a single copy of the work on ordinary bond paper for Graduate School approval at least two weeks before the end of the semester in which the student expects to complete degree requirements. The final approval of a thesis rests with the Dean of Graduate Studies and Research.

Upon approval of this draft, a final copy should be submitted to the Graduate School meeting the specified qualifications. Additionally, the candidate must submit the thesis electronically in pdf format and complete forms to have the thesis added to the University's digital archives or Institutional Repository. Forms and directions regarding thesis submission are located on the Graduate School website.

Licensure by the N.C. State Board of Education

Students completing programs leading to graduate (M level) licensure by the North Carolina State Board of Education must submit a licensure application. Applications are available on the School of Education website (www.uncp.edu/soe) at the link for the Licensure Office. UNCP does not grant licensure; therefore, graduating from a program does not guarantee licensure.

ADDITIONAL GRADUATE SCHOOL REGULATIONS

New Graduate Student Orientation

All degree-seeking graduate students are strongly encouraged and expected to attend the scheduled orientation session during their first semester of enrollment. Students are held responsible for knowing and understanding the information provided during orientation sessions. Dates and times of the August and January orientation sessions are posted on the School of Graduate Studies and Research website. Graduate students beginning their studies during the summer sessions are expected to attend the fall semester orientation.

Academic Progress

The academic progress of each graduate student is monitored on a regular basis by the School of Graduate Studies and Research, 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.

Financial Aid and Satisfactory Academic Progress

A graduate student is considered to be making satisfactory academic progress for financial aid purposes if s/he has successfully completed two-thirds of all hours attempted. Occasionally, a student will be granted a grade of "Incomplete" or an "I" for a course when a student is unable to complete required work due to an unavoidable circumstance. An "Incomplete" or "I" must be removed within one semester (excluding summer term), or it will automatically be converted to a grade of "FI" by the University Registrar and the student will be dismissed from the Program and the University. In determining quality hours and quality point averages, an "I" is counted as an "F" until it is removed. The student may receive aid for the semester during which the incomplete is removed if they meet other criteria.

To be considered full-time for financial aid purposes, graduate students must enroll for at least six (6) graduate hours each semester. Academic load is determined at the end of the drop/add period each semester. If hours are dropped below these levels, the student must notify the Financial Aid Office, and some funds may have to be repaid. Provisionally admitted students must meet their provisions and be fully admitted into a program after one year or they will no longer be eligible for Financial Aid.

Dismissal

An accumulation of three grades of “C” quality work, or a single grade of “F,” makes a graduate student ineligible to continue graduate studies or to receive a graduate degree at UNCP, and he/she will be dismissed. Excepted from this regulation are students readmitted by the Graduate Appeals Committee.

Grading

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

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

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

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

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

A grade of “T” indicates grade pending and may be assigned for thesis research and capstone courses.

A grade of “W” indicates that a student officially withdrew from a course (see “Withdrawals” section below).

For grades of A, B, and C, faculty previously had 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.

Withdrawals

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 and Research (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 and Research 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 his/her 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/>).

Course Loads

Graduate 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 each term for a total of twelve (12) credit hours during the summer.

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 and Research 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 pre-requisites) 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 Graduate Studies and Research. The completed transfer credit request form, signed to show the approval of the program director, must be submitted to the School of Graduate Studies and Research 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 “Appeals” sections of this catalog).

Graduate Assistantships

The University offers a number of graduate assistantships to qualified graduate students. Graduate assistantship appointments usually are for one academic year; assistantships may or may not be renewed. Graduate assistantships generally are not available during the summer months.

To be eligible for a graduate assistantship, a student must be formally admitted (i.e., provisional or full-standing status) to one of the graduate programs. A graduate assistant must be a full-time student, not otherwise employed, and registered for a minimum of nine (9) hours per semester, and s/he must maintain a 3.0 overall GPA. Partial tuition scholarships may be awarded to graduate assistants if sufficient funds are available.

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.

Appeals (Excluding Academic Honor Code Violations/Appeals)

Graduate students may choose to file an appeal with The Graduate Appeals Committee (GAC), the “due process” body for all graduate students as designated by The Graduate Council, except for Academic Honor Code Violation Appeals, which are handled by the Office of Student Conduct. Appeals may be made for the following: Extension of time to Degree, Credit reinstatement and/or transfer credit after the deadline, Grade Appeal (see Grade Appeal regulations section), and to Apply for Readmission after Dismissal.

The Graduate Appeals Committee meets in February, June, and October. In general, completed Appeals materials are due to the Graduate Office by the 15th of the month prior to the scheduled meeting month, but the student wishing to appeal a denial of continuation in a program should submit a written request for appeal to the Dean of the School of Graduate Studies and Research so that the appeal is postmarked or hand delivered to the Graduate School no later than 5:00 p.m. on the date that is thirty (30) calendar days after the date on which grades are due (as specified on the Registrar’s academic calendar) for the relevant semester or summer session. If this date falls on a weekend or a UNCP holiday, then the deadline will be the next workday.

Any appeal submitted by the deadline 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. The appeal should contain the reason(s) the student believes the appeal should be granted and/or the denial should be reversed. If a request for appeal is not postmarked or hand-delivered by the deadline specified in the denial letter, it will not be considered.

A former student who was dismissed for academic reasons 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 for Students Dismissed for Academic Reasons. Please read the information on this regulation.

The Graduate Appeals Committee is not bound by precedent; rather, it is required to consider every appeal on the basis of the individual merit of that particular case. The decision of the GAC will be final.

Grade Appeals

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

Graduate students are required to attempt to resolve the grading issue with the course professor before filing an appeal. Graduate students who are unable to resolve questions with the course professor have thirty (30) calendar days from the date on which grades are due (as specified on the Registrar's academic calendar) for the relevant semester or summer session to file an appeal. If this date falls on a weekend or a UNCP holiday, then the deadline will be the next workday. Students are responsible for submitting a written appeal and the required documentation to the Dean of Graduate Studies and Research so that they are postmarked or hand-delivered no later than 5:00 p.m. on the deadline date. If a request for appeal is not postmarked or hand-delivered by this deadline, it will not be considered. The decisions of the Graduate Appeals Committee are final and do not set precedent; each case is considered on its own merits.

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 Research 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 and Research 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 Policy. 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 and Research, 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.

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 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.

The Graduate Appeals Committee is authorized by the Graduate Council to consider reinstatement of a maximum of nine (9) semester hours of lapsed academic graduate credit from The Univer-

sity of North Carolina at 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 director of the student's graduate program and the chair and/or dean of the appropriate academic department. Graduate students seeking to file reinstatement appeals should contact the Dean of Graduate Studies and Research to discuss the appropriate details of filing such appeals.

The Graduate Appeals Committee is the "due process" body for graduate students seeking to file reinstatement appeals. Such cases are considered on an individual, nonprecedent-setting basis, and they are evaluated and judged by the GAC on their own merit. The decisions of the GAC are final.

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 descriptions in the program sections of the UNCP Catalog. Students in programs with repeatable courses must enroll in the repeatable course each semester and continue enrollment each semester during the regular academic year (fall, spring) until the paper or project is complete, unless the course description specifies otherwise. If the student is defending the paper or project during the summer, 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.

A graduate student may gain permission to repeat a course (beyond those identified as repeatable) one time with the approval of the program director and Dean of the Graduate School and Research. Both grades earned in the repeated course remain on the student's transcript and are calculated in the student's graduate GPA, but credit for the course is awarded only once.

GRADUATE EXPENSES (Subject to change without notice.)**Graduate Expenses: Per Semester — Regular Session**

Sem. Hrs.	In-State Tuition*	Out-of-State Tuition*	Fees	Ins.	In-State Total*	Out-of-State Total*
9+	\$1,737.00	\$6,633.00	\$1,081.70	\$863.50	\$3,682.20	\$8,578.20
6-8	\$1,302.75	\$4,974.75	\$811.28	\$863.50	\$2,977.53	\$6,649.53
3-5	\$868.50	\$3,316.50	\$540.85	0	\$1,409.35	\$3,857.35
1-2	\$434.25	\$1,658.25	\$270.43	0	\$704.68	\$1,928.68

*Additional tuition of \$107.50 per semester will be charged for students in MBA and MSN courses, based on full-time equivalency.

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

MISCELLANEOUS GRADUATE STUDENT FEES

Application Fee (paid at the time of initial application; non-refundable)	\$45
Graduation Fee (cap, gown, hood, and diploma)	\$90
Internship Fee	\$15
Readmission Application Fee	\$25
Reenrollment Late Payment Fee	\$10
Returned Check Charge	\$25

Residence Status for Tuition Purposes

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 period of twelve months immediately prior to his or her enrollment in an institution of higher learning. During this twelve month period, the applicant's presence in the State must constitute legal residence in accordance with the University's guidelines as prescribed by the General Assembly.

Special waivers exist for U.S. military personnel. Military Waiver Forms are available for active duty U.S. military personnel and their dependents stationed in North Carolina. The student requesting in-state residence is responsible for being familiar with the contents of this document. More detailed information regarding residency status is contained in the Student Finances for Undergraduate Programs section of this catalog and from the website of the Office of Undergraduate Admissions (<http://www.uncp.edu/admissions/undergraduate/residency/default.asp>).

International students (i.e., non-US citizens seeking to attend the UNCP School of Graduate Studies and Research) are subject to special regulations with regard to residency status, immigration procedures, and passport and/or visa requirements. Information is available in the UNCP Office of International Programs.