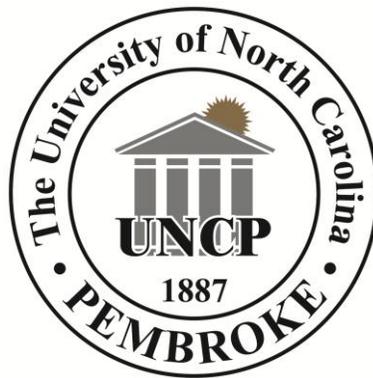


Graduate Faculty Handbook

2012-2013



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.

INTRODUCTION

The University of North Carolina at Pembroke School of Graduate Studies is committed to providing quality graduate programs. This handbook contains information about program governance, requirements, policies, and procedures approved by the Graduate Council through April 2012.

TABLE OF CONTENTS

INTRODUCTION	3
OVERVIEW	3
School of Graduate Studies Mission Statement.....	3
About the Graduate School and Graduate Programs	3
Programs Offered.....	4
Program Directors.....	4
PROGRAM GOVERNANCE	5
Role of the Graduate Council	5
Composition of the Graduate Council	5
Graduate Council Meetings	6
Relationship of the Council to Other Committees	6
Dean of the School of Graduate Studies	6
Associate Dean of the School of Graduate Studies	7
Graduate Program Directors	7
Graduate Program Director Responsibilities	7
GRADUATE FACULTY POLICIES AND PROCEDURES	9
Graduate Faculty Appointment/Evaluation	9
Graduate Faculty Status	9
Renewal of Graduate Faculty Status.....	10
Renewal Eligibility Criteria	10
Graduate Faculty Teaching Load.....	10
COURSE EVALUATIONS.....	10
PROGRAM POLICIES AND PROCEDURES	11
Admissions.....	11
Categories of Admission.....	11
Admission Requirements (General).....	12
International Students	12
Additional Requirements for Admission (Program Specific).....	13
For information on program specific admission requirements, click here.	13
Admission Decisions	13
Admission to the Graduate School for other Classifications	14
Transfer Credit.....	17
Grading	17
Grade Appeal Policy.....	18
Repetition of Courses.....	18
Withdrawal Policy	18
Due Process for Graduate Students.....	20
Special Readmission Policy for Students Dismissed for Academic Reasons.....	20
Commencement	21
OVERVIEW OF MASTER’S DEGREE REQUIREMENTS.....	22

Programs of Study.....	22
Advisement	22
New Graduate Student Orientation.....	22
Continuation in the Program/Academic Progress.....	23
Level of Coursework.....	23
Time Limits.....	23
Research Requirement	23
Comprehensive Examinations	23
Thesis	23
Licensure by the N.C. State Board of Education	24
Academic Honor Code.....	24
Registration	25
Course Loads	25
GRADUATE ASSISTANTSHIPS	25

INTRODUCTION

The University of North Carolina at Pembroke School of Graduate Studies is committed to providing quality graduate programs. This handbook contains information about program governance, requirements, policies, and procedures approved by the Graduate Council through April 2012.

OVERVIEW

School of Graduate Studies Mission Statement

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.

About the Graduate School and Graduate Programs

The University of North Carolina at Pembroke offers seventeen master's degrees, 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 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.

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, 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 offers selected classes and programs at satellite locations, primarily community colleges. All programs offer online and/or hybrid courses. The Master of Public Administration degree is offered as an on-campus or an online program.

Programs Offered

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

- Master of Arts (M.A.) in Art Education
- Master of Arts (M.A.) in English Education
- Master of Arts (M.A.) in Mathematics Education
- Master of Arts (M.A.) in Music Education
- Master of Arts (M.A.) in Physical Education
- Master of Arts (M.A.) in Science Education
- Master of Arts (M.A.) in Social Studies Education
- Master of Arts in Education (M.A. Ed.) in Elementary Education
- Master of Arts in Education (M.A. Ed.) in Middle Grades Education
- Master of Arts in Education (M.A. Ed.) in Reading Education
- Master of Arts in Education (M.A.Ed.) in Clinical Mental Health Counseling
- Master of Arts in Education (M.A.Ed.) in Professional School Counseling
- Master of Arts in Teaching (M.A.T.) with licensure in Art Education, Middle Grades Education, Music Education, Physical Education, Secondary English Education, Secondary Mathematics Education, Secondary Science Education, and Secondary Social Studies Education
- Master of Business Administration (M.B.A.)
- Master of Public Administration (M.P.A.)
- Master of School Administration (M.S.A.)
- Master of Social Work (M.S.W.)

Students who hold a current Standard Professional I license at the time of admission and complete the M.A. or M.A.Ed. programs in Art Education, Elementary Education, English Education, Mathematics Education, Middle Grades Education, Music Education, Physical Education, Reading Education, Science Education, and Social Studies Education are eligible for graduate “M” level licensure by the State Department of Public Instruction. Students completing the School Administration and School Counseling programs are also eligible to be recommended for Department of Public Instruction “M” licensure in their program areas upon completion of DPI testing requirements.

Program Directors

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

Art Education	Dr. Ann Horton-Lopez
Business Administration	Dr. Howard Ling
Clinical Mental Health Counseling	Dr. Angela McDonald
Elementary Education	Dr. Karen Stanley
English Education	Dr. Roger Ladd

Mathematics Education	Dr. Raymond Lee
Master of Arts in Teaching	Dr. Zoe Locklear
Middle Grades Education	Dr. Zoe Locklear
Music Education	Dr. Valerie Austin
Physical Education	Dr. Tommy Thompson
Public Administration	Dr. Warren Eller
Reading Education	Dr. H. Kim Sellers
School Administration	Dr. Larry Mabe
School Counseling	Dr. Jeffrey Warren
Science Education	Dr. Rita Hagevik
Social Studies Education	Dr. Scott Billingsley
Social Work	Dr. Joanne Hessmiller

PROGRAM GOVERNANCE

Role of the Graduate Council

(As contained in the *UNCP Faculty Handbook*, Section 10-5.B)

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

The Dean of the School of Graduate Studies shall serve as the Chair of the Graduate Council and shall be responsible for bringing all policy and curriculum matters relative to all graduate programs to the Council for its action.

Members of the Graduate Council are appointed by the Provost and Vice Chancellor for Academic Affairs in consultation with the Dean of the School of Graduate Studies. They include the graduate program directors, the Dean of the School of Education, and three graduate faculty members (at-large).

Composition of the Graduate Council

The Graduate Council is comprised of the directors of each program area, the Director of Teacher Education, the faculty representative to the UNC-GA Graduate Council, and three graduate faculty members appointed at-large. A graduate student may be invited to serve on the Council. The Dean of the School of Graduate Studies serves as chair of the Council, and the

Associate Dean of Graduate Studies serves as the secretary. Council members are appointed for one-year academic terms by the Provost and Vice Chancellor for Academic Affairs, in consultation with the Dean of the School of Graduate Studies. Current members are reflected in the online listing of the [Graduate Council](#).

Graduate Council Meetings

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

Relationship of the Council to Other Committees

The Graduate Council is a University-wide committee appointed annually by the Provost and Vice Chancellor for Academic Affairs in consultation with the Dean of Graduate Studies.

Proposed changes to curriculum approved by the Graduate Council are forwarded to the Faculty Senate's Subcommittee on Curriculum for processing through the Faculty Senate structure. Curriculum matters affecting graduate teacher/administrator/school counselor licensure programs must be approved by the University's Teacher Education Committee before they are considered by the Graduate Council. [Curriculum forms](#) are available on the Academic Affairs webpage.

The Dean of Graduate Studies, or designee, is provided the opportunity to report Council actions at each meeting of the Faculty Senate, as stated in the By-Laws for the Faculty Senate (Faculty Governance Documents, p. 43, *Faculty Handbook 2011-12*). The Graduate Council serves as a University-wide committee and the official policy making body of the Graduate School (Graduate Council, p. 24, *Faculty Handbook 2011-12*).

Dean of the School of Graduate Studies

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

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

Associate Dean of the School of Graduate Studies

The Associate Dean of Graduate Studies serves as the secretary of the Graduate Council and performs a variety of other duties in support of graduate education, as assigned by the Dean of Graduate Studies.

Graduate Program Directors

Each graduate program is directed by a full-time (to the institution) faculty member, responsible for providing the leadership and the general management of the specific program area. Program directors are appointed by the appropriate department chair, in consultation with the appropriate academic dean, the Dean of Graduate Studies, and the Provost.

The specific duties of program directors include but are not limited to:

- serving as members of the University-wide Graduate Council;
- reviewing all applications to their program area and making recommendations concerning admission to the Dean of Graduate Studies;
- developing the program curriculum and guiding curriculum proposals through the committee approval process;
- updating the program areas of the University catalog, as well as websites and all other handbooks and publications that include information about the program;
- providing to the Graduate School and the Registrar's Office curriculum crosswalks that clearly define curriculum changes;
- assigning advisors to the students in their program area;
- monitoring the progress of all graduate students in their program area; maintaining up-to-date files on all graduate students in their program area;
- administering comprehensive examinations, where applicable; ensuring that program policies and procedures are uniformly and equitably applied to their program area;
- and working with the Dean of Graduate Studies to promote graduate programs.

The following section describes some of these responsibilities in more detail.

Graduate Program Director Responsibilities

The stipend for Graduate Program Directors recognizes the important work done in the areas of program development, application review, student mentoring, and active membership on UNC Pembroke's Graduate Council. Some responsibilities may be reported as teaching or service for evaluation purposes, but the position requires that directors be available, as needed, on a year-around basis.

Program Directors assume primary responsibility for the integrity and growth of their departmental graduate program(s). Ensuring quality graduate education is a multi-faceted set of obligations to students, the academic department, the institution, and the community. The specific elements for each of these areas are not exhaustive, but are drawn from a survey of

current practice and are necessary.

Graduate Program Directors are responsible for devoting time to active recruitment of qualified applicants for their programs. The Graduate School Office shares responsibility for identifying prospective students and manages the application process. Program directors review completed application packets and make admissions recommendations to the Dean throughout the calendar year. Program directors develop program handbooks, design an appropriate evaluation process for degree candidates, conduct program-specific orientation meetings during the scheduled Graduate School Orientation each semester, are available for academic advising, review requests for transfer credit and reinstating lapsed credits, and mentor admitted graduate students.

Graduate Program Directors are responsible for developing and maintaining quality graduate programs. Working with department chairs and faculty members, program directors evaluate the design and structure of their programs. When appropriate, the director initiates curriculum actions within the academic department and sees proposals through the university faculty governance structure. Directors submit Catalog revisions that reflect authorized changes. In addition to communication with department members and the Dean of the School of Graduate Studies, this frequently requires collaboration with other campus departments that offer required or elective courses for the degree program. With the concurrence of the department chair and college dean, directors submit nominations of departmental faculty who meet SACS criteria for graduate faculty status for approval by the Graduate Council.

Directors conduct scheduled program reviews, utilizing Graduate Course Evaluations to ensure that required courses contain appropriate content and that program requirements are appropriately rigorous when measured by the standards of the academic discipline and the expectations of students. (Graduate Course Evaluations are conducted each time a course is taught and augment, but do not replace, faculty evaluations which are conducted on a different schedule and submitted only to the Department Chair. Faculty evaluations do not go to Program Directors and are part of UNCP's faculty evaluation model; the course evaluations are not faculty evaluations, they are focused on the relationship of each course to program goals.) As necessary, the director writes program evaluation reports based on all available sources of program evaluation data.

Beyond students and departments, Graduate Program Directors also contribute to strong, responsive graduate education at the institutional level. Directors work with the Dean and are active members of Graduate Council, the policy-making body for the School of Graduate Studies, and participate in on- and off-campus events that make graduate education a visible component of all components of the university's mission. Through professional outreach and academic affiliations, each director also serves as a liaison to regional constituencies.

GRADUATE FACULTY POLICIES AND PROCEDURES

Graduate Faculty Appointment/Evaluation

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

Graduate Faculty Status

Four categories of graduate faculty status may be granted by the Graduate Council: Full, Adjunct, Interim, and Professional Affiliate. Forms are available on the Graduate School website (click [here](#)). The eligibility requirements for each category follow.

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

Requirements for Graduate Faculty

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

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

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

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

Renewal of Graduate Faculty Status

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

Renewal Eligibility Criteria

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

Graduate Faculty Teaching Load

As reflected in Section 6-2.A (Teaching Load and Service Responsibilities) of The *University of North Carolina at Pembroke Faculty Handbook*, the normal teaching load is twelve semester hours or the equivalent per semester (twenty-four semester hours or the equivalent per academic year). Faculty teaching both undergraduate and graduate courses will have a teaching load of 21 semester hours for the academic year in which the graduate course occurs. Faculty teaching only graduate courses will have a teaching load of 18 semester hours for the academic year.

COURSE EVALUATIONS

To assist program directors in assessing program effectiveness, feedback is to be solicited from graduate students each time a graduate course is taught. Graduate course evaluations are conducted electronically. The evaluations are sent to students via an electronic link through students' UNCP email accounts. *Course evaluations do not replace the Student Evaluation of Faculty forms which are required by the Faculty Evaluation Model.* Compiled course evaluations are submitted to the Graduate School office, the appropriate department chair and program director.

PROGRAM POLICIES AND PROCEDURES

Admissions

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. 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 of the University.

Categories of Admission

The School of Graduate Studies of The University of North Carolina at Pembroke 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 studies, and
- e) visiting graduate student.

These categories are further explained and admissions requirements are provided in the sections below. All students seeking to enroll in any graduate class must be admitted to the School of Graduate Studies, or they must have specific permission from the Dean of the School of Graduate Studies.

In addition to the categories of admission listed above, the Dean of the School of Graduate Studies 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. Further information concerning undergraduate enrollment for graduate courses is provided below.

Admission Requirements (General)

All students seeking to enroll in any graduate class must be admitted to the School of Graduate Studies. To be considered for full or provisional admission to a degree program, an applicant must:

- a) submit a completed application form to the School of Graduate Studies;
- b) pay a \$45.00 non-refundable application fee (\$60.00 for international applicants; see below for additional information for international applicants);
- c) submit one official transcript from **all** colleges/universities attended, including an official transcript indicating that the applicant received a baccalaureate degree from an accredited institution of higher learning and stating the date the degree was awarded; for application purposes, unofficial transcripts may be submitted, but official transcripts are required to finalize any offer of admission;
- d) have a satisfactory undergraduate academic record and meet at least one of the following minimum GPA (4.0 scale) requirements: an overall GPA of at least a 2.5 on all undergraduate work, or an overall GPA of at least a 3.0 in the undergraduate major, or a GPA of at least a 3.0 on all undergraduate work taken in the senior year;
- e) submit an official report of satisfactory scores on the Miller Analogies Test (MAT), the Graduate Record Examination (GRE) {required for M.P.A.}, or the Graduate Management Admissions Test (GMAT) {required for M.B.A.} (see below for additional information about the standardized entrance examination requirement);
- f) have three academic and/or professional recommendations submitted on their behalf. At least one recommendation should be from a college/university faculty member in the undergraduate major of the applicant; others should be from the applicant's employer/supervisor, if applicable;
- g) submit a copy of a current NC teaching license, or a current license from another state, if applying to the M.S.A. program, an M.A.Ed. program (except for Clinical Mental Health Counseling and Professional School Counseling programs), or an M.A. licensure program (see below for additional information about the licensure requirement for admission to education programs).

In some cases, additional information such as an essay, personal interview, or audition may be required. See the program-specific admission document requirements and preferred references that are posted on the Graduate Studies website (www.uncp.edu/grad) and/or on the individual program websites and in the individual program sections of this catalog.

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

International Students

The School of Graduate Studies 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. Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required.

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 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 to the School of Graduate Studies;
- b) pay the non-refundable application fee of \$60.00;
- c) submit one official transcript from **all** colleges/universities attended, including an official transcript indicating that the applicant received the equivalent of a baccalaureate degree and stating the date the degree was awarded;
- d) have a satisfactory undergraduate academic record;
- e) submit an English translation of all transcripts;
- f) submit an official transcript evaluation report from World Education Services or International Education Services;
- g) submit an official report of satisfactory scores on the Miller Analogies Test (MAT), the Graduate Record Examination (GRE) {required for M.P.A.}, or the Graduate Management Admissions Test (GMAT) {required for M.B.A.} (see below for additional information about the standardized entrance examination requirement);
- h) provide evidence of proficiency in the English language by submitting 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;
- i) have three academic and/or professional recommendations submitted on their behalf, including at least one recommendation from a college/university faculty member in the undergraduate major of the applicant and others from the applicant's employer/supervisor, if applicable;
- j) submit official proof of financial support.

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

Additional Requirements for Admission (Program Specific)

For information on program specific admission requirements, click [here](#).

Admission Decisions

The admissions decision is made by the Dean of the School of Graduate Studies upon recommendation from the appropriate director of a graduate degree program. This decision is based upon an analysis of both quantitative and qualitative data submitted by the applicant. These are defined as follows:

Quantitative Criteria: Quantitative criteria are those data with numerical values. These commonly include the applicant's scores on standardized tests (e.g., the Graduate Record Exam {GRE}, the Miller Analogies Test {MAT}, or the Graduate Management Admissions

Test {GMAT}) and the applicant's grade point average (GPA). Consideration may be given to any additional numerical information that the prospective graduate student submits.

Qualitative Criteria: The Dean of the School of Graduate Studies and the graduate program directors are open to receiving additional evidence of an applicant's educational endeavors and experience. While individual degree program admission requirements may vary, the following documents are especially useful to the School of Graduate Studies:

- a) letters-of-recommendation from former professors, immediate supervisors of employment, and professional colleagues;
- b) biographical statements of past experiences and professional goals;
- c) narratives of personal professional goals (required for MPA and both Service Agency Counseling and Professional School Counseling degree programs) or a philosophy of education statement (required for Music and Social Studies Education) or an essay (required for MSW applications);
- d) personal interviews (required for MPA and MSW) or an audition (required for Music);
and
- e) a professional résumé.

Admission to the Graduate School for other Classifications

Special Admission: 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, 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. All degree-seeking students who enroll with special admission status will have their records sealed after one semester. 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 application to the School of Graduate Studies;
- b) pay a \$45.00, non-refundable application fee (\$60.00 for international applicants; see below for additional information for international applicants);
- c) submit an official transcript indicating that he/she received a baccalaureate degree from a regionally accredited institution of higher learning and including the date the degree was awarded; for application purposes, unofficial transcripts may be submitted, but official transcripts are required to finalize any offer of admission;
- d) submit a copy of a current NC teacher license, or a current license from another state, if applying to the M.S.A. program, an M.A.Ed. program, or an M.A. licensure program (see below for additional information about the licensure requirement for admission to education programs)

Visiting 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. 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. 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.

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

- a) submit an application to the School of Graduate Studies;
- b) pay the non-refundable application fee of \$45.00 (\$60.00 for international applicants; see below for additional information for international applicants);
- c) submit a letter-of-good-standing signed by the graduate dean (or an appropriate official) of their home graduate school specifying the course(s) for which transfer credit may be earned.

Enrollment for Enrichment Purposes: 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. A maximum of six (6) semester hours (if appropriate and within the time limit) earned as a special student may later be applied toward degree requirements.

Individuals seeking to enroll in enrichment studies must meet the same admissions requirements as those stated above for special admission:

- a) submit a completed application to the School of Graduate Studies;
- b) pay a \$45.00, non-refundable application fee (\$60.00 for international applicants; see below for additional information for international applicants);
- c) submit an official transcript indicating that he/she received a baccalaureate degree from an accredited institution of higher learning and including the date the degree was awarded; for application purposes, unofficial transcripts may be submitted, but official transcripts are required to finalize any offer of admission;

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. 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.

Enrollment for Additional Graduate Teacher Licensure: Students who possess graduate (G level or M level) licensure by the North Carolina Department of Public Instruction 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 to “Enrichment” status. 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. These requirements will be specified in the applicant’s letter of admission. This enrollment status does not qualify one for an additional degree.

Students who hold a master’s degree in a counseling area (e.g., Community Counseling) and who wish to obtain licensure as a school counselor and students who possess graduate licensure in a teaching area who wish to obtain a school administration license must apply for admission to the licensure-only program. Admission requirements are identical to those for the degree program; additional policies may be obtained from the School of Graduate Studies.

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. 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 six 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 “Due Process” sections of the catalog).

Undergraduate Enrollment: Provided they are otherwise qualified for admission to graduate study, seniors at UNCP who are within nine (9) semester hours of graduation may apply to the Dean of the School of Graduate Studies for permission to carry up to six (6) semester hours of graduate course work while completing the baccalaureate degree. Credit earned in this manner may not be used to meet requirements for the baccalaureate degree and, at the same time, applied toward the master’s degree. Seniors who qualify and wish to enroll in a graduate course for undergraduate credit may apply to the chairperson of their department and the Dean of the School of Graduate Studies. However, any graduate course approved for this purpose may not later be applied toward a master’s degree.

False or Misleading Information: 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 of the University.

Transfer Credit

A maximum of six (6) semester hours of relevant graduate credit taken at another accredited institution with graduate level programs may be applied to degree requirements at the University with the approval of the appropriate program director and the Dean of the School Graduate of Studies.

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.

No credit accepted for transfer may be earned by correspondence. The transfer credit is subject to the five-year time limit (six years for the Professional School Counseling, 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 the catalog).

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. *Excepted from this policy are students readmitted by the Graduate Appeals Committee.

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. *Excepted from this policy are students readmitted by the Graduate Appeals Committee.

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” by the University Registrar. 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 is issued only for thesis research and capstone courses and for the year-long internship in school administration.

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 (see “Withdrawal Policy” section below).

Grade Appeal Policy

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, and (2) 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 the School of Graduate Studies 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.

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

Unless program requirements permit a course to be repeated, no graduate course may be repeated within the same program of study without permission of the Graduate Appeals Committee. If program requirements do not permit a specific course to be repeated, a graduate student wishing to repeat that course must submit a formal appeal to the Graduate Appeals Committee through the Dean of the School of Graduate Studies. 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, unless the Graduate Appeals Committee specifies otherwise.

Withdrawal Policy

Graduate students 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 (www.uncp.edu/grad).

It is the student's responsibility to adhere to the withdrawal deadline 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 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 or the date of notification, whichever is later, 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. Please

see the website of the Office of the Controller for additional information (<http://www.uncp.edu/co/>).

Due Process for Graduate Students

Any enrolled graduate student whose entrance to, continuation in, or exit from the Graduate Program is denied by the Dean of the School of Graduate Studies acting upon policies established by the Graduate Council of The University of North Carolina at Pembroke has the right to appeal the denial. The Graduate Council has designated The Graduate Appeals Committee (GAC) as the “due process” body for all graduate students.

The Dean of the School of Graduate Studies will notify the student of the denial and the policy upon which it is based. 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 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. The request should contain the reason(s) the student believes 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.

The Graduate Appeals Committee meets in February, June, and October. 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 to do so.

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.

Special Readmission Policy 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 Policy of the Graduate School.

In order to qualify for the Special Readmission Policy, a former student must obtain 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 and include 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 policy only one time. Any readmitted student is subject to the policies 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 policy will return on provisional readmission status and must meet the provisions stipulated for their 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 policy, 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. Graduate courses that are not part of the students' degree plan may not be taken in an attempt to raise the GPA.

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.

OVERVIEW OF MASTER'S DEGREE REQUIREMENTS

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, 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 UNCP School of Graduate Studies by the deadline established by that office. The forms are available on the Graduate School website. Candidates for the master's degree are expected to attend commencement exercises in the appropriate attire.

The following are the deadlines for graduate students to apply for graduation:

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

The graduation application fee is \$70.00. 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 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 student's undergraduate graduate transcript.

Advisement

Each student admitted to a graduate 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.

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 website. Graduate students beginning their studies during the summer sessions are expected to attend the fall semester orientation.

Continuation in the Program/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.

Level of Coursework

All coursework applied toward the master's degree must be earned in courses designed for graduate students (numbered 5000 and above). No 4000-level coursework may be applied to the master's degree. No more than three semester hours of graduate credit earned in workshop courses may be applied toward a master's degree program.

Time Limits

All course work applied toward the master's degree must have been completed within five years (six years for the Professional School Counseling, Clinical Mental Health 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.

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/).

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

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 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. 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. Application forms are available on the School of Education website (www.uncp.edu/soe) at the link for the Licensure Office.

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/handbook/pdf/index.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 due 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 also may withdraw a student from a course at any point in the semester; in order to repeat the course, the student must obtain the approval of the Graduate Appeals Committee (see previous section).

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.

Registration

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

Course Loads

All courses, unless otherwise noted in the course description, are offered for three (3) semester credit hours. The standard load for full-time graduate students (not employed full-time) is nine (9) semester 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 session. Graduate Assistants are required to enroll as full-time students (9 semester hours).

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. The student must be a full-time student (not otherwise employed and registered for a minimum of nine 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.