

AGENDA
UNCP Graduate Council Meeting
Monday, October 20, 2014, 3:00 p.m.
UC Annex, Room 203

1. Introductions

2. Approval of the Agenda

3. Approval of the Minutes from September 15, 2014 Meeting

4. Graduate Faculty Nominations:

Public Administration

Joe West, PhD, full (currently interim)

5. Course/Program Proposals

Department of Social Work Course Proposal

Revise description of SWK 5600 Advanced Clinical Assessment and Intervention Methods:

Course description: An advanced course in the assessment skills required for professional social work practice in mental health and other clinical settings. The course will focus on clinical assessment as described in the Diagnostic and Statistical Manual of Mental Disorders, **DSM-5**. Students will be expected to become conversant with the clinical descriptions used in mental health diagnosis and to master the basic assessment skills required of social workers in clinical settings. Students will apply assessment knowledge and skills in planning practical and effective treatment strategies. Clinical assessment skills are not only necessary for the social worker in many areas of direct practice but are of use to all social workers as they deal with other helping professionals (i.e., psychiatrists, psychologists, school counselors, etc.). This may be particularly true in rural settings where the social work generalist may be called upon to function in multiple roles and fields of practice.

6. Procedures for Graduate School

- **Double Credit/Senior Privilege**-draft regulations and form (see below)
- **Academic Dishonesty**-draft procedures (see below)

7. Report from School of Graduate Studies

- Graduate Research Poster Session 2015: March 31, 2015, PLEASE start working with your students **today**.
- Poster Session Judging Revamp Volunteers—need report by January 26
- Recruitment—numbers for next year

8. Unfinished Business

9. New Business

10. Announcements/Reminders

- Announcements?
- Remaining Graduate Council Meetings for 2014-2015 (UC Annex room 203 at 3 pm): November 17, January 26, February 16, March 16 and April 20.
- Graduate Research Poster Session: March 31, 2015, 5:30 to 7:00 (or 7:30) in UC Annex
- Graduation Application Deadlines:
 - March 1 for fall 15 graduation
 - October 1 for spring 16 graduation
- Graduate Studies Fall Commencement: Friday, December 12, 2014
- Spring New Graduate Student Orientation: Saturday, January 10, 2015 in the Annex
- Withdrawal deadlines: Check Graduate Academic Calendar

Check Graduate Academic Calendar for dates of importance

Next Meeting: Monday, November 17, 2014, 3:00- 5:00, UC Annex Room 203

DOUBLE CREDIT PROPOSAL

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 which may count towards both their undergraduate and 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 GPA of at least **3.25 UNCP GPA**.

Applicants complete a **Senior Privilege form** and request a recommendation to participate from their advisor and their chair. They must further request a recommendation by the program director for the desired graduate program who must also list the two courses to be double counted. The Dean of Graduate Studies and Research will make the final decision regarding acceptance into the program.

Students should note that not all graduate programs will have courses which will meet the requirements for both undergraduate electives and graduate programs of study and students *may not take graduate hours in Thesis, Independent/Individual Study, Practicum or Internship*.

Applications for **Senior Privilege** will be due by April 1 for summer participation, July 1 for fall participation and November 1 for spring participation. GPA and credit hours will be checked each semester.

Students should note:

- Graduate level coursework may only be applied to both a UNCP undergraduate and a UNCP graduate degree if taken **after** the student is accepted into the Senior Privilege program.
- Students must earn at least a **B** in the graduate course(s) for the course to count towards their master's degree.
- Students who are accepted to the program will not be allowed to continue if their cumulative undergraduate GPA falls below **3.25**.
- Graduate course grades do not count in the undergraduate GPA.

Possibly: Students accepted into and successfully completing the **Senior Privilege** Program may have the entrance exam requirement (if any) waived.

SENIOR PRIVILEGE FOR GRADUATE COURSEWORK

UNCP School of Graduate Studies

SENIOR PRIVILEGE is a program whereby promising seniors can take up to 6 hours of graduate coursework which, with permission, may be counted towards both an undergraduate and graduate degree at UNCP. **Coursework will NOT count for both degrees unless permission is received PRIOR to taking coursework.** All completed SENIOR PRIVILEGE forms are to be in the Graduate Office by these deadlines: April 1 for summer, July 1 for fall and November 1 for spring participation.

A. Student Information

Name	UNCP Email
Banner ID	Phone Number (best)
Current Undergraduate Major	Intended Graduate Program
Name of Undergraduate Advisor	Name of Graduate Program Director
Current GPA	First term of Graduate coursework (prefix and number, limited to 6 hours (or elective), 90 semester hours undergraduate)

DRAFT

I intend to take this Graduate Course (prefix and number) as recommended by program director	This Term (ex. Fall 2015)	To fulfill this undergraduate course requirement (prefix and number), limited to 6 hours (or elective).

	Printed Name	Signature	Date
Student			
Undergraduate Advisor			
Undergrad Department Chair			
Graduate Program Director			

Graduate School Office Use Only

Date Received: _____ Complete: Yes ___ No ___ GPA _____

Grant all, not or part _____

Signature of the Dean:

Student, advisor, chair and program director notified of decision on (date): _____

ACADEMIC DISHONESTY MATERIALS FOR DISCUSSION

CURRENT GRADUATE STUDENT HANDBOOK--Student Academic Honor Code (Note-this would be changed to match the catalog)

Standards of academic honor are enforced by the Graduate Council acting through the Dean of the School of Graduate Studies and Research. 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: <http://www.uncp.edu/student-life/student-services/student-conduct/academic-honor-code>.

This code forbids cheating, plagiarism, abuse of academic materials, fabrication or falsification of information, abuse of academic materials 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 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 and Research.

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); and allow the student to repeat the course.~~ *NOTE: THIS CHANGE WILL BE MADE*

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 regulation 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 in the Office of Student Affairs and remain there until the degree is awarded.

CATALOG--First part of Academic Honor Code-- remains the same.

1. STATEMENT OF PRINCIPLES

1.1 Academic honor and integrity are essential to the existence of a university community. If high standards of honesty are not maintained by everyone, the entire community and society itself suffer. Maintaining standards of academic honesty and integrity is ultimately the formal responsibility of the

instructional faculty. Therefore, when any academic dishonesty is suspected, a faculty member has the responsibility to, and must, follow the policies and procedures of the UNCP Academic Honor Code.

1.2 Students are important members of the academic community. As responsible citizens of the UNCP community, students are obligated to uphold basic standards of honesty and to actively encourage others to respect and maintain those standards. Allowing academic dishonesty is just as dishonest as committing a dishonest act oneself.

2. ACTS THAT VIOLATE THE ACADEMIC HONOR CODE

2.1 While specific violations may take many forms, the general categories of acts that violate the Academic Honor Code are as follows:

2.1.a. Cheating. Cheating means intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise (for example, on a test). This definition includes both giving unauthorized information (in either oral or written form) and receiving such information during any academic exercise.

2.1.b. Plagiarism. Plagiarism is intentionally or knowingly presenting someone else's words or ideas as one's own. Avoid plagiarism by very carefully acknowledging the sources of ideas you use and by appropriately indicating any material that has been quoted (that is, by using quotation marks and properly acknowledging the source of the quote, usually with a clear reference source citation and page number).

2.1.c. Fabrication and Falsification. This refers to intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise. For example, a student who changes an answer on a test and claims that the item was incorrectly scored has falsified information. A student who makes up reference citations for a term paper has fabricated that information.

2.1.d. Abuse of Academic Materials. This refers to intentionally or knowingly destroying, stealing, or making inaccessible library or other academic material. Remember that library materials are borrowed, not to keep. For example, a student who tears an article out of a journal in the library has abused library materials. Similarly, a student who intentionally damages a computer in a campus computer lab has violated this standard.

2.1.e. Complicity in Academic Dishonesty. Complicity means intentionally or knowingly helping or attempting to help another person to commit any act of academic dishonesty. For example, complicity would include allowing another student to look at test answers or to copy a paper. Simply stated, don't help someone else be dishonest.

CHANGES BEGIN HERE

3. PROCEDURES FOR VIOLATIONS OF THE ACADEMIC HONOR CODE for GRADUATE STUDENTS

3.1 The UNCP community and the Graduate School take the Academic Honor Code very seriously. Consequently, violations may lead to severe penalties. All acts of academic dishonesty violate standards essential to the existence of an academic community.

3.2 If the faculty member responsible for a course obtains evidence, either directly or through information supplied by others, that a student may have violated the Academic Honor Code, the faculty member has a duty to investigate the incident by collecting whatever relevant evidence is available.

3.3 If the faculty member decides that the evidence is sufficient to support a charge against the graduate student, the faculty member is to contact the Office of Graduate Studies, which will determine from the records of past violations whether the student in question has previously admitted to, or been found guilty of, an Academic Honor Code violation in Graduate School.

3.4 The Faculty member notifies the student of the charge.

3.5 Once a student has received notice that he or she is charged with an Academic Honor Code offense, s/he may not withdraw from the course in order to avoid the penalty.

4.1 The faculty member should meet (if possible, or correspond) with the student suspected of violating the Academic Honor Code, present the evidence of the violation, and request an explanation from the student. After hearing the explanation, if the faculty member decides that a violation has occurred, he or she fills out and signs the Graduate Student Settlement of a Charge of Academic Dishonesty form, which is available on the Graduate School Website. The faculty member indicates the nature of the violation and the penalty to be applied, and then gives a copy (keeping the original) of the form to the student.

4.2 Penalties which individual faculty members may impose are limited to the following:

- a formal warning or reprimand;

- a request that the work be resubmitted addressing the issues raised;

- a reduced grade (including F) for the assignment; and

- a reduced grade (including F which results in dismissal from Graduate School) for the entire course.

DO WE WANT TO ADD, “withdraw student from the course and allow them to repeat the course.”?

4.3 The student has **one calendar week** to admit guilt and accept the penalty or indicate they plan to appeal the decision. If the student admits guilt and accepts the penalty proposed, the faculty member then imposes the penalty and submits the settlement form to the Office of Graduate Studies. The documents remain in the student’s file **for at least 10 years**.

4.4 If the student indicates they plan to appeal the decision of the faculty member, the faculty member submits the form to the Graduate Office and the student must submit an appeal to the Office of Graduate Studies **within one week**. The student may continue studies throughout the semester for unaffected course(s) and for the course(s) in question, they may continue until and unless the decision of the GAC is an F in the course.

5. GRADUATE APPEALS COMMITTEE HANDLING OF ACADEMIC DISHONESTY CHARGE

5.1 The Dean of Graduate Studies and Research will supply the student's previous academic honor code disciplinary record (if any) and all appeal materials to the Graduate Appeals Committee (GAC). The (GAC) will act on the case within **10** days and will determine if the student is responsible or not responsible of the charges. Both the student and faculty member involved will be given the opportunity to appear before the committee and give evidence to support their positions and make statements concerning the appropriate penalties to be imposed. Members of the GAC may question either the student or the faculty member or both and may ask for additional materials as they see fit.

5.2 If the student charged with a violation of the Academic Honor Code is found not responsible, the GAC prepares a written report of the case and sends it to the Dean of Graduate Studies and Research, who will maintain a confidential file of materials related to the case. The case is closed and no penalty may be imposed.

5.3 If a student is found responsible of violating the Academic Honor Code, the GAC will, in consideration of the instructor's suggestion, **determine an appropriate penalty** and prepare a written report to the student, the instructor and the program director. The student will be notified of the committee's decision within ten (10) working days of the GAC's meeting.

Change to Appeals for Graduate Students in Handbook (Catalog changes would also reflect new procedures) if above documents accepted

Appeals for Graduate Students

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. 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.

Appeal deadlines vary, 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. 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.

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 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. **The GAC also holds special meetings, as needed, to address Academic Dishonesty Charges.**

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.

NOTE: Other changes may need to be made to accommodate any accepted proposal.