

**MINUTES**  
**Graduate Council Meeting**  
Monday, January 26, 2015, 3:00 p.m.  
University Annex Room 203

Present: Irene Aiken, Nick Arena, Scott Billingsley, Betty Brown, Rebecca Bullard-Dillard, Ki Byung Chae, Sherry Edwards, Rita Hagevik, Karen Helgeson, Mary Klinikowski, Roger Ladd, Zoe Locklear, Larry Mabe, Michael Pennington, Karen Stanley, Tommy Thompson, Jennifer Twaddell, Beverly Vause, Jeffrey Warren, Velinda Worix

Absent: Valerie Austin, Roger Guy, Ann Horton-Lopez,

Guest: Gary Locklear, Meredith Storms, Al Bryant, Nichole Batt, Carole Graham

**Call to Order**

- Dr. Irene Aiken called the meeting to order at 3:00. The agenda was approved by unanimous consent. The minutes of the November 17, 2014 meeting were approved.
- Beverly Vause, new Graduate Student Organization president, was introduced.

**Procedures for School of Graduate Studies**

**Graduate Faculty Removal:** In November 2010, the Graduate Council adopted the following addition be added to **Nonrenewal/Removal of Graduate Faculty Status** in the Graduate Faculty Handbook. It was not added to the document, but will be added as a second paragraph:

If three successful grade appeals have been lodged against a graduate faculty member during her/his term of service, the faculty member will automatically lose his/her graduate faculty status. The program director and department chair (or dean) must petition, in writing, the Graduate Appeals Committee (GAC) of the Graduate Council for a recommendation for renewal. The GAC's recommendation will be submitted to the dean of the School of Graduate Studies, who will present the recommendation at the Graduate Council's April meeting. If the faculty member is denied graduate faculty status, s/he may petition the Faculty Grievance Committee as outlined in the UNCP Faculty Handbook.

**Academic Dishonesty procedures discussion:** After meeting with the University attorney, the Provost and administrators from Student Services and understanding the compliance issues required by law and policy, it was determined that Academic Dishonesty cases need to remain with Student Affairs. The Graduate Handbooks will be rewritten to match university regulations.

**Report from School of Graduate Studies**

- The Council was reminded that the Graduate Research Poster Session will be held March 31, 2015. All were asked to start working with their students as soon as possible.
- Graduate Appeals Committee meeting will be February 18.
- Recruitment—it was mentioned that all programs need to set an appointment with the Dean to discuss recruitment plans.

**Unfinished/New Business**

- Report from Dean regarding Transition Communication Team – Dr. Bullard-Dillard reported to the Council that she was serving on the TCT and had been asked to share a set of talking points with the greater campus community and would be making such reports to the Council members. She shared the possibility that UNCP may have to face a reversion of a portion of the 2014 budget and the possibility that we may also face a 2% reduction in the 2015 budget. She also reported on the progress of the selection of the interim dean for the College of Arts and Sciences, the dean of the School of Business, and the interim Provost.

### **Announcements/Reminders**

- Remaining Graduate Council Meetings for 2014-2015 (UC Annex room 203 at 3 pm): 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 Spring Commencement: Friday, May 8, 2015
- Fall New Graduate Student Orientation: Saturday, August 15, 2015 in the Annex
- Withdrawal deadlines: Check Graduate Academic Calendar

*Check Graduate Academic Calendar for dates of importance*

**Next Meeting: Monday, February 16, 2015, 3:00, UC Annex Room 203**

**Senior Privilege** (will replace current catalog/handbook section entitled **Undergraduate Enrollment for Graduate Courses**)

**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 permission, the graduate coursework may count as elective credit or towards 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 GPA of at least 3.0 UNCP GPA.

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*.

## SENIOR PRIVILEGE FOR GRADUATE COURSEWORK

### UNCP School of Graduate Studies

**SENIOR PRIVILEGE** is an offering whereby promising seniors can take up to six (6) hours of graduate coursework as elective credit or towards completion of an undergraduate degree (Department Chair must complete course substitution work). Permission to take graduate courses does not guarantee future admission into a graduate program. Grades from graduate courses do NOT count in one's undergraduate GPA but will count towards future graduate GPA and towards the three "Cs" or one "F" dismissal criteria.

#### A. Student Information

<b>Name</b>	<b>UNCP Email</b>
<b>Banner ID</b>	<b>Phone Number (best)</b>
<b>Current Undergraduate Major</b>	<b>Name of Undergraduate Advisor</b>
<b>Current GPA (must be 3.0+)</b>	<b>Hours credit (must be 90+, 24 at UNCP at time of course)</b>

I intend to take this Graduate Course (prefix and number)	This Term - ex. Fall 2015	As/to(choose one)
		a--An elective b--count towards undergraduate degree (financial aid may apply)
		a--An elective b--count towards undergraduate degree(financial aid may apply)

*Note: Up to 6 hours of graduate credit taken towards completion of an undergraduate degree may count, with appropriate permission, towards a graduate degree at UNCP.*

\*\*\*\*\*

	Printed Name	Signature	Date
<b>Student</b>			
<b>Undergraduate Advisor</b>			
<b>Undergraduate Department Chair</b>			
<b>Graduate Program Director of desired course(s)</b>			

#### Graduate School Office Use Only

Date Received: \_\_\_\_\_ Complete: Yes \_\_\_ No \_\_\_ GPA \_\_\_\_\_

Decision to grant all, part or deny \_\_\_\_\_

Signature of the Dean: \_\_\_\_\_

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

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 School of Graduate Studies and Research (referred to as 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 Graduate School, 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 and notifies the faculty regarding findings.

3.4 The Faculty member notifies the student of the charge in writing to the student's UNCP email address.

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.

3.6 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**, 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.

3.7 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 the Graduate School) for the entire course.

3.8 The student has one calendar week from the email "sent" date to admit guilt and accept the penalty or indicate s/he plans 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 Graduate School unless the penalty is to assign the student an "F" for the course. If the faculty member feels that an "F" for the course is warranted, then the materials in question must be reviewed by the department chair for a consensus recommendation. The documents remain in the student's file.

3.9 If the student indicates they plan to appeal the decision of the faculty member, the faculty member submits the form to the Graduate School and the student must submit an appeal to the Graduate School **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 Graduate Appeals Committee (GAC) is an F in the course. If the GAC cannot meet prior to the grade submission deadline, a grade of PA (pending appeal) will be given. The PA grade will be changed after the GAC reaches a decision on the appeal.

#### **4. GRADUATE APPEALS COMMITTEE HANDLING OF ACADEMIC DISHONESTY CHARGE**

4.1 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 30 days and will determine if the student is guilty of the charge. 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.

4.2 If the student charged with a violation of the Academic Honor Code is found not guilty of the charge, the GAC will prepare a written report of the case and send 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.

4.2.a. If a graduate faculty member has three (or more) appeals submitted to the GAC in which the GAC finds a student not guilty of academic dishonesty, the faculty member will lose their graduate faculty status following the term of the semester/session.

4.3 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, Academic Dishonesty, 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 appeals.**

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.*