

## Message from the Dean:

As we are nearing the close of Fall Semester 2010, I would first like to congratulate our students who are graduating on December 11. We are committed to preparing our graduates to lead meaningful and productive lives and are confident in your future societal contributions.

To the students who will return for Spring Semester 2011, we are continuing to work hard to improve our services for graduate students. We have updated all of our forms online. The forms are now fillable and have been changed for increased clarity and easier processing. Additionally, we are pleased to announce that The Graduate School Handbook is now available online at our website. Students should also make note of the new changes concerning student health insurance and the book rental process detailed within the pages of the Bulletin.

I encourage all new and returning students to register for classes as soon as possible to ensure availability of desired courses. Regular registration will open on Monday, December 13 and will continue until Friday, January 7. Classes start on January 8 and late registration is from January 8 to January 14.

In addition, on January 6, from 5:30-7:00 pm and on January 12, from 4:30-6:30 pm, The Graduate School will host an Orientation in the Shaw Auditorium for new and returning graduate students. All students must attend one of these Orientation sessions unless they have attended an orientation in previous semesters.

The doors to The Graduate School are always open and we are available to assist students with any questions or concerns; students also should visit The Graduate School webpage regularly for information updates.

-Dr. LaDelle Olion



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## Graduate Student Handbook Now Available Online!

The new Graduate School Handbook is now available online. The handbook provides faculty and students with important Graduate School policies, procedures, and regulations that are designed to ensure success and effectiveness.

The Handbook contains information beginning with the application process, continuing through enrollment, and concluding with graduation. Students are encouraged to read

the handbook and use it as a constant resource. It is the responsibility of each student to adhere to the policies in The Graduate School Handbook, as well as the Graduate Catalog. While academic advisors will provide advisement and guidance, the primary and final responsibility for knowing and adhering to policies, procedures, and requirements remains that of the student. The Handbook is located on The Graduate School webpage.

## Ed. D. Grad- Superintendent



In early November the Stafford County School Board announced the selection of a new superintendent for the county's schools, Dr. Randy Bridges. Dr. Bridges is a 2001 graduate FSU's Educational Leadership program.

Dr. Bridges is currently serving as the Alamance-Burlington School System Superintendent. Bridges also worked in Rock Hill County as superintendent and is an experienced teacher and former middle school and high school principal.

Earlier this year, Dr. Bridges was named Superintendent of the year by the North Carolina Association Of Educators, an honor he received previously in 2002. He will begin his job as Stafford County Superintendent on December 6.

Dr. Bridges is married to Vernetta Bridges and has two adult children, Randi Bridges and Garrett Bridges.

## Textbook Rental Policy

In order to make textbooks more affordable for students, Fayetteville State University has adopted a Textbook Rental Program. Graduate students are *not* automatically charged the textbook rental fee. If graduate students would like to "opt-in" the Textbook Rental Program, they must do so during the registration period each semester; otherwise, graduate students will not be charged the rental fee and will have to purchase books.

The Textbook Rental Program includes hardback and paperback textbooks that are required for courses. Paperback textbooks must have a new retail value of \$50.00, or above. The program excludes any course material with a retail price of less than \$50.00, course packs, or any course materials with a one-time use, ancillary study guides, and lab books. To "opt-in" to the Textbook Rental Program graduate students should contact Student Accounts at (910) 672-1085.

### Fall 2010 Commencement Update

#### COMMENCEMENT REHEARSAL

**DATE:** DECEMBER 10, 2010

**TIME:** 9:00 AM

**PLACE:** SEABROOK AUDITORIUM

#### FALL COMMENCEMENT

**DATE:** DECEMBER 11, 2010

**TIME:** 9:00 AM; LINEUP AT 7:30 AM

**PLACE:** CROWN COLISEUM

**SPEAKER:** DR. JESSICA HENDERSON  
DANIEL

### *Institutional Review Board Approval Required for Human Subjects Use*

In compliance with federal regulation, Fayetteville State University has established *Policy and Procedures for the Protection of Human Research Subjects*. The policy and procedures apply to all research involving human subjects conducted under the auspices of a department, school, or research unit, regardless of funding status.

Every person conducting research involving human subjects, student and faculty alike, is expected to be aware and implement the university's Policy and Procedures for the Protection of Human Research Subjects. As a part of the university's primary

mission of education, every person involved in any phase of research in which human subjects are included must be educated to the principles and values which govern such research activities.

Students and faculty may review the policy by visiting the webpage for the Office of Sponsored Research and Programs at [http://www.uncfsu.edu/research/policies/human\\_subjects.htm](http://www.uncfsu.edu/research/policies/human_subjects.htm). Included in this document are "Procedures to Conduct Research Involving Human Subjects." Students working on theses or dissertations should become familiar with the process, as failure to

abide by the policy and procedures will be considered a violation and must be dealt with accordingly.

Regulations extend to the use of human organs, tissues, and body fluids from individually identifiable human subjects as well as to graphic, written, or recorded information derived from individually identifiable human subjects. The use of autopsy materials is governed by applicable State of North Carolina law and is not directly regulated by 45CFR46.

For additional questions, contact the Office of Sponsored Research and Programs at 910-672-1569.

### *Changes to Student Health Insurance Policy*

Beginning Spring 2011 Graduate students will be charged the student health insurance fees as long as the three criteria are met: students must be enrolled in six or more credit hours on the main campus, must be eligible to pay the student health fee (a separate fee from the health insurance fee), and must be enrolled in a degree-seeking program (professional development students are not charged for health insurance). Students should note that home study, correspondence, Internet classes, television (TV) courses, and students who are enrolled in only one 8-week session do not fulfill eligibility requirements for health insurance. Students who attempt to enroll in health insurance and do not meet requirements will be dropped from the insurance plan.

The cost of the plan is \$375 per semester. The UNC system-wide student health insurance plan includes 100% coverage of services at the FSU Student Health Center, a \$0 deductible, \$250,000 major medical lifetime maximum, \$1,000 pharmacy maximum (with a \$0 co-pay at the FSU Student Health Center per 30 day supply), a \$500 wellness benefit, a vision care plan, a preventive dental care plan and intercollegiate sports coverage to \$3,000. The deadline for students to enroll in or waive their health insurance plan for Spring Semester 2010 is Monday, January 31, 2011. Students can waive or enroll online at [www.studentinsurance.com](http://www.studentinsurance.com). The insurance premium will appear on the covered student's tuition bill. For questions or for more information, students should call (910) 672-1259/2164.

### Upcoming Deadlines for Graduate Students

**DECEMBER 3:** FINAL 4 COPIES OF  
THESIS/DISSERTATION DUE TO  
THE GRADUATE SCHOOL

**FEBRUARY 11:** SPRING 2011  
COMPREHENSIVE EXAM  
APPLICATION DUE

**MARCH 14-19:** SPRING 2011  
COMPREHENSIVE EXAMINATION  
WEEK

•VISIT THE GRADUATE SCHOOL  
WEBSITE AT [WWW.UNCFSU.EDU/GRADUATESCHOOL](http://WWW.UNCFSU.EDU/GRADUATESCHOOL) FOR  
ADDITIONAL INFORMATION

### **STEM UPDATE:**

Congratulations to Scholarship Recipients! The HBCU Master's Degree STEM Program is pleased to award scholarships to the following students: Richard Bazzelle, Robert Davis, Tonja McGill, Laila Thompson, Gabrielle Alexander-Lee, Melanie Boney, Shari Brockington, Kevin Brooks, Kristin Noell, Jessica Adams, and Bruce Sharp. These students work with the Program Counselor, Ms. Sabrina Burgado, and their mentors and advisors to enhance their classroom experiences. Students attended the CDC-sponsored National STD Prevention Conference and the National Council of Teachers of Mathematics Conference in New Orleans.

## Policy Corner: "I" Grades, Transfer Credits and Readmission

**Incomplete Grades-** A grade of "I" is assigned when students have maintained a passing average but for reasons beyond their control have not completed some specific course requirement (s), such as a report, field experience, or final examination. The "I" grade must be removed within one year, or it is converted to a grade of "F." It is the student's responsibility to resolve the "I" grade before the deadline set forth in the University Academic Calendar for removing incompletes. *The deadline to remove I grades from Spring Semester 2010 is Friday, March 25, 2011.*

In the case of a thesis, dissertation, or directed study in progress, a grade of "IP" (in progress) will be recorded each semester of registration for credit until completion of the thesis, dissertation, or directed, at which time the instructor will assign a grade of "S" (satisfactory) or "U" (unsatisfactory). The "IP" grade requires continuous enrollment, excluding summer sessions, or it is converted to a grade of "U."

**Transfer Credits-** A maximum of six (6) semester hours of transfer credits for graduate courses with a grade of B or higher may be accepted toward completion of a master's degree at Fayetteville State University. The doctoral program allows for six (6) hours of transfer credit; however, these six hours may not be in the core. The remaining hours must be earned in residence. *Only courses that counted toward a*

*degree at a regionally accredited institution will be considered for transfer credit.* Students wishing to pursue courses at another university to transfer to FSU must obtain the approval of the department chair, dean of the school or college, and Dean of The Graduate School prior to taking the courses. Students should submit the "Request to Pursue Courses for Transfer to Fayetteville State University" form. The form is posted on The Graduate School website. Students wishing to transfer credits must submit the "Transfer of Course(s) Evaluation Form," official transcripts, and other appropriate course identification information (e.g., copy of course description from catalog, course syllabus) to the advisor for initial approval. The recommendations of the advisor should be forwarded to the department chair, dean of that school or college, and Dean of The Graduate School for approval. Course work may be transferred upon the student's admission into a graduate school program. *Course work transferred must not be older than six (6) years at the time the intended Masters Degree or eight (8) years at the time the intended Doctoral Degree is awarded.*

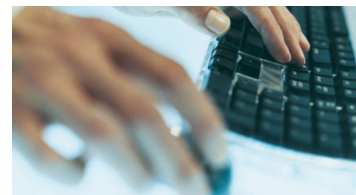
**Admission to Candidacy-** Admission to FSU in a degree program does not carry with it admission to candidacy for the graduate degree. To be admitted to candidacy, the student must have been admitted to a degree program, have a minimum 3.0 GPA, have com-

pleted between twelve (12) credit hours (600 level courses in the MBA program) and eighteen (18) credit hours of graduate study at Fayetteville State University, and have an advisor assigned by the department or area.

Approval of degree candidacy by the Graduate School certifies that the student's academic performance has been reviewed and that permission to pursue the program of study to completion has been granted.

**Readmission-** Students whose programs are terminated due to failure to maintain continuous enrollment who have not been granted a leave of absence during a fall or spring semester will be required to reapply for admission and pay the readmission fee if they wish to resume their graduate study at Fayetteville State University.

**Registration-** Students are responsible for registering for classes according to procedures and deadlines established by the Registrar. Attending a class does not constitute official enrollment in a class. Students will not receive credit or a grade for any class for which they are not officially registered. The classes for which a student is registered at the close of the official registration period constitute the student's official schedule and course load. Tuition and fees are based on the student's total hours of enrollment at the close of the official registration period.



VIEW THE GRADUATE CATALOG ONLINE FOR MORE INFORMATION CONCERNING ACADEMIC POLICIES: [HTTP:// CATALOG.UNCFSU.EDU](http://catalog.uncfsu.edu)

### Upcoming Graduate School Events

**Graduate Student Orientation-** For new and returning graduate students. Thursday, January 6, 2011 5:30– 7:00 pm Shaw auditorium, SBE Bldg. **and** Wednesday, January 12, 2011 4:30 pm– 6:00 pm Shaw auditorium, SBE Bldg. *(students should attend 1 session)*

**Graduate School Prep Workshop-** Open to all FSU students. Thursday, February 4, 2011 2:00 pm– 3:45 pm Room 125, Continuing Ed. Bldg.

**SPRING 2011 Graduate School Open House-** open to the public. Thursday, February 24, 2011 2:30 pm– 4:00 pm Room 125, Continuing Ed. Bldg.

102 Continuing Education Building  
1200 Murchison Road

Main Office: 910-672-1681  
Admissions: 910-672-1374

VISIT US ON THE  
WEB AT  
[WWW.UNCFSU.EDU/  
GRADUATESCHOOL](http://WWW.UNCFSU.EDU/GRADUATESCHOOL)

## Administration & Staff

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## Frequently Asked Questions about The Graduate School

**Q:** I had to take a semester off, but I'm back to continue my program and I am unable to register. What do I do to reactivate my account?

**A:** If a student does not stay continuously enrolled, he or she must reapply to The Graduate School by submitting an application and paying the \$35 application fee. Once the application has been processed, the student will be notified via mail or email and will be able to register if approved for readmission.

**Q:** I submitted my application for graduation and paid my application fee. How do I know my status?

**A:** Once students submit an application for graduation they must be cleared first by their department and then by The Graduate School. Once students have been cleared for graduation, they will receive a letter from The Graduate School. Students also may contact The Graduate School to check on the status of their clearance.

**Q:** Where do I buy my cap and gown and how much does it cost?

**A:** Students may purchase their graduation regalia from the FSU Bookstore at Bronco Square. The cost for Master's students is \$73.75, and the cost for Doctoral students is \$153.

**Q:** I have a hold on my account that says "Over 12 Credit Hours." How do I get this hold removed?

**A:** In order to remove the hold, students must fill out the *Enrollment Continuation Form for Professional Development Students* or the *Enrollment Continuation Form for Teacher Licensure, Certification, Provisional Acceptance* (located on The Graduate School webpage) and submit the form to The Graduate School after obtaining required signatures. If the form was previously submitted, students must still contact The Graduate School to remove the hold.

**Q:** I am a provisional student and I have not been assigned an advisor. Who is my advisor?

**A:** Students are not assigned advisors until they have been fully admitted into a degree program. For guidance, students should contact their prospective program coordinators or their department chairs.

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### Mission

*The mission of The Graduate School is to coordinate the activities of the University's post-baccalaureate degree and non-degree programs and to ensure that all post-baccalaureate programs offered in the College of Arts and Sciences, the School of Business and Economics, and the School of Education are of the highest quality. We are committed to excellence in teaching, research, and service and to preparing our graduates to lead meaningful and productive lives as agents of change in shaping the future of America and the world.*

**Fayetteville State University** is the second-oldest public institution of higher education in North Carolina. We proudly provide quality, affordable, educational opportunities to more than 6,300 undergraduate and graduate students. Fayetteville State University is accredited by the Southern Association of Colleges and Schools (SACS) and The National Council for Accreditation of Teacher Education (NCATE) and holds institutional membership in several professional organizations. Many programs hold specialized accreditation within their academic disciplines.

