



**Fayetteville State University
The Graduate School**

Handbook

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Website: <http://www.uncfsu.edu/graduateschool>

2011-2012

Fayetteville State University is a Constituent Institution of the University of North Carolina

Fayetteville State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. Moreover, Fayetteville State University values diversity and actively seeks to recruit talented students, faculty, and staff from diverse backgrounds.

Fayetteville State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the bachelor's, master's, and doctoral degrees. (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number: 404-679-4501)

Fayetteville State University, in keeping abreast of ever-changing times, reserves the right to change, delete, or add to any part of this publication as it deems necessary for the good of the university. Every attempt will be made to keep changes to a minimum and to communicate changes to all students and faculty.

**Fayetteville State University
The Graduate School
Handbook**

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Message from The Graduate School

Welcome to all new and returning graduate students! We extend to you our best wishes for a very productive and successful 2011-2012 academic year.

All students (degree seeking or non-degree seeking) holding a baccalaureate degree from an accredited college or university who attend Fayetteville State University are classified as graduate students. Thus, students seeking a doctoral degree, master's degree, graduate certificate, teacher licensure, and professional development all are designated as graduate students and are required to pay graduate student fees.

The Graduate School is committed to the success of all graduate students, faculty, and programs. We have numerous activities and events in place designed to help you succeed. All graduate programs are reviewed regularly by the academic departments, the Graduate Council, and The Graduate School. The program reviews are designed to ensure quality that promotes success. Each semester, The Graduate School holds student orientation sessions to discuss policies, procedures, and regulations. All graduate students should attend one of these sessions early in their academic career. Our Graduate Student Forums are held each semester and are designed to give students an opportunity share their graduate school experiences, questions, concerns, and comments with The Graduate School staff. The Graduate Council has faculty representation from all graduate programs. The Council meets monthly and is instrumental in developing and reviewing policies and reviewing requests and appeals from students.

The Graduate School publishes the *Guidelines for the Preparation and Submission of Theses and Dissertation*. This manual is a "must have" for all graduate students writing theses and dissertations and is posted on The Graduate School website <http://www.uncfsu.edu/graduateschool/index.htm>.

The Graduate School 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. We encourage you to read the *Handbook* and use it as a constant resource. Our *Graduate Catalog* also is posted on our website.

The Graduate School is located in the Continuing Education Building. Our telephone number is 910-672-1374. We invite you to come by and meet our staff. Please let us know if we can be of assistance. Visit us on our website at <http://www.uncfsu.edu/graduateschool/>.

LaDelle Olion, Ph.D., Dean

Doreen B. Hilton, Ph.D., Assistant Dean

Graduate School Schedule of Events and Deadlines

SUMMER 2011

*Graduate School Events

*Graduate School Deadlines

*Graduate Council Meetings

April 11	Monday	Pre-registration begins
May 12	Thursday	The Graduate School will notify students of Graduation Clearance for Fall 2011 Commencement (please note that March 24, 2011 was the deadline for students to submit applications for graduation for Fall 2011 Commencement)
May 16	Monday	Graduate Student Orientation 5:00 p.m. – 6:30 pm; Room 125, Continuing Education Building (<u>all</u> new and returning graduate students who have not attended an orientation should attend one session)
May 16- June 1	Monday- Wednesday	Summer Intercession (see Registrar’s Academic Calendar for term deadlines)
May 19	Thursday	Graduate Student Orientation 4:30 p.m. – 6:00 pm; Room 125, Continuing Education Building (<u>all</u> new and returning graduate students who have not attended an orientation should attend one session)
June 2- June 29	Thursday- Wednesday	Summer Session I (see Registrar’s Academic Calendar for term deadlines)
June 6-August 5	Monday- Friday	Summer 8-week Session (see Registrar’s Academic Calendar for term deadlines)
July 11- August 5	Monday- Friday	Summer Session II (see Registrar’s Academic Calendar for term deadlines)
July 22 & 23	Friday & Saturday	Educational Leadership Comprehensive Examination (time and location TBA)

FALL SEMESTER 2011

April 11	Monday	Pre-registration begins
May 12	Thursday	The Graduate School will notify students of Graduation Clearance for Fall 2011 Commencement (please note that March 24, 2011 was the deadline for students to submit applications for graduation for Fall 2011 Commencement)
July 29	Friday	Pre-registration ends
August 8	Monday	Registration begins
August 17	Wednesday	Registration ends
August 17	Wednesday	Graduate Student Orientation 5:00 p.m. – 6:30 pm; Room 125, Continuing Education Building (<u>all</u> new and returning graduate students who have not attended an orientation should attend one session)
August 18	Thursday	First day of classes (late registration, August 18-24)
August 25	Thursday	Graduate Student Orientation 4:30 p.m. – 6:00 pm; Room 125, Continuing Education Building (<u>all</u> new and returning graduate students who have not attended an orientation should attend one session)
August 26	Friday	Deadline for Master's students to submit applications for Fall 2011 Comprehensive Examination
September 5	Monday	Labor Day Holiday---University closed
September 15	Thursday	Fall Convocation 2:00 p.m. – 3:30 p.m.
September 17	Saturday	Thesis and Dissertation Preparation Workshop with Thesis and Dissertation Editor 10:00 a.m. - 12:00 p.m. Room 125, Continuing Education Building
September 20	Tuesday	Graduate Council Meeting 2:00 p.m. – 4:00 p.m.
September 23	Friday	Thesis and Dissertation Preparation Workshop with Thesis and Dissertation Editor 5:00 p.m. - 7:00 p.m. Room 125, Continuing Education Building
September 27	Tuesday	Graduate School Preparation Workshop Open to all FSU Students Thinking About Applying to Graduate School 2:00 p.m. – 3:45 p.m. Room 125, Continuing Education Building
September 26- October 1	Monday- Saturday	Fall 2011 Comprehensive Examination Week for Master's Students (dates for specific examinations will be announced)
October 6-12	Thursday- Wednesday	Midterm Exams
October 10-14	Monday- Friday	Departments will notify The Graduate School of Comprehensive Examination Results
October 12-18	Wednesday- Tuesday	The Graduate School will notify students of Comprehensive Examination results (students will be notified of their results by mail)
October 15	Saturday	Homecoming

October 17-18	Monday-Tuesday	Midterm Break
October 18	Tuesday	Graduate Council Meeting 2:00 p.m. – 4:00 p.m.
October 21	Friday	Oral Defense: Last day for students to submit Thesis and Dissertation Oral Defense Scheduling Form with required signatures (<u>all</u> applications must be submitted two weeks prior to requested date of oral defense; students are encouraged to submit applications <u>early</u>)
October 25	Tuesday	Fall 2011 Open House for Prospective Graduate Students 2:30 p.m. - 4:00 p.m. Room 125, Continuing Education Building
October 26	Wednesday	Deadline for Master's and Doctoral students to submit Application for Graduation for Spring 2012 Commencement (students must submit application one semester in advance; <i>your name may not appear in the commencement book if your application is late</i>)
October 28	Friday	Deadline for withdrawing from classes -students must submit the <u>Course Withdrawal Form</u> if not withdrawing from all classes- (submit <u>University Withdrawal Form</u> if enrolled in only one [1] course)
November 2	Wednesday	Graduate Student Open Forum- Open to all graduate students 5:00 p.m. – 6:00 p.m. Room 125, Continuing Education Building
November 10	Thursday	Last Day for Thesis and Dissertation Defense
November 11	Friday	Veteran's Day Holiday- University closed
November 15	Tuesday	Graduate Council Meeting 2:00 pm – 4:00 pm
November 16	Wednesday	Deadline for withdrawing from the university -students must submit the <u>University Withdrawal Form</u> when withdrawing from <i>all</i> classes- (submit this form if enrolled in only one [1] class)
November 17	Thursday	Fall 2011 Graduation Reception (reception for all graduate students who will graduate during Fall Semester 2011) 4:00 p.m. – 6:00 p.m. Room 125, Continuing Education Building
November 18	Friday	Last day to submit one (1) copy of thesis/dissertation to The Graduate School for review by Thesis and Dissertation Editor (thesis/dissertation must be submitted with the Thesis and Dissertation Approval Form with <u>all</u> required signatures)
November 18	Friday	Deadline for Departments to submit Graduation Clearance Forms for Spring 2012 Commencement to The Graduate School (please note that October 26, 2011 was the deadline for students to submit applications for graduation for Spring 2012 Commencement)
November 24-25	Thursday-Friday	Thanksgiving Holiday- University closed
December 2	Friday	Last day of classes
December 2	Friday	Deadline for submission of four (4) final copies of Thesis/Dissertation to The Graduate School

December 5	Monday	Final grades due for graduating students *Deadline for <u>graduating</u> students to remove incomplete (I) grades given for Fall Semester 2010 (Incomplete grades become ‘F’ grades after this date.)
December 10	Saturday	Fall Commencement
December 12	Monday	Final grades due for students not graduating *Deadline for students not graduating to remove incomplete (I) grades given for Fall Semester 2010 (Incomplete grades become ‘F’ grades after this date.)
December 19	Monday	The Graduate School will notify students of Graduation Clearance for Spring 2012 Commencement (students will be notified of their status by mail)
December 26-27	Monday-Tuesday	Christmas Holiday- University Closed
January 2	Monday	New Year’s Day- OSP date not yet approved by Cabinet

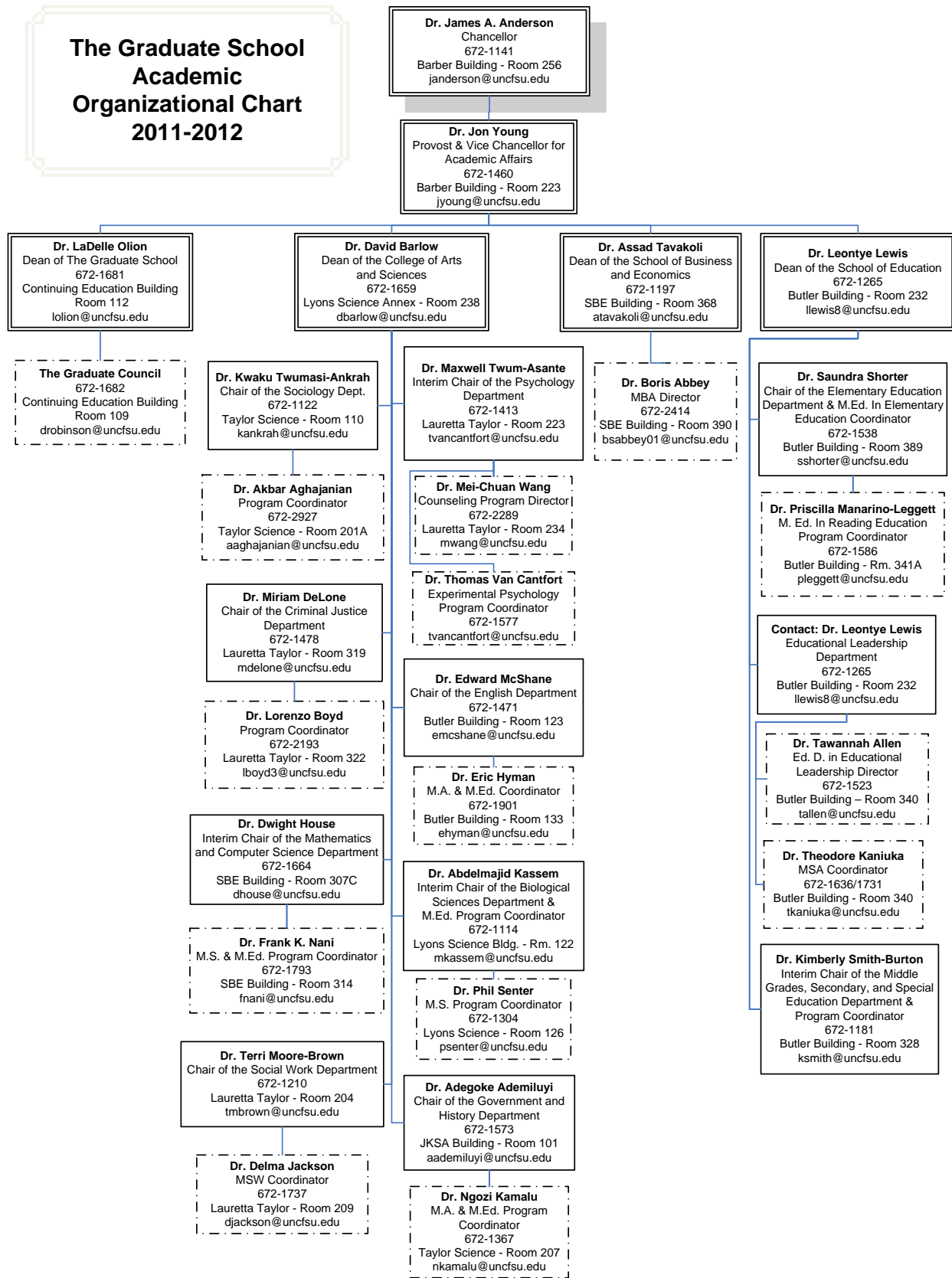
SPRING SEMESTER 2012

October 31	Monday	Pre-registration begins
December 2	Friday	Pre-registration ends
December 12	Monday	Registration begins
January 5	Thursday	Graduate Student Orientation 5:30 p.m. – 7:00 pm; Room 125, Continuing Education Building (<u>all</u> new and returning graduate students who have not attended an orientation should attend one session)
January 6	Friday	Registration ends
January 7	Saturday	First day of classes (late registration, January 7-13)
January 11	Wednesday	Graduate Student Orientation 4:30 p.m. – 6:00 pm; Room 125, Continuing Education Building (<u>all</u> new and returning graduate students who have not attended an orientation should attend one session)
January 16	Monday	Martin Luther King, Jr. Birthday Holiday----University closed
January 17	Tuesday	Graduate Council Meeting 2:00 pm – 4:00 pm
January 27	Friday	Deadline for Master’s students to submit applications for Spring 2012 Comprehensive Examination
February 2	Thursday	Graduate School Preparation Workshop Open to all FSU Students Thinking About Applying to Graduate School 2:00 p.m.-3:45 p.m.--- Room 125, Continuing Education Building
February 18	Saturday	Thesis and Dissertation Preparation Workshop with Thesis and Dissertation Editor 10:00 a.m. - 12:00 p.m. Room 125, Continuing Education Building
February 21	Tuesday	Graduate Council Meeting 2:00 pm – 4:00 pm
February 25-	Saturday-	Midterm Exams

March 2	Friday	
March 3-9	Saturday to Friday	Midterm Break No Classes; University Open
*March 12-17	Monday-Saturday	Spring 2012 Comprehensive Examination Week Dates for specific examinations will be announced
March 19	Monday	Oral Defense: Last day for students to submit Thesis and Dissertation Oral Defense Scheduling Form with required signatures (<u>all</u> applications must be submitted two weeks prior to requested date of oral defense; students are encouraged to submit applications <u>early</u>)
March 20	Tuesday	Graduate Council Meeting 2:00 pm – 4:00 pm
March 21	Wednesday	Deadline for students to submit Application for Graduation for <u>Fall 2012 Commencement</u> (students must submit application one semester in advance; <i>your name may not appear in the commencement book if your application is late</i>)
March 23	Friday	Deadline for withdrawing from classes -students must submit the <u>Course Withdrawal Form</u> if <i>not</i> withdrawing from all classes- (submit <u>University Withdrawal Form</u> if enrolled in only one [1] course)
March 26- 30	Monday-Friday	Departments will notify The Graduate School of Comprehensive Examination Results
March 28- April 3	Wednesday-Tuesday	The Graduate School will notify students of Comprehensive Examination results (students will be notified of their results by mail)
March 29	Thursday	Spring 2011 Open House for Prospective Graduate Students 4:30 p.m. – 6:00 p.m. Room 125, Continuing Education Building
April 2	Monday	Deadline for Departments to submit Graduation Clearance Forms for Fall 2012 Commencement to The Graduate School (please note that March 21, 2011 was the deadline for students to submit applications for graduation for Fall 2012 Commencement)
April 2	Monday	Graduate Student Open Forum Open to all FSU graduate students 5:00 p.m. – 6:00 p.m. Room 125, Continuing Education Building
April 5	Thursday	Last Day for Thesis and Dissertation Defense
April 6	Friday	Spring Holiday- University Closed
April 9	Monday	Last day to submit one (1) copy of thesis/dissertation to The Graduate School for review by Thesis and Dissertation Editor (thesis/dissertation must be submitted with the Thesis and Dissertation Approval Form with <u>all</u> required signatures)
April 17	Tuesday	Graduate Council Meeting 2:00 pm – 4:00 pm
April 19	Thursday	Spring 2012 Graduation Reception (reception for all graduate students who will graduate during Spring Semester 2012) 4:00 p.m. – 6:00 p.m. Room 125, Continuing Education Building

April 20	Friday	Deadline for withdrawing from the university -students must submit the <u>University Withdrawal Form</u> when withdrawing from <i>all</i> classes- (submit this form if enrolled in only one [1] class)
April 27	Friday	Last day of classes
April 30	Monday	Deadline for submission of four (4) final copies of Thesis/Dissertation to The Graduate School
April 30	Monday	Final grades due for graduating students *Deadline for <u>graduating</u> students to remove incomplete (I) grades given for Spring Semester 2011 (Incomplete grades become ‘F’ grades after this date.)
May 5	Saturday	Spring Commencement 9:00 a.m.
May 7	Monday	Final grades due for students not graduating *Deadline for students not graduating to remove incomplete (I) grades given for Spring Semester 2011 (Incomplete grades become ‘F’ grades after this date.)
May 7	Monday	Deadline for Doctoral students to submit Comprehensive Examination Applications
May 15	Tuesday	Graduate Council Meeting 2:00 pm – 4:00 pm
May 17	Thursday	The Graduate School will notify students of Graduation Clearance for <u>Fall 2012 Commencement</u> (students will be notified of their status by mail)

The Graduate School Academic Organizational Chart 2011-2012



About Fayetteville State University

Mission Statement



Fayetteville State University (FSU) is a public comprehensive regional university that promotes the educational, social, cultural, and economic transformation of southeastern North Carolina and beyond. The primary mission of FSU is to provide students with the highest quality learning experiences that will produce global citizens and leaders as change agents for shaping the future of the State. Awarding degrees at the baccalaureate and master's levels, and the doctorate in educational leadership, FSU offers programs in teacher education, the arts and sciences, health professions, business and economics, and unique and emerging fields. FSU is an institution of opportunity and diversity. Committed to excellence in teaching, research, scholarship, and service, the university extends its services and programs to the community, including the military, and other educational institutions throughout North Carolina, the nation, and the world.

(Approved FSU Board of Trustees, Oct. 31, 2008)

About The Graduate School

Our 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. The Graduate School promotes, encourages, and supports student and faculty participation in research, scholarship, and service and extends these opportunities and services to the community, including the military and other educational institutions. The Graduate School is committed to excellence in teaching, research, and service and to preparing graduates to lead meaningful and productive lives as agents of change in shaping the future of America and the world. The Graduate School strives to increase enrollment, retention, and graduation of students in all disciplines.

Graduate Study:

Graduate study involves the extension of knowledge. However, it is more than a mere continuation of undergraduate study. Graduate study is different from undergraduate study in the following respects:

1. The graduate student is expected to assume greater responsibility by exercising critical analysis, engaging in scholarly inquiry, and exhibiting a high degree of individual initiative.
2. The graduate student is expected to engage in independence of thought and more extensive and intensive reading is required.

3. The graduate student will encounter greater emphasis on creativity and research.
4. The graduate student will be exposed to instruction provided in greater depth by graduate faculty in specialized areas.

Academic Programs:

The Graduate School offers one doctoral degree (Ed.D.) in Educational Leadership and seven master’s degrees: 1) Master of School Administration (M.S.A.); 2) Master of Arts (M.A.); 3) Master of Arts in Teaching (M.A.T.); 4) Master of Education (M.Ed.); 5) Master of Science (M.S.); 6) Master of Business Administration (M.B.A.); and 7) Master of Social Work (M.S.W.). Concentrations and specializations are offered in numerous academic areas such as education, sociology, psychology, biology, mathematics, business, social work, and criminal justice. A graduate certificate is offered in sociology and criminal justice. Additionally, teacher licensure is offered in middle grades education, secondary education, and special education with concentrations or specializations in language arts, mathematics, science, social studies, biology, and sociology.

Accreditations and Institutional Memberships:

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 many programs hold specialized accreditation within their academic disciplines. FSU holds membership in numerous professional organizations, including Council of Graduate Schools, Council of Historically Black Graduate Schools, and the Southern Conference of Graduate Schools.

Graduate School Administration and Support Staff

The Dean

Dr. LaDelle Olion is a graduate of the University of Connecticut. He is also a Professor of Special Education at Fayetteville State University. He has worked at Fayetteville State University since 1982. Other positions at Fayetteville State University include Dean and Assistant Dean of the School of Education.

The Assistant Dean

Dr. Doreen B. Hilton is a graduate of The Ohio State University. She is also a Professor of Psychology at Fayetteville State University. She first joined the faculty at FSU in 1986. She served as Chair of the Psychology Department at FSU for six years. Prior to her current position, she served in various counseling, supervisory, and administrative positions.

Administrators				
Area Code: 910				
Name	Title	Office	Phone	Email
Dr. LaDelle Olion	Dean	Continuing Education, 112	672.1683	lolion@uncfsu.edu
Dr. Doreen Hilton	Assistant Dean	Continuing Education, 119	672.1680	dhilton@uncfsu.edu

Staff				
Ms. Katrina Hoffman	Graduate Admissions Officer	Continuing Education, 102	672.1374	khoffma1@uncfsu.edu
Ms. Kaity Parson	University Program Specialist	Continuing Education, 111	672.1681	klparson01@uncfsu.edu
Ms. Deborah Keller	Assistant to the Dean	Continuing Education, 109	672.1682	drobinson@uncfsu.edu
Ms. Peggy Shropshire	Administrative Assistant	Continuing Education, 110	672.1683	pshropshire@uncfsu.edu
Ms. LaToya Toussaint	Graduate Counselor	Continuing Education, 118	672.2005	lmtoussaint@uncfsu.edu
Ms. Miranda Greer	Administrative Support Specialist	Continuing Education, 118	672.2004	Mrgreer01@uncfsu.edu

In addition to enacting the rules, policies, and guidelines established by the Graduate Council, The Graduate School serves graduate students, graduate faculty, and the university community through professional development programs and administrative services that support all stages of a graduate student's program. The Graduate School also offers workshops to undergraduate students to assist in their preparation for graduate school.

Graduate School Orientation

(For Graduate Students Currently Enrolled at FSU)

If you are currently a graduate student at FSU, you should attend ONE of the following orientation sessions. Students will learn about The Graduate School policies, procedures, deadlines, etc. This is an opportunity to meet Graduate School staff.

Fall Semester 2011

- Wednesday, August 17, 2011, 5:00 p.m. – 6:30 p.m., 125 Continuing Education Building
- Thursday, August 25, 2011, 4:30 p.m. – 6:00 p.m., 125 Continuing Education Building

Spring Semester 2012

- Thursday, January 5, 2012, 5:30 p.m. – 7:00 p.m., 125 Continuing Education Building
- Wednesday, January 11, 2012, 4:30 p.m. – 6:00 p.m., Shaw Auditorium, SBE

Graduate Student Open Forums

Each semester, The Graduate School hosts an Open Forum with students. The forum is designed to give students an opportunity to share with The Graduate School administration and staff their perceptions of their experiences at FSU, to discuss issues and concerns, and to ask questions.

Fall Semester 2011:

DATE: Wednesday, November 2, 2011

TIME: 5:00-6:00 PM

LOCATION: 125 Continuing Education Building

Spring Semester 2012:

DATE: Monday, April 2, 2012

TIME: 5:00-6:00 PM

LOCATION: 125 Continuing Education Building

Graduate School Open House

Each semester, The Graduate School hosts an Open House for Prospective FSU Graduate Students. The Open House is an opportunity for prospective graduate students to meet with faculty and current graduate students, learn about the application process, and learn about graduate education opportunities available at FSU. A faculty representative from each graduate program offered at FSU will be available to share information about the program and answer questions.

Fall Semester 2011:

DATE: Tuesday, October 25, 2011

LOCATION: 125 Continuing Education Building

TIME: 2:30 p.m. – 4:00 p.m.

Spring Semester 2012:

DATE: Thursday, March 29, 2012

LOCATION: 125 Continuing Education Building

TIME: 4:30 p.m. – 6:00 p.m.

Graduate School Preparation Workshops

Thinking about applying for graduate study at FSU or another university? These workshops are designed to introduce and reinforce for undergraduate students guidelines for preparing themselves for graduate school. Topics covered include research, references/letters of recommendation, application process, standardized testing, financial support, etc.

Fall Semester 2011

DATE: Tuesday, September 27, 2011

LOCATION: 125 Continuing Education Building

TIME: 2:00 p.m. - 3:45 p.m.

DATE: Thursday, November 3, 2011

LOCATION: 125 Continuing Education Building

TIME: 2:00 p.m. - 3:45 p.m.

Spring Semester 2012

DATE: Thursday, February 2, 2012

LOCATION: 125 Continuing Education Building

TIME: 2:00 p.m. - 3:45 p.m.

DATE: Thursday, March 31, 2011

LOCATION: 125 Continuing Education Building

TIME: 2:00 p.m. - 3:45 p.m.

The Graduate School Bulletin

The Graduate School Bulletin is published quarterly to inform faculty and students of important events, deadlines, changes, and faculty and student accomplishments. Each quarter, *The Bulletin* features the “Policy Corner” to highlight selected Graduate School policies. *The Bulletin* is posted on The Graduate School website and emailed to faculty and graduate students.

Guidelines for the Preparation and Submission of Theses and Dissertations

Guidelines for the Preparation and Submission of Theses and Dissertations is the Graduate School manual containing the policies, procedures, and guidelines for writing and submitting theses and dissertations. The manual addresses organization of theses and dissertations and gives examples of correct format. It covers the entire thesis and dissertation process from developing a proposal to writing and defending the thesis or dissertation to submitting the final document. The manual is posted on The Graduate School website.

Admissions

Applicants seeking to pursue graduate study at Fayetteville State University will be considered for admission in one of five (5) distinct categories of students:

- 1) admitted to degree seeking at the doctoral or master's levels;
- 2) admitted at graduate certificate level;
- 3) admitted at teacher licensure level;
- 4) accepted as provisional at the master's level;
- 5) accepted at professional development level.

All students (degree seeking or non-degree seeking) holding a baccalaureate degree from an accredited college or university who attend Fayetteville State University are classified as graduate students. Students seeking a second undergraduate degree are classified as undergraduate students.

Prospective students are advised to review each of these categories and follow the application guidelines delineated below that are appropriate to their personal, academic, and career goals. Degree-seeking applicants also must consult the appropriate section in the graduate catalog for further application and admission guidelines for specific degree programs.

Individuals seeking to enroll in courses for graduate degrees, graduate certificates, teacher licensure, or professional development must submit all application materials to:

The Graduate School
Fayetteville State University
1200 Murchison Road
Fayetteville, North Carolina 28301-4298
Phone: (910) 672-1374
Fax: (910) 672-1470
Website: www.uncfsu.edu/graduateschool

To ensure an admission decision prior to the desired semester of entry, applicants must submit all application materials by the appropriate priority deadline listed below. Applicants who submit applications after priority deadlines will be considered for admission as provisional or professional development students. See application guidelines below for further information.

Priority Deadlines for Application to Graduate Degree, Certificate, and Teacher Licensure Programs*		
College of Arts and Sciences	Admission for Fall Semester	Admission for Spring Semester
Biology, Master of Science (M.S.)	April 15	October 15
Criminal Justice, Master of Science (M.S.) Graduate Certificate	April 15	October 15
Mathematics, Master of Science (M.S.)	April 15	October 15
Psychology, Master of Art (M.A.)	March 1	NA---Fall admit only
Social Work, Master of Social Work (M.S.W.)	January 15	NA – Fall admit only
Sociology, Master of Arts (M.A.) Graduate Certificate	April 15	October 15
School of Business and Economics	Admission for Fall Semester	Admission for Spring Semester
Master of Business Administration (M.B.A.)	April 15	October 15
School of Education	Admission for Fall Semester	Admission for Spring Semester
Educational Leadership, Doctor of Education (Ed.D.).	April 1	N.A. - Fall admit only
Master of Arts in Teaching (M.A.T.)	April 15	October 15
Master of Education (M.Ed.) Licensure	April 15	October 15
Master of School Administration (M.S.A) Licensure	April 1	N.A. – Fall admit only

*Deadlines apply only to U.S. citizens. International students should see section below for application deadlines.

Inquiries about specific graduate programs should be directed to the following graduate program coordinators/directors:

Graduate Programs

Programs & School/College	Coordinators and Department Chairs	Phone Numbers and E-mail Addresses
Biology (College of Arts & Sciences)	Dr. Phil Senter , Coordinator Dr. Abdelmajid Kassem, Interim Department Chair	910-672-1304 psenter@uncfsu.edu 910-672-1114 mkassem@uncfsu.edu
Business Administration (MBA) (School of Business & Economics)	Mr. Boris Abbey, Director Dr. Assad Tavakoli, Dean SBE	910-672-2414 Bsabbey01@uncfsu.edu 910-672-1197 atavakoli@uncfsu.edu
Criminal Justice (College of Arts & Sciences)	Dr. Lorenzo Boyd, Coordinator Dr. Miriam DeLone, Department Chair	910-672-2193 lboyd3@uncfsu.edu 910-672-1478 mdelone@uncfsu.edu
Educational Leadership (Ed.D.) (School of Education)	Dr. Tawannah Allen, Director	910-672-1731 tallen@uncfsu.edu
Elementary Education (School of Education)	Dr. Sandra Shorter, Coordinator and Department Chair	910-672-1538 sshorter@uncfsu.edu
English (College of Arts & Sciences) *No longer accepting applications.*	Dr. Eric Hyman, Coordinator Dr. Edward McShane, Department Chair	910-672-1901 ehyman@uncfsu.edu 910-672-1471 emcshane@uncfsu.edu
Mathematics (College of Arts & Sciences)	Dr. Frank Nani, Coordinator Dr. Dwight House, Department Chair	910-672-1793 fnani@uncfsu.edu 910-672-1664 dhouse@uncfsu.edu
Middle Grades Education; Secondary Education; Special Education (School of Education)	Dr. Kimberly Smith-Burton, Coordinator and Department Chair	910-672-1181/1182/1316 ksmith@uncfsu.edu
Political Science (College of Arts & Sciences) *No longer accepting applications.*	Dr. Ngozi Kamalu, Coordinator Dr. Adegoke Ademiluyi, Department Chair	910-672-1367 nkamalu@uncfsu.edu 910-672-1137 aademiluyi@uncfsu.edu
Psychology (Counseling) (College of Arts & Sciences)	Dr. Mei-Chuan Wang, Coordinator Dr. Maxwell Twum-Asante, Interim Department Chair	910-672-2289 mwang@uncfsu.edu 910-672-1413 mtwum@uncfsu.edu
Psychology (Experimental) (College of Arts & Sciences)	Dr. Thomas Van Cantfort, Coordinator Dr. Maxwell Twum-Asante, Interim Department Chair	910-672-1413 tvancantfort@uncfsu.edu
Reading Education (School of Education)	Dr. Priscilla Manarino-Leggett, Coordinator Dr. Sandra Shorter, Department Chair	910-672-1586 pleggett@uncfsu.edu 910-672-1538 sshorter@uncfsu.edu

School Administration (School of Education)	Dr. Theodore Kaniuka, Coordinator	910-672-1636/1731 tkaniuka@uncfsu.edu
	Department Chair (Vacant). Contact Dean Leontye Lewis	910-672-1265 llewis8@uncfsu.edu
Social Work (MSW) (College of Arts & Sciences)	Dr. Delma Jackson, Coordinator	910-672-1737 djackson@uncfsu.edu
	Dr. Terri Moore-Brown, Department Chair	910-672-1210 mbrown@uncfsu.edu
Sociology (College of Arts & Sciences)	Dr. Akbar Aghajanian, Coordinator	910-672-2927 aaghajanian@uncfsu.edu
	Dr. Kwaku Twumasi-Ankrah, Department Chair	910-672-1122 kankrah@uncfsu.edu

Applicants to the Doctorate in Educational Leadership (Ed.D.) Program

Applicants for admission to the Ed.D. Program in Educational Leadership are evaluated on the basis of their potential for success as doctoral students and future educational leaders. A completed application consists of the following:

- A completed graduate admission application
- A \$35.00 nonrefundable application fee
- Official transcripts of all college/university work
- A score on the GRE taken within the last five years
- Three letters of recommendation
- A personal interview
- A portfolio of professional growth submitted directly to the Ed.D. Program

Application Deadline: To be considered for admission to the Ed.D. Program, applicants must submit all required application materials by April 1 for admission for the fall semester. Applications submitted after the deadline will be considered for admission for the following fall semester. Students are admitted by cohorts in the fall semester. For specific requirements and procedures for matriculation through the program, applicants should contact the Director of the Ed.D. Program, the department chair, or the Ed.D. Student Handbook.

Applicants to Master's Degree Programs

Applicants for admission to master's degree programs who hold a baccalaureate degree from an accredited institution must meet the established minimum requirements for admission to a degree seeking program. Applicants for admission to master's degree programs are evaluated on the basis of their potential to engage successfully in graduate study as reflected in the overall academic record, letters of recommendation, and official scores on the GRE, MAT, or GMAT. Applicants should consult the program descriptions for specific requirements regarding grade point average (GPA), test scores, and other considerations. A complete application for degree-seeking applicants consists of the following:

1. A completed graduate admission application.
2. A \$35.00 non-refundable application fee.

3. An official baccalaureate degree transcript
4. Official transcripts of all graduate study from accredited universities and colleges.
5. Recommendation forms from persons qualified to evaluate the applicant's abilities to pursue graduate study. Recommendations must not be older than one (1) year. See degree program for specific requirements.
6. A copy of current licensure held (to be submitted only by applicants to M.Ed. or MSA programs.)
7. Official scores from the Graduate Record Examinations (GRE), Miller Analogies (MAT) or the Graduate Management Admissions Test (GMAT). Scores must not be older than five (5) years. See degree program for specific examination required.
8. Written Statements (required by some programs). See degree program for specific requirements.
9. Interview (required by some programs). See degree program for specific requirements.
10. International students are required to submit additional application materials. Please see section below.
11. Students should see the respective academic department for additional requirements.

Priority Application Deadline: Degree-seeking applicants whose applications are completed by the priority deadline listed above will receive an admission decision from the Dean of the Graduate School before the beginning of the desired semester of matriculation.

Provisional

Degree-seeking applicants who have submitted a baccalaureate transcript, but whose applications are incomplete by the published priority deadline, may be permitted to enroll in graduate courses under the following conditions:

1. Degree-seeking applicants will be classified as provisional students, if they meet the minimum grade point average required for admission to the degree program.
2. Provisionally accepted students should complete their application packets as soon as possible so they can receive an admission decision for the desired degree program.
3. Permission to enroll in graduate courses as a provisional student does not assure admission into the program.
4. Provisional students will be permitted to enroll in a maximum of 12 semester hours, unless appropriate approval is obtained. Once twelve hours are earned, a hold will be placed on students' accounts preventing further registration until the student has been admitted to the degree program.
5. A maximum of twelve credit hours earned as a provisional student can be applied to a graduate degree program.
6. Students enrolled as provisional are not eligible for financial aid, including student loans and VA benefits.

Professional Development (Non-degree Seeking)

Individuals seeking to enroll in graduate courses for the purposes of self-improvement must submit each of the following to The Graduate School:

1. A completed graduate admission application
2. A \$35.00 nonrefundable application fee

3. An official baccalaureate degree transcript and official transcripts from all other universities/colleges attended.

Enrollment in graduate courses as a professional development student is subject to the following conditions:

1. Admission as a professional development student does not ensure admission to a graduate degree or teacher licensure program.
2. Applicants admitted as professional development students who decide to seek admission to a degree program must submit another application for admission.
3. Professional development students will be permitted to enroll in a maximum of 12 semester hours, unless appropriate approval is obtained. Once twelve hours are earned, a hold will be placed on students' accounts preventing further registration. To continue enrollment, students must submit an Enrollment Continuation Form with the appropriate signatures to The Graduate School. The Graduate School will remove the hold once the signed form with approval is received.
4. No more than twelve credits earned as a professional development student may be applied to a graduate degree program.
5. Professional development students are not eligible for any type of financial aid, including scholarships, grants, loans, VA benefits, work-study and graduate assistantships.

Teacher Licensure

Individuals who have already completed a baccalaureate degree and who wish to pursue teacher licensure will be considered for admission into teacher licensure as a graduate student in a post-baccalaureate program. If admitted to the university, students should contact the department in which they seek licensure to apply for admission to the teacher education program. Applicants who desire to enroll in courses to obtain a teacher license should submit the following to The Graduate School:

1. A completed admission application.
2. A \$35.00 non-refundable application fee.
3. An official baccalaureate degree transcript and official transcripts from all other accredited universities/colleges attended.
4. Two recommendation forms from persons qualified to evaluate the applicant's abilities to pursue graduate study. Recommendations must not be older than one (1) year.

Students should see the respective academic department for additional program requirements. The Dean of the Graduate School will notify students of their acceptance to the University. Once accepted to the university, students' application packets will be forwarded by The Graduate School to the School of Education. Applicants will be notified by the Director of Teacher Education of the teacher licensure admission decision. Once students in the teacher licensure status have completed twelve (12) hours of course work, a hold will be placed on their accounts and further enrollment will be prohibited. To continue enrollment, students must submit an Enrollment Continuation Form with the appropriate signatures to The Graduate School. The Graduate School will remove the hold once the signed form with approval is received. **Students admitted to the teacher licensure program are eligible for financial aid. (Note that students are not eligible for financial aid until they have been notified by the Director of Teacher Education that they are admitted to the teacher licensure program.)**

Graduate Certificate

The graduate certificate is awarded for successful completion of a cohesive program of study of at least twelve (12) semester credit hours proposed by a department and approved by the school/college, the Graduate Council, the Faculty Senate, and the Provost. Students are admitted to a specific graduate certificate program and are advised by faculty in the department offering the graduate certificate. Once students in the graduate certificate status have completed the required number of hours of course work for the certificate program, a hold will be placed on their accounts and further enrollment will be prohibited. To continue enrollment, students must submit an Enrollment Continuation Form with the appropriate signatures to The Graduate School. The Graduate School will remove the hold once the signed form with approval is received. Students may apply credit earned at Fayetteville State University in the graduate certificate program toward a degree that they pursue either in conjunction with the graduate certificate or after the certificate has been awarded. To be applied to a degree program, graduate credit must be approved by the department chair/program director, the dean of school or college, and Dean of The Graduate School. Courses taken in a certificate program that are applied to a master's degree at Fayetteville State University cannot be more than six years old at the time of graduation from the degree program. Although a student may not ordinarily transfer hours from another institution into a certificate program, some programs may allow transfer of a maximum of six credit hours. The graduate certificate is awarded to students who have completed the specified program of study with a GPA of 3.0 or better from the time of enrollment in the first certificate course. (Note: Graduate Certificate Programs should not be confused with Teaching Licensure Programs.) **Students admitted to a certificate program are eligible for financial aid.**

Applicants who desire to enroll in courses to obtain a graduate certificate should submit the following to The Graduate School:

1. A completed admission application.
2. A \$35.00 non-refundable application fee.
3. An official baccalaureate degree transcript and official transcripts from all other accredited universities/colleges attended.
4. Two recommendation forms from persons qualified to evaluate the applicant's abilities to pursue graduate study. Recommendations must not be older than one (1) year.
5. Students should see the respective academic department for additional program requirements.

The Dean of the Graduate School will notify students of the admission decision.

Enrollment of Seniors in Graduate Level Courses

Fayetteville State University students with senior classification in the College of Arts and Sciences and the School of Education may be permitted to enroll in 500-level classes. Students in the School of Business and Economics with senior classification may be permitted to register for 500 and 600 level courses. Undergraduates must meet the following criteria to be permitted to register for graduate level courses.

1. Students must have a G.P.A. of 3.0 or higher.
2. Students must be eligible for graduation during the academic year in which they are registered for graduate courses.

3. Students seeking enrollment in courses for graduate credit must obtain approval from their advisor, department chair, dean of the college/school in which the students are pursuing the major; and the Dean of The Graduate School.

Graduate courses taken by students to fulfill undergraduate degree requirements will not be recognized by the university for graduate credit. However, graduate courses taken by students for graduate credit only may be used to fulfill graduate degree requirements. Undergraduate students registered for graduate courses may not take more than fifteen (15) credit hours per semester during the regular academic year or more than nine (9) credit hours in a summer session.

International Students

Fayetteville State University welcomes applications from potential graduate students from other nations. An applicant is considered an international student if he or she does not hold U.S. citizenship or resident alien status. International students must submit each of the following:

1. A completed application form with a non-refundable \$35.00 application fee in U.S. dollars.
2. Certified copy of all baccalaureate degrees, including grades awarded and grading scale with minimum passing grade. A course by course evaluation of all transcripts submitted by an accredited evaluating agency.
3. An official TOEFL score report (Test of English as a Foreign Language) or IELTS (International English Language Testing System) that is not more than two years old.
4. A bank or scholarship letter, no more than six months old, addressed to Fayetteville State University verifying the availability of funds to cover tuition, fees, and other direct costs associated with enrolling at the university.
5. All other application materials required by the degree program.
6. The application deadline for international students is March 1.

Student Responsibility

Each student is responsible for adhering to the Fayetteville State University (FSU) Graduate Catalog, for the proper completion of his or her academic program, for maintaining the required grade point average, and for meeting all other degree requirements. While the academic advisor will provide advisement and guidance, the primary and final responsibility for knowing and adhering to policies, procedures, and requirements remains that of the student.

Each student is required to have knowledge of and adhere to all FSU policies and regulations pertaining to campus life and student behavior. The complete *Code of Student Conduct* is available online at www.unctsu.edu/policy/subject.htm. The Graduate School hosts a Graduate Student Orientation each semester; each student should attend an orientation session early in his/her academic career.

Each student is responsible for maintaining accurate and current contact information in Banner. This important information includes mailing address and telephone numbers.

Each student is expected to participate in the Fayetteville State University academic community in a manner that will reflect positively upon the integrity of the student and the University.

Graduate Catalog Policy

(The Graduate Catalog is online at <http://catalog.uncfsu.edu/>.)

The *Fayetteville State University Graduate Catalog* is not an irrevocable contract. Regulations published in it are subject to change by the University at any time without notice. University regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the institution. Students are encouraged to consult an advisor or department chair if they have questions about the application of any policy, rule, or regulation. The University reserves the right to change any policies, rules, and regulations at any time, including those pertaining to admission, instruction, and graduation.

The University also reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled in the University.

Each new edition of the *FSU Graduate Catalog* becomes effective at the opening of the fall semester following its publication. To receive a degree, a graduate student must complete satisfactorily all requirements described in the *Graduate Catalog* in effect at the time of first enrollment as a degree student at the University or all requirements described in the *Catalog* in effect at the time of graduation. Any student who changes from one program of study to another must meet requirements of the new program of study in effect at the time of the change. Any student who leaves the University or changes to another program of study for a period of one calendar year or longer and then returns to the University or to the original major or minor will be required to meet requirements in effect at the time of return. Exceptions to these policies may be necessitated by changes in course offerings or degree programs. In that event, every effort will be made to avoid penalizing the student.

Graduate Program Reviews

The Graduate School conducts reviews of all graduate programs. The Graduate School conducts reviews on a cycle, reviewing three to four programs each semester. The review process begins in the academic departments. The department's report and supporting documentation are then reviewed by the Graduate Council and The Graduate School. Results of the review and any recommendations are shared with the academic department and program and the dean of the school/college for the purpose of ensuring the quality and rigor of the program

Websites

Students are encouraged to visit the graduate school website on a regular basis (<http://www.uncfsu.edu/graduateschool/>). At this site, students will find invaluable information about policies, procedures, upcoming events, resources, forms, the Graduate Council, etc. This site is updated regularly. Students also are encouraged to visit the websites of their respective academic departments, college/school, and the University on a regular basis.

Fayetteville State University Policies and Procedures are posted online by subject at <http://www.uncfsu.edu/policy/subject.htm>. Students should consult this website periodically to ensure that they are knowledgeable of University Policies and Procedures and are adhering to them.

The Office of Sponsored Research and Programs website is <http://www.uncfsu.edu/research/index.htm>. The policy for conducting research, including theses and dissertations, with human subjects is located on this website.

Academic Policies and Regulations

Academic Advisement

All students seeking a graduate degree, a graduate certificate, and teacher licensure will be assigned academic advisors. Upon admission to a program, students should meet with their advisors to develop their program of study. Students are encouraged to consult with their academic advisors periodically regarding their academic progression; however, **students bear final responsibility for adhering to their official approved program of study and for the academic decisions they make.**

Academic Integrity Policy

Acts of dishonesty in any work constitute academic misconduct and will not be tolerated by the university. Such acts include cheating, plagiarism, misrepresentation, fabrication of information, and abetting any of the above. Actions outlined in the *Fayetteville State University Student Handbook* under “Disciplinary System and Procedures” will be followed for incidents of academic misconduct. Possible penalties include automatic failure in a course to expulsion from the university. The *Student Handbook* is available online at <http://www.uncfsu.edu/handbook/pdf/Web%20pdf/Codeofconduct.pdf>.

Academic dishonesty is the giving, taking, or presenting of information or material by a student with the intent of unethically or fraudulently aiding oneself or another on any work which is to be considered in the determination of a grade or the completion of academic requirements. It is expected that all members of the University community will work to actively deter academic misconduct and thus will share in the responsibility and authority to challenge and make known to the appropriate authority acts of apparent academic dishonesty. A student is guilty of a violation of the Academic Integrity Policy if he or she engages in any of the following act(s) of:

a. Facilitating Academic Dishonesty. Such conduct includes, but is not limited to, giving unauthorized assistance to another in order to assist that person in cheating or plagiarizing.

b. Attempt. Such conduct shall include, but not be limited to, attempting any act that if completed would constitute a violation as defined herein.

c. Cheating. Such conduct includes, but is not limited to, a student receiving unauthorized aid or assistance on any form of academic work.

d. Falsification. Such conduct shall include, but not be limited to, the unauthorized changing of grades or conduct involving any untruth, either spoken or written regarding any circumstances related to academic work.

e. Plagiarism. Plagiarism includes, but is not limited to, copying the language, structure, ideas and/or thoughts of another, without giving appropriate recognition and/or adopting the same as one's own original work.

See the Fayetteville State University Code of Student Conduct for more information on Academic Integrity Policy and Procedures.

Auditing of Courses

A graduate student may audit a course if space is available and if approved by the instructor, department chair, dean of the school or college, and the Dean of The Graduate School. The student must pay the required fees. Classes audited shall count as part of the student's load; however, no grade or credit will be assigned. Class attendance is required, but the level of participation in class assignments shall be mutually agreed upon by the instructor and student. Students who are not meeting the stipulated requirements should withdraw from the course. Students auditing classes will not be permitted to change to credit after the last date courses can be added. Further, students registered for credit will not be permitted to change to audit after the last date courses can be added.

Change of Degree Program

To change to a new degree program, students must submit an application for admission to the new program to The Graduate School.

Change of Graduate Degree Program of Study

To make changes to a graduate degree program curriculum, a student must obtain approval from the department chair and the Dean of The Graduate School. The student will be notified by the Dean of The Graduate School concerning the outcome of the request. The required Change of Graduate Degree Program of Study form is posted on The Graduate School website.

Class Attendance Policy

Students are expected to attend class regularly and punctually and are responsible for completing all assignments, including those missed due to absences, regardless of the reasons for the absences. Each instructor determines the attendance regulations for his or her classes. Whenever possible, students are expected to seek the permission of the instructor prior to absences.

Commencement

Commencement exercises are held at the end of each semester, at which time degrees are officially conferred. Candidates who complete graduation requirements after the commencement

exercises will be awarded degrees at the next regular commencement. Candidates for degrees are required to participate in the commencement exercises. Candidates who request to be excused are required to submit written support for their requests to the dean of the school or college in which they are enrolled.

Concurrent Registration in Other Graduate Programs

A student registered in a degree program at Fayetteville State University may not enroll concurrently in any other graduate or undergraduate program without written permission secured in advance from the departmental chair/director, dean of the school/college, and the Dean of The Graduate School.

Continuous Enrollment Requirements

Students enrolled in any graduate program must maintain satisfactory progress toward the degree. Students must maintain a 3.0 grade point average in all graduate courses. Students who do not maintain a minimum grade point average of 3.0 will be withdrawn from the University. Students are expected to achieve a satisfactory grade (“A” or “B”) in all course work attempted for graduate credit. Students who receive three (3) “C” grades or one (1) “F” or “U” grade in any course(s) will be withdrawn from the University. When special circumstances warrant, students may appeal withdrawal by petitioning the Graduate Council. The student should seek the support of the department chair and dean of the school or college, and the support should be forwarded to The Graduate School Dean along with the appeal petition. The petition will be forwarded to the Rules and Policies Committee and to the Graduate Council for a decision.

Course Load

Students enrolled for nine (9) or more credit hours during a regular semester and six (6) or more credit hours during a summer session are classified as full-time students. The graduate student course load is lower than the normal undergraduate load because of the extensive reading, independent thinking, and individual research required of graduate students. Students should consider their academic ability as reflected in their academic history and the amount of time they have available for study in deciding how many hours in which they will enroll. No more than twelve (12) credit hours of work may be taken in one regular semester or six (6) credit hours of work during a summer session unless approval is granted by the student’s advisor, the department chair, dean of the school or college, and the Dean of The Graduate School.

Course Substitutions and Waivers

Only under exceptional circumstances will a course substitution or waiver from the prescribed courses in a curriculum be permitted. To substitute or waive a course, students must submit a request on the appropriate form to the advisor. The request must be approved by the advisor, department chair of the discipline in which students are seeking a degree, the dean of the school or college, and the Dean of The Graduate School before it is granted. Only requests for academically defensible substitutions or waivers accompanied by appropriate documentation will be considered.

Degree Time Limit

All master’s degrees, including the thesis, directed study, internship, and comprehensive examinations, must be completed within six (6) calendar years from the date of the first course(s)

carrying graduate degree credits applicable to the student's degree program. Doctoral degree requirements, including the dissertation and transfer credits, must be completed within eight (8) calendar years from the date of enrollment in the first course(s) carrying graduate degree credits applicable to the student's program.

Dropping and Adding Classes

Students may adjust their schedule of classes through the official dropping and adding processes until the last day of late registration. After this date, students will be permitted to adjust their schedules only for unusual and documented circumstances beyond the student's control. Students are cautioned that adjustment of their official schedule may affect tuition, fees, and financial aid eligibility, and may require additional payment and/or reimbursement of financial aid awards. Cessation of class attendance does not constitute official dropping of a course and attending a class does not constitute official adding of a course. Students who stop attending class without officially withdrawing will receive an "F" grade and will be removed automatically from the University.

Forms

Most applications and requests require the completion and submission of forms with appropriate signatures. For a complete listing of forms and the copies of the forms, students should consult The Graduate School website at <http://www.uncfsu.edu/graduateschool/>.

Grading

The following final grades are assigned to indicate the quality of students' academic performance:

A – Superior

B – Good

C – Marginal (acceptable for graduate credit)

F – Failure (any level of performance below "C")

S – Satisfactory (reported *only* for dissertations, theses, directed studies, internships, and practica)

U – Unsatisfactory (reported *only* for dissertations, theses, directed study, internships, and practica)

Only grades of "S," satisfactory, or "U," unsatisfactory, are reported as final grades on dissertations, theses, directed studies, internships, and practica.

The University calculates the grade point average using all grades except "S" and "U."

Other Grades

I – Incomplete

IP – In Progress (dissertation, thesis, directed studies *only*)

W – Withdrawal from class

WU – Withdrawal from University

AU – Auditing (no credit)

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, experiment, 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. 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 study, at which time a final grade of “S” (satisfactory) or “U” (unsatisfactory) will be assigned. The “IP” grade requires continuous enrollment, excluding summer sessions, or it is converted to a grade of “U.”

Final Grade Change

Once an instructor of a course has reported a grade to the Registrar, it cannot be changed except in case of error in calculation, reporting, or recording. Any change must be approved by the instructor, department chair, dean of the school or college, the Dean of The Graduate School, and the Provost and Vice Chancellor for Academic Affairs. Students wishing to appeal a final grade must follow the grade appeal process outlined below.

Grade Appeal

If a student thinks that a final grade is inaccurate, he/she may appeal the grade. The student must initiate the formal grade appeal process no later than the last day of the next semester (fall or spring) after the contested grade was received. Grade appeals submitted after this deadline will not be considered. The student should consult first with the faculty member who awarded the grade. The University expects the majority of grade appeals to be resolved by the student and instructor. If the student’s concerns are not resolved in this manner, however, the student may initiate a formal grade appeal. To initiate a formal grade appeal, the student must submit a written explanation to the instructor of why he or she believes the grade is inaccurate. The letter must include copies of graded assignments and any other documentation as appropriate. The student should indicate in the written appeal if the instructor has not returned graded assignments. The student must recognize that he/she bears the burden of proof in the grade appeal process and that it is very unlikely that an appeal will be successful without appropriate documentation. The instructor will respond in writing to the student’s appeal. If the instructor’s response does not resolve the student’s concerns, the student may submit the appeal to the instructor’s department chair, then to the dean of the school or college, and finally to the Dean of The Graduate School until the student’s concerns are resolved or the original grade is upheld. The grade will be considered at each administrative level only after it has been reviewed by the instructor and by the administrator at each previous level. The department chair will respond to the grade appeal either by upholding the original grade or working with the faculty member to propose a means of re-evaluating the student’s final grade. If the student’s concerns are not resolved by the department chair and faculty member, the dean will work with the department chair to propose a means of re-evaluating the student’s final grade.

If the student’s concerns are not resolved by the department chair and dean, the student may submit the written appeal to the Dean of The Graduate School, who will forward it to the Student Affairs and Academic Appeals Committee of the Graduate Council. The Student Affairs and

Academic Appeals Committee will recommend that the original grade will be upheld or will recommend a new grade. The recommendation will be forwarded to the Provost and Vice Chancellor for Academic Affairs. If a grade change is approved, the change will be forwarded to the Registrar with a copy to the faculty member for notation on the student's record. A complete record of the grade appeal process will be placed in the student's permanent file. The decision of the Provost and Vice Chancellor for Academic Affairs regarding a grade appeal is final and may not be appealed further.

Grade Appeal Timeline

Students must initiate the formal grade appeal process no later than the last day of the next semester (fall or spring) after the contested grade was received. Grade appeals submitted after this deadline will not be considered. Faculty members, department chairs, and deans must reply to written grade appeals within 15 business days of receipt of the appeal. Failure to reply by this deadline is equivalent to a rejection of the appeal. Students wishing to appeal the rejection of a grade appeal to the next administrative level must do so within 15 business days of notification of the rejection of the appeal or the expiration of the 15-day period. Failure to appeal within the 15-day period is equivalent to dropping the appeal. The Student Affairs and Academic Appeals Committee will make a recommendation to The Graduate School within twenty (20) business days of receiving the appeal request from the Dean of The Graduate School. Students who initiate a formal grade appeal in the same semester that they plan to graduate should be aware that the grade appeal very likely will NOT be resolved in time for graduation clearance.

Graduate Student Designation

All students (degree seeking or non-degree seeking) holding a baccalaureate degree from an accredited college or university who attend Fayetteville State University are classified as graduate students. Thus, students seeking a doctoral degree, master's degree, graduate certificate, teacher licensure, and professional development all are designated as graduate students and are required to pay graduate student fees. Students seeking a second undergraduate degree are classified as undergraduate students.

Graduation Application

To become a candidate for graduation, a student must submit an application with The Graduate School no later than the date set forth in the academic calendar. The university assumes no responsibility for making adjustments for students who fail to file an application by the designated date in the academic calendar. (See Academic Calendar for specific dates each semester.)

Graduation Requirements

For the completion of a graduate degree program, an overall grade point average of 3.0 or higher is required for graduation. To calculate the average, all grades except "S" and "U" will be counted in all courses that are attempted. All courses in the student's approved program of study must be completed. **Students must be enrolled at Fayetteville State University during the semester during which they graduate.** For students in Master's Degree Programs, courses cannot be older than six (6) years at the time of graduation. For students in the Doctoral Degree Program, courses cannot be older than eight (8) years at the time of graduation. Students must

apply for graduation the semester prior to the semester they plan to graduate and must pay the required graduation fee. Students cannot graduate with an I, IP, or U on their transcripts; all requirements to remove these grades must be met before graduation.

Independent Study

With the approval of the instructor, department chair, dean of the school/college, and the Dean of The Graduate School, graduate students who have been admitted to candidacy may register for independent study in their major field. Students registered for independent study must be scheduled for regular conference periods at least weekly. No more than three (3) semester hours of credit for independent study may be earned in any one semester, and no more than six (6) semester hours of credit for independent study may be applied toward a graduate degree. An existing course listed in *The Graduate Catalog* may not be taught as an independent study. Anyone seeking to pursue independent study must be a candidate for a degree at Fayetteville State University.

Leave of Absence

A student in good academic standing who must interrupt his or her graduate program for good reasons may request a leave of absence from graduate study for a definite period not to exceed one year. The request must be made in writing and should be made at least one month prior to the beginning of the semester the student plans to take the leave of absence. Upon the approval of the student's department chair/program director, dean of the school or college, and the Dean of The Graduate School the student will not be required to register during the leave of absence. The time that a student spends on an approved leave of absence will be included in the time allowed to complete the degree (i.e., six years for the master's degree and eight years for the doctoral degree.)

Prerequisites

All students, including provisionally accepted and professional development students, are required to meet all course prerequisites and to obtain the required permissions through the department offering the course.

Program of Study

All students must have a program of study developed in consultation with their academic advisors. The program of study must list all required courses and electives and have the approval signatures of the academic advisor and department chair. As students complete courses, the program of study should be updated by the academic advisor to indicate the semester courses were taken and the grades earned. Any changes to the program of study must be requested by submitting the *Request for Change of Graduate Degree Program of Study* form posted on the Graduate School website. A copy of the updated program of study must be submitted when applying for admission to candidacy and when applying for graduation.

Program Transfer Appeal

Students who seek to transfer to another program but who have earned an "F" grade in a previous graduate program must make a written appeal to the Dean of The Graduate School, who will refer the appeal to the Admissions Committee of the department to which the student wishes to transfer. The Admissions Committee will make a recommendation to the dean of that school

or college, who will submit a recommendation to the Dean of The Graduate School. The Dean of The Graduate School will make the final decision and notify the student of the decision.

Readmission

Students whose programs are terminated because of failure to maintain continuous enrollment and 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 re-admission 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.

Repetition of Courses

With approval, a graduate student will be allowed to repeat a maximum of two courses in which the student has been assigned a grade of F, C or U (but not a grade of "I"). If the course grade has resulted in termination of enrollment, the student must appeal to be reinstated in order to repeat the course. The grades earned on the first attempt and on the repeat attempt will remain a part of the student's permanent record and will be shown on the student's transcript. However, the grade and hours earned in the first attempt will not be computed in the grade point average. Enrollment will be terminated if a student receives a grade of F or U in a repeated course. A given course may be repeated one time only. Students are not allowed to repeat courses without the approval of the department chair, dean of the student's school or college, and the Dean of the Graduate School. To request approval to repeat a course, the student must write a letter to the Dean of the Graduate School explaining the reasons for the need to repeat the course, including documentation of mitigating circumstances. The student's department chair and school/college dean must also write a letter in support of the student's request. The Dean of The Graduate School will submit the request to the Academic Policy and Evaluation Committee of the Graduate Council. The Dean of The Graduate School then will submit the Committee's recommendation to the full Graduate Council for a decision. Courses approved for repetition must be completed at Fayetteville State University.

Second Master's Degree

Students pursuing a second graduate degree must complete successfully all school/college and department/area requirements. Students with graduate degrees previously earned at Fayetteville State University or at another accredited institution may petition to transfer up to six (6) semester hours taken internally at Fayetteville State University and up to six (6) semester hours taken externally to be applied to a new degree program. Graduate work must not be older than six (6) years at the time the degree is awarded. Students cannot pursue more than one graduate degree at the same time.

Seniors in Graduate Level Courses

Fayetteville State University students with senior classification in the College of Arts and Sciences and the School of Education may be permitted to enroll in 500-level classes. Students in the School of Business and Economics with senior classification may be permitted to enroll in 500 and 600 level courses. Undergraduates must meet the following criteria to be permitted to register for graduate level courses:

- Students must have a G.P.A. of 3.0 or higher;
- Students must be eligible for graduation during the academic year in which they are registered for graduate courses; and
- Students obtain approval from their advisor, department chair, dean of the college/school in which the students are pursuing the major; and the Dean of The Graduate School.

Graduate courses taken by students to fulfill undergraduate degree requirements will not be recognized by the University for graduate credit. However, graduate courses taken by students for graduate credit may be used to fulfill graduate degree requirements. Undergraduate students registered for graduate courses may not take more than fifteen (15) credit hours per semester during the regular academic year or more than nine (9) credit hours in a summer session. Undergraduate students enrolled in graduate level courses may earn no more than two (2) “C” grades in all graduate level courses. Students who earn an “F” grade or three (3) “C” grades in graduate level courses will not be permitted to take additional graduate level course as an undergraduate student. Students must maintain a 3.0 grade point average in all graduate courses.

Termination

Graduate students who fail to maintain at least a grade point average of 3.0 or fail to maintain continuous enrollment without having been granted a leave of absence during a fall or spring semester will be terminated from the program. Students who have been terminated from their programs will be required to reapply for admission and pay the re-admission fee if they wish to resume their graduate studies at Fayetteville State University. Students who leave the University for a period of one semester or longer and then return to the University will be required to meet new catalog and program requirements in effect at the time of return.

Textbook Rental Policy

In order to make textbooks more affordable for students, Fayetteville State University has adopted a Textbook Rental Program. This program includes an across the board charge to all undergraduate students. 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 materials 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. Graduate students who wish to "Opt In" the Textbook Rental Program must do so during the registration period each semester; otherwise, graduate students will not be charged the rental fee and will have to purchase their books.

Thesis and Dissertation Editor Review

The Thesis and Dissertation Editor in The Graduate School will review all theses and dissertations to ensure they adhere to The Fayetteville State University Graduate School *Guide for the Preparation and Submission of Theses and Dissertations*. (This document and *The Thesis*

and Dissertation Checklist are posted on the Graduate School Website.) After the thesis/dissertation defense, after the student has made required changes from the oral defense, and at least three (3) weeks before graduation, the student must submit one (1) copy of the thesis/dissertation to the Thesis and Dissertation Editor in The Graduate School for review. (**Note that the thesis/dissertation should be reviewed by the department chair and school/college dean prior to scheduling the oral defense.**) Once the Editor's review is complete, the Graduate School will email the Editor's feedback to the student and Thesis/Dissertation Advisory Committee Chair. The student, in consultation with the Advisory Committee Chair, should make the necessary corrections and submit one (1) copy of the revised thesis/dissertation to The Graduate School for verification that the corrections have been made. The Graduate School will notify the student and the Advisory Committee Chair when the draft is approved for submission as the final document.

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. Correspondence courses at any institution will not be accepted.** Students wishing to pursue courses at another university to transfer to Fayetteville State University 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 "Transfer Courses: Request to Pursue Courses for Transfer to Fayetteville State University" form. The form is posted on The Graduate School website. After the approved courses have been completed, students must submit the "Transfer Course 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 Master's Degree is awarded or eight (8) years for the intended Doctoral Degree.**

Withdrawal from a Class

Students may withdraw from individual classes until the Class Withdrawal deadline each semester, term, or session. (See Academic Calendar for specific dates.) Students who complete the class withdrawal process will receive a grade of "W." Students must obtain both the instructor and advisor's approval as indicated on the *Course Withdrawal Request Form*. Tuition and fees are not adjusted for withdrawing from individual classes. Failure to attend classes does not constitute official withdrawal from that class. Students who stop attending classes but do not officially withdraw will receive a final grade of "F" and automatically will be withdrawn from the University.

Withdrawal from the University

Students who voluntarily leave the University before the close of the semester must withdraw

officially from the University. Note that if students are enrolled in only one (1) course and voluntarily leave the University, they also should withdraw officially from the University instead of withdrawing from the course. Students must initiate the process by going to the Center for Personnel Development and obtaining appropriate signatures. The withdrawal form must be taken to the Registrar's Office to complete the process. Students who leave the University before the close of the semester without officially withdrawing will receive a failing grade for each course in which they are enrolled. Graduate students receiving a failing grade are automatically suspended from the University and must appeal for reinstatement.

Before deciding to withdraw from the university, students should consult with their advisor to discuss the reasons for the withdrawal and their plans for continuing their education. Students who wish to withdraw from all classes must complete the official university withdrawal process, which is initiated in the Center for Personal Development located in the Spaulding Building, Room 155. The appropriate steps in the withdrawal process are as follows:

1. Upon entering the Center for Personal Development, the student will be asked to have a conference with a counselor to discuss the reasons for the possible withdrawal. If unable to resolve the problems, the counselor will ask the student to complete the top portion of the withdrawal form.
2. A representative of the Center for Personal Development will contact the Office of Financial Aid to determine if the student is a financial aid loan recipient and if he or she has had a Federal Perkins Loan. Based on the student's status, the following actions will be taken: If the Financial Aid Office advises that the student does not have financial aid, he or she is directed to the Dean of The Graduate School's office. The Personal Development staff member will indicate on the withdrawal form the name of the Financial Aid staff member with whom he or she spoke.
3. If the Financial Aid representative indicates that the student has received any loans through our institution or previous institutions, but no Federal Perkins Loan funds, the student will be directed to a Financial Aid counselor for processing. Once the student has completed all financial requirements, he or she will then be directed to the Dean of The Graduate School. If the Financial Aid representative indicates that the student has a Federal Perkins Loan, the student will be directed to the Federal Perkins area within the Business and Finance office. Once the appropriate Federal Perkins Loan documents are completed, a Federal Perkins Loan staff member will sign the withdrawal form and the student will then be directed to the Financial Aid office to complete the final exit form.
4. Once completed, a Financial Aid counselor will direct the student to the Dean of The Graduate School. The student is responsible for securing the Dean of The Graduate School or designee's signature and submitting the completed withdrawal form to the University Registrar's office for final processing.
5. The official date of the student's withdrawal from the university is based on the date when the Registrar approves the form. Upon receiving the withdrawal form from the Registrar's office, the Business Office will make the appropriate adjustment to the

student's account and notify the student of any remaining balance or refund of tuition and fees paid.

6. When extreme emergencies prevent a student from completing the withdrawal process in person, he or she must call the Center for Personal Development at 910-672-1203 within two working days of his or her departure from the university, and request special permission to process the withdrawal by mail. The appropriate forms must be returned within one week from the date they are mailed to the student. The student will be required to submit a written justification along with the forms before he/she will be accepted by the university. All correspondence must be directed to the Center for Personal Development.
7. When extreme emergencies prevent a student from completing the withdrawal before the published deadline, the student must make the request for withdrawal from the university, in writing, to the Dean of The Graduate School. This request must include documentation of the circumstances that prevented the student from completing the process according to published deadlines. Such requests must be made by the end of the next regular semester after the semester for which the university withdrawal is requested.
8. The university will not make any refund of tuition/fees or room and board charges until four (4) weeks after the student completes the official withdrawal process. All refunds will be made by check. After the end of the official withdrawal period, which is ten (10) weeks for the Fall and Spring Semesters and four (4) weeks for the Summer Sessions, adjustments can be granted only if exceptional circumstances are documented. Also within the official withdrawal period, students may request an increased withdrawal adjustment if exceptional circumstances are documented. These requests must be submitted with the appropriate documentation to the Vice Chancellor for Business and Finance. After an administrative review, the university will notify the student of its decision. A student is not officially withdrawn from the university unless and until he/she has completed the withdrawal process. The official withdrawal date is the date the Registrar approves the form. (See "Expenses" section of the catalog for information about financial adjustment.)

Written Complaint Procedure

At Fayetteville State University, we recognize our students as the primary customers for all of the services that we offer, from classroom instruction to personal counseling to computer labs. When an area of the university needs improvement or change to serve the needs of our students better, we appreciate hearing from them.

As a first step, students are encouraged to discuss their complaints directly with the person responsible for the area or problem. If the issue is not or cannot be addressed through discussion with the responsible person; and if there are no methods prescribed for appeal in the applicable area in the University Catalog, Student Handbook, or other official University documents, then the issue should be outlined in writing and submitted to the following offices in the order indicated:

Academic Complaints:

Department Chair
Dean of the School/College
Dean of The Graduate School

Non-Academic Complaints:

Department or Office Director
Vice Chancellor of the Division to which the Department or Office reports

Each office listed above will respond to the student within 10 working days of receipt of the written suggestion or complaint. If the issue is not satisfactorily resolved at the first level, the student should submit his/her request to the next highest level. If the issue remains unresolved at the highest level indicated above, the student(s) should appeal to the Office of the Chancellor.

Research and Human Subjects Policy and Guidelines

All research involving human subjects conducted by students, faculty, and staff at Fayetteville State University must be must be approved FSU Institutional Review Board (IRB) **before** the study is conducted. If the proposed study involves subjects from an external agency (e.g., public school, another university, hospital, etc.), approval must be obtained from the external agency **prior** to requesting IRB approval from FSU. Documentation of the approval from the external agency must be attached to the FSU IRB application packet. **No** surveys, tests administration, or data collection of any type is to be conducted before IRB approval has been granted. Students must submit a copy of the IRB approval to the advisory committee chair and to the Dean of The Graduate School **before** they begin conducting the study. Therefore, students should plan to submit the application for IRB approval early in the thesis or dissertation process. Persons involved in research are expected to be committed to the highest standards of integrity and ethical behaviors. Persons involved in any phase of research are expected to be knowledgeable of and abide by the University's Human Subjects Policy. Failure to abide by the policy will be considered a violation and will be dealt with accordingly. Students are advised to discuss with their advisory committee chair any questions or concerns they have regarding the implementation of their research according to the policy. The Human Subjects Policy can be found at <http://www.uncfsu.edu/research/index.htm>.

The appropriate completed and signed forms are to be submitted to the department chair for approval before being submitted to the Office of Sponsored Research and Programs (OSRP) for review by the IRB. The department chair will return the approved forms to the thesis or dissertation advisory committee chair for submission to the Office of Sponsored Research and Programs. This process will allow the committee chair to have documentation of the date submitted to OSRP and to follow up on the request at the appropriate time, if needed.

The request for IRB approval may be submitted with the prospectus or full proposal. The full advisory committee determines when the request is to be submitted. It is recommended that the request be submitted after the theoretical framework of the study has been agreed on by the full committee. Persons conducting the research are required to complete the computer based training located at <http://phrp.nihtraining.com/users/login.php> **before** submitting requests to

OSRP. A copy of the Certificate of Completion received after completing the training must be submitted with the IRB application. Make and retain a copy of your completed application packet with signatures for your records.

A copy of the IRB approval also must be included in the thesis or dissertation.

Visit http://www.uncfsu.edu/research/policies/human_subjects.htm to learn more about University's policy. The OSRP website is <http://www.uncfsu.edu/research/index.htm>.

MASTER'S DEGREE REQUIREMENTS

Admission to Candidacy

Admission to Fayetteville State University in a degree program does not carry with it admission to candidacy for the graduate degree. Students should apply for admission to candidacy once they have completed at least twelve (12) credit hours but no more than eighteen (18) credit hours of study at Fayetteville State University. 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. To be admitted to candidacy for a graduate degree, the student must have:

- Been admitted to a degree program;
- Completed at least twelve (12) credit hours (600 level courses in the MBA program) but not more than eighteen (18) credit hours of graduate study at Fayetteville State University, with a GPA of 3.0 or higher at the time of application for admission to candidacy;
- Been assigned an advisor by the departmental or program;
- An approved program of study; and
- Satisfied all other conditions affecting admission.

Failure to meet the requirements will result in denial of admission to degree candidacy and administrative withdrawal from the stated degree program.

The following is the procedure for requesting admission to degree candidacy:

- 1) The student submits to the Dean of The Graduate School an application for admission to degree candidacy signed by the student's graduate advisor and department chair/program director after completing twelve (12) hours of graduate study at Fayetteville State University. An approved program of study must be attached to the application.
- 2) The Dean of The Graduate School processes the application and notifies the student, advisor, department chair, program director/coordinator, and registrar of the action taken.

Note: Students who have completed eighteen (18) credit hours and have not applied for admission to candidacy will not be permitted to enroll in additional courses.

Comprehensive Examination

In addition to regular examinations, a final Comprehensive Examination on the content of a degree program is required of all candidates in some master's degree programs. Students should consult the *Graduate Catalog* for program requirements for their specific programs. Students

writing a thesis must pass the required comprehensive examination before the thesis is defended. The Comprehensive Examination will cover topics as outlined by the department. The written examination will be constructed by the faculty and administered by the department chair or an appointee of the chair. The examination must be administered at least eight (8) weeks before the end of the semester in which the candidate expects to receive the degree; the date is specified on The Graduate School Schedule of Events and Deadlines. A candidate is eligible to take the examination after completion of all course work or while the final courses are in progress.

Candidates may take the written examination twice, but they cannot retake the examination in the same semester. Candidates who fail the written examination on the second attempt will be terminated from the program. Students will be notified of their examination results by the Dean of The Graduate School. If an oral examination of the written comprehensive examination is required, it will be administered by a committee of three graduate faculty recommended by the department chair and the appropriate dean of the school or college. A unanimous vote by the committee is required to pass the oral comprehensives. Passing of the oral examination may be conditional and dependent upon the completion of additional work to the satisfaction of the committee. A formal re-examination will not be required in this case. Candidates may submit an application to the Dean of The Graduate School to appeal the committee's decision. Graduate faculty are invited to attend the oral comprehensive examination sessions for all graduate degree candidates. Discussions and decisions of the examination committee are confidential.

Applications for the Comprehensive Examination are available online and in the office of the Dean of The Graduate School. Please note that it is the student's responsibility to apply to take the Comprehensive Examination.

Thesis

A written thesis and its defense are required for candidates in several master's degree programs. Students should consult the *Graduate Catalog* for program requirements for their specific programs. The purpose of the thesis is to provide an experience in scholarship, which will be of enduring value to the student in understanding how new knowledge is developed. The thesis provides tangible evidence of the student's development as a scholar and especially his or her capacity to discover and communicate effectively research findings. The thesis should also enlarge the body of knowledge in the student's chosen field. Theses must represent an original investigation into a subject, which has been approved by the Thesis Advisory Committee and the dean of the student's school or college. The Dean of the Graduate School will ensure that Graduate School guideline and policies are adhered to and will signify completion of requirements for the theses. The guidelines, policies, and procedures are contained in the *Guidelines for the Preparation and Submission of Theses and Dissertations* which is available on The Graduate School website.

Candidates who have completed their course work and the number of thesis hours for credit required in their master's degree program must take one of two actions as follows:

1. Candidates who will continue to use university resources in completing their degrees (i.e., meeting with advisory committee chair and/or members, using library, using computer lab, consulting with faculty, etc.) must enroll in XXXX 899 (Thesis Non-Credit) and pay tuition and fees for not less than three hours of continuing completion of thesis credit each semester. These hours will not count toward the degree.

2. Candidates who will not use university resources should apply for a leave of absence. The request must be made in writing and should be made at least one month prior to the beginning of the semester the candidates plan to take the leave of absence. Candidates choosing this option must file a formal petition in writing with the Dean of The Graduate School through the department chair/program director, dean of the school or college. The request must state that candidates will not use university resources during the leave period. Candidates granted a leave of absence must re-apply to The Graduate School for active status to the graduate school; a reapplication fee is not required. The time that a student spends on an approved leave of absence will be included in the time allowed to complete the degree.

Regardless of the course of action selected, all candidates must be enrolled during the semester in which they complete their graduate work or are scheduled to receive their degrees.

Thesis Advisory Committee

The student must choose a thesis advisory committee in consultation with the major advisor. The committee will consist of a minimum of three (3) graduate faculty, one of whom must be the chair of the Thesis Advisory Committee and one must be from outside the student's major department. The committee must be approved by the chair of the department/director, dean of the school or college, and the Dean of The Graduate School. The *Committee Membership Form* is posted on The Graduate School website. If the approved committee membership changes, a new form indicating the proposed new membership must be submitted for approval.

Proposal Approval

The student must submit a written thesis proposal to the Thesis Advisory Committee. The proposal must be approved in a meeting by the full advisory committee. After the proposal has been approved by the full committee, it is forwarded to the Department Chair and the Dean of The Graduate School for approval.

Oral Defense

The oral defense will be scheduled after the Thesis Advisory Committee, the Department Chair, and the Dean of the School or College have reviewed the thesis and verified that the manuscript meets the University's regulations governing the content and form of theses, and signed the *Thesis Oral Defense Scheduling Form*. Students must pass the required comprehensive examination before the thesis is defended. At least two (2) weeks prior to the requested dates for the oral defense, the chair of the Thesis Advisory Committee will submit The Thesis Oral Defense Scheduling Form to the Dean of The Graduate School. The Dean of The Graduate School will select a date for the oral defense. The defense must be scheduled at least four weeks before graduation. The oral defense is an academic evaluation of the thesis by the committee and is open to the committee members, University faculty, and approved guests. The Dean of The Graduate School will announce to the university faculty the time and location of the oral defense. The committee chair will serve as facilitator for the defense. The chair will ask the candidate to present a brief summary of the thesis and then will entertain questions from the committee. The Thesis Advisory Committee may ask the candidate questions regarding subject matter in the student's major field. Once the committee has completed its questions, members of the audience may ask questions. After all questions have been exhausted, the committee chair

will ask the candidate and audience to leave the room while the committee deliberates the outcome. The results can be an unqualified pass, a modified pass depending on recommendations for changes, or a failure. The results of the oral defense are submitted within three (3) days of the defense to the Dean of The Graduate School by the Thesis Advisory Committee using the Thesis Oral Defense Results. If the candidate fails the first defense, he or she will be allowed one additional defense at a later date. The committee chair will submit the Thesis Oral Defense Scheduling Form to the Dean of The Graduate School to schedule the second defense.

Submission of Thesis

The Thesis and Dissertation Editor in The Graduate School will review all theses and dissertations to ensure they adhere to The Fayetteville State University Graduate School *Guidelines for the Preparation and Submission of Theses and Dissertations*. (The *Guidelines* and *The Thesis and Dissertation Checklist* are posted on the Graduate School Website.) Following the thesis defense, after making changes from the oral defense, and at least three (3) weeks before graduation, the student must submit one (1) copy of the thesis on regular paper to the Thesis and Dissertation Editor in The Graduate School for review. Once the Editor's review is complete, the Graduate School will email the Editor's feedback to the student and Thesis Advisory Committee Chair. The student, in consultation with the Thesis Advisory Committee Chair, should make the necessary corrections and submit one (1) copy of the revised thesis to The Graduate School for verification that the corrections have been made. The Graduate School will notify the student and Thesis Advisory Committee Chair when the draft is approved for submission as the final document. Once the final document is approved by The Graduate School, the student must submit four (4) unbound copies of the thesis in final form to the Graduate School prior to graduation. Detailed information on form, organization, and submission of the thesis is presented in the *Guidelines for the Preparation and Submission of Theses and Dissertations*. The *Guidelines* and *The Thesis and Dissertation Checklist* are posted on The Graduate School Website. There is a \$80.00 fee, which must be paid to the Business Office before the final submission of the thesis.

Degree Time Limit

All master's degree requirements, including the thesis, must be completed within six (6) calendar years from the date of the first course(s) carrying graduate degree credits applicable to the student's degree program. No courses, including transferred or substituted courses, can be older than six (6) calendar years at the time a student graduates.

DOCTORAL DEGREE REQUIREMENTS

Admission to Candidacy

Doctoral students must file the "Admission to Candidacy for a Doctoral Degree" form after successfully completing a minimum of 54 credit hours and passing the comprehensive examination.

Comprehensive Examination

In addition to regular examinations, a final Comprehensive Examination on the content of the degree program is required of all candidates for the doctoral degree. Students must pass the Comprehensive Examination before beginning the dissertation process. The Comprehensive

Examination will cover topics as outlined by the department. The written examination will be constructed by the faculty and administered by the department chair or director. The examination must be administered no more than eight weeks after the doctoral student has completed a minimum of 54 credit hours successfully. A student is eligible to take the examination after completion of all course work or while the final courses are in progress. Students may take the written examination twice, but must wait at least one semester to retake the examination. Students who fail the written examination on the second attempt will be terminated from the program. If an oral examination of the written comprehensive examination is required, it will be administered by a committee of three graduate faculty recommended by the department chair/director and approved by the appropriate dean, and the Dean of The Graduate School. A unanimous vote by the committee is required to pass the oral comprehensive. Passing of the examination may be conditional and dependent upon the completion of additional work to the satisfaction of the committee. A formal re-examination will not be required in this case. Students may submit an application to the Dean of The Graduate School to appeal the committee's decision. Graduate faculty are invited to attend the oral comprehensive examination sessions for all graduate degree students. Discussions and decisions of the examination committee are confidential. Applications for the Comprehensive Examination are available online and in the Office of the Dean of The Graduate School. Please note that it is the student's responsibility to apply for the Comprehensive Examination.

Dissertation

A written dissertation and its defense are required for all doctoral candidates. The purpose of the dissertation is to provide an experience in scholarship, which will be of enduring value to the student in understanding how new knowledge is developed. The dissertation provides tangible evidence of the candidate's development as a scholar and especially his or her capacity to discover and communicate research findings effectively. The dissertation should also increase the body of knowledge in the candidate's chosen field. Dissertations prepared by candidates for the doctoral degree in Educational Leadership must represent a well-defined investigation into a subject, which has been approved by the Dissertation Advisory Committee and the Dean of the School of Education. The Dean of The Graduate School will ensure that The Graduate School guidelines and policies are adhered to and will verify completion of requirements for the dissertation. The guidelines and policies are contained in the *Guidelines for the Preparation and Submission of Theses and Dissertations* which is available on The Graduate School website.

Candidates who have completed their course work and the number of dissertation hours for credit required in their doctoral degree program must take one of two actions as follows:

1. candidates who will continue to use university resources in completing their degrees must enroll in EDUC 999 and pay tuition and fees for not less than three hours of continuing completion of dissertation credit each semester. These hours will not count toward the degree and will carry a different course number than those dissertation courses that are included within the hours designated for the degree.
3. Candidates who will not use university resources should apply for a leave of absence. Candidates choosing this option must file a formal petition in writing with the Dean of The Graduate School for a leave of absence that states that they will not use university resources during the leave period. Candidates granted a leave of absence must re-apply to The Graduate School for active status to the graduate school; a reapplication fee is not

required. The time that a student spends on an approved leave of absence will be included in the time allowed to complete the degree.

Regardless of the course of action selected, all candidates must be enrolled in EDLE 740 or EDUC 999 during the semester in which they complete their graduate work or are scheduled to receive their degrees.

Dissertation Advisory Committee

A dissertation committee will be established through the coordinated efforts of the Director of the Ed.D. Program. The committee will consist of a minimum of three (3) graduate faculty, one of whom must be the chair of the Dissertation Advisory Committee and one from outside the candidate's major department. The committee membership must be approved by the chair of the department/director, the Dean of the School of Education, and the Dean of The Graduate School. The Committee Membership Form is posted on The Graduate School website. If the approved committee membership changes, a new form indicating the proposed new membership must be submitted for approval.

Dissertation Prospectus Oral Forum

The Dissertation Prospectus Oral Forum is a scholarly reflection and discussion that is designed to support doctoral candidates through participant input and feedback on their research efforts. It is *not* an approval process. A public presentation of a dissertation prospectus is required prior to the completion of the full dissertation proposal and the submission of the proposal for approval.

Proposal Approval

Each candidate must submit a proposal to complete a dissertation. The proposal approval process involves a series of specific steps. First, the candidate confers with the Dissertation Advisory Committee Chair until they can agree on a potential topic. Once the candidate and Chair agree on a topic and a draft of the proposal is completed, the Chair schedules a proposal meeting with the full Dissertation Committee. At this point, the committee may approve, modify, or disapprove the proposal. The candidate must continue to work on the proposal until it has been approved by all committee members. After the proposal has been approved by the full committee, it is forwarded to the Director of the Doctoral Program, the Department Chair, the Dean of the School of Education, and the Dean of The Graduate School for approval.

Oral Defense

The oral defense will be scheduled after the Dissertation Advisory Committee, the Department Chair, and the Dean of the School or College have reviewed the dissertation and verified that the manuscript meets the University's regulations governing the content and form of dissertations, and signed the *Dissertation Oral Defense Scheduling Form*. Students must pass the required comprehensive examination before the dissertation is defended. At least two (2) weeks prior to the requested dates for the oral defense, the chair of the Dissertation Advisory Committee will submit The Dissertation Oral Defense Scheduling Form to the Dean of The Graduate School. The Dean of The Graduate School will select a date for the oral defense. The defense must be scheduled at least four weeks before graduation. The oral defense is an academic evaluation of the dissertation by the committee and is open to the committee members, dissertation students, and University faculty. The Dean of The Graduate School will announce to the university faculty

the time and location of the oral defense. The committee chair will serve as facilitator for the defense. The chair will ask the candidate to present a brief summary of the dissertation and then will entertain questions from the committee. Once the committee has completed its questions, members of the audience may ask questions. After all questions have been exhausted, the committee chair will ask the candidate and audience to leave the room while the committee deliberates the outcome. The results can be an unqualified pass, a modified pass depending on recommendations for changes, or a failure. The results of the oral defense are submitted within three (3) days of the defense to the Dean of The Graduate School by the Dissertation Advisory Committee using the Dissertation Oral Defense Results. If the candidate fails the first defense, he or she will be allowed one additional defense at a later date. The committee chair will submit the Dissertation Oral Defense Scheduling Form to the Dean of The Graduate School to schedule the second defense.

Submission of Dissertation

The Thesis and Dissertation Editor in The Graduate School will review all theses and dissertations to ensure they adhere to The Fayetteville State University Graduate School *Guide for the Preparation and Submission of Theses and Dissertations* and the *Dissertation Writing Manual*. (The *Guide* and *The Thesis and Dissertation Checklist* are posted on the Graduate School Website.) After the dissertation defense and at least three (3) weeks before graduation, the student must submit one (1) copy of the dissertation to the Thesis and Dissertation Editor in The Graduate School for review. Once the Editor's review is complete, the Graduate School will email the Editor's feedback to the student and the Dissertation Advisory Committee Chair. The student, in consultation with the Committee Chair, should make the necessary corrections and submit one (1) copy of the revised dissertation to The Graduate School for verification that the corrections have been made. The Graduate School will notify the student and the Advisory Committee Chair when the draft is approved for submission as the final document. Once the final document is approved by The Graduate School, the student must submit four (4) unbound copies of the dissertation in final form to The Graduate School prior to graduation. Detailed information on forms and dissertation organization is presented in the *Dissertation Writing Manual*. There is a \$180.00 fee for a dissertation, which must be paid to the Business Office before the final submission of the dissertation.

Degree Time Limit

Doctoral degree requirements, including the dissertation and transfer credits, must be completed within eight (8) calendar years from the date of enrollment in the first course(s) carrying graduate degree credits applicable to the student's program. No courses, including transferred or substituted courses, can be older than eight (8) calendar years at the time a student graduates

Additional University Policies and Regulations

Fayetteville State University Policies and Procedures are posted online by subject at <http://www.uncfsu.edu/policy/subject.htm>. Policies and procedures in the following categories are posted:

- University-Wide
- Academic Affairs
- Business, Finance and Other Administrative Services Employment
- Research
- Students
- University Relations and Development

Selected policies are discussed below. Students are encouraged to visit the policy website to become informed about all University policies.

Alcohol/Drug Policy

Alcoholic beverages and drugs are strictly prohibited on the campus of Fayetteville State University. This includes the possession, sale, distribution, and consumption of any alcoholic beverages and illegal drugs.

Electronic Mail (E-Mail) Policy

Fayetteville State University provides to each student, free of charge, an electronic mail account that is easily accessible via the Internet. The university has established email as the primary mode of communicating with enrolled students about impending deadlines, upcoming events, and other information important to student progression at the university. Students are responsible for reading their email on a regular basis to remain aware of important information disseminated by the university. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Students making inquiries via email to FSU faculty and staff about academic records, grades, bills, financial aid, and other matters of a confidential nature are required to use their FSU email account. Each student is responsible for checking his/her FSU email regularly, maintaining communication with the University, and keeping a current address, including ZIP code and telephone number on file with the Office of the Registrar at all times. The email policy is available online at www.uncfsu.edu/policy/subject.htm.

Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, guarantees certain rights to students and qualified parents regarding a student's education records. Fayetteville State University adheres to those statutory rights and has implemented this policy in order to comply. Specifically, students are afforded the following rights with respect to their educational records:

1. The right to inspect and review the student's educational records;
2. The right to consent to disclosure of the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent;
3. The right to request amendment of the student's education records to ensure that they are not inaccurate or misleading;
4. The right to be notified annually of the student's privacy rights under FERPA and;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FSU to comply with the requirements of FERPA.

FSU will not release personally identifiable student information in education records or allow access to those records without prior consent of the students, except as provided by FERPA. Such consent must be written, signed and dated, and must specify the records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure.

Release of Directory Information

Unless a student requests in writing to the contrary, FSU is permitted to release directory information without consent. FSU recognizes the following as directory information: a student's name, local and permanent address, email address, telephone number, enrollment status (undergraduate, graduate, full-time or part-time), date and place of birth, major field of study, dates of attendance, honors, degrees and awards (including scholarships) received, participation in officially recognized activities/organizations and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended. Under FERPA, a student has the right to request that the disclosure of directory information be withheld as long as the student is enrolled at FSU. If a student wishes to have the student's directory information withheld, the student should submit a written request to the Office of the Registrar. Directory information may be released without permission for students no longer enrolled at FSU unless that student, at his/her last opportunity as a student, requested otherwise. A student or parent may not use the right to opt out of directory information disclosure to prevent FSU from disclosing or from requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled. A copy of complete FERPA policies and procedures may be obtained on line or at the Office of the Registrar, located on the third floor of the Lilly Building.

Sexual Harassment Policy

Sexual harassment by any member of the university is a violation of law, university policy, and professional ethics. The university does not condone either sexual harassment or false charges of sexual harassment. It is the policy of the university to provide procedures to deal fairly with complaints of sexual harassment and to protect the rights of both the persons making complaint of sexual harassment and the person accused. Students who believe themselves to be victims of sexual harassment, or who are unsure of whether sexual harassment has occurred, or who need clarification concerning the university's procedure for handling sexual harassment, should consult a University Sexual Harassment Mediator. A list of mediators and the procedures are available from the University Attorney, Office of the Chancellor.

Sexual Offenses Policy

Sexual offenses are a violation of the university's mission of education. Sexual offenses and concern about potential offenses obstruct the working and learning processes that are valued and desired in the university environment. No form of sexual offense will be tolerated or condoned at Fayetteville State University. This policy thus prohibits not only those acts commonly understood to constitute sexual assault, but all attempts to coerce sexual activity as well.

Tuition and Financial Aid

Eligibility for Financial Aid

Students who are admitted to degree programs, graduate certificate programs, and teacher licensure programs are eligible for financial aid. Students enrolled as provisional acceptance and professional development students are not eligible for financial aid.

Residential Status and Tuition Assessment

Fayetteville State University adheres to The University of North Carolina's administrative policy governing residential status as outlined in the publication *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. Copies of the manual are available in the Student Government Office and the Office of the Vice Chancellor for Student Affairs. Students are responsible for being familiar with the contents of the manual and for informing The Graduate School of any changes in residence status.

North Carolina Public Higher Education Residence and Tuition Status Application

Students wishing to register a change in their residency status to appeal a classification may file the appropriate application form (North Carolina Public Higher Education Residence and Tuition Status Application) with The Graduate School. Appeals will be considered on the basis of information written by the student on the application. Questions concerning residential status for purposes of tuition assessment may be discussed with The Graduate School during regular office hours.

Fundamental Requirements of Law G.S. (116.143.1 (B))

To be eligible for classification as a resident for tuition purposes, the applicant for such classification must have resided in the State of North Carolina for a period of at least twelve months. Mere physical presence within the state for the prescribed twelve-month period, however, will not entitle the student to resident classification for tuition purposes. In addition, during the twelve-month period, the student must have been a domiciliary (legal resident) of the state.

Military Personnel and Dependents

Any active duty member of the armed services qualifying for admission to Fayetteville State University but not qualifying as a resident for tuition purposes shall be charged the in-state tuition rate and applicable mandatory fees for enrollment while the member of the armed services is abiding in this State incident to active military in North Carolina.

Any dependent relative of a member of the armed forces who is abiding in North Carolina will be eligible to be charged the in-state tuition rate, if the dependent relative qualifies for admission to Fayetteville State University. In the event the member of the armed services is reassigned outside the State of North Carolina, the dependent relative shall continue to be eligible to receive in-state tuition and applicable mandatory fees so long as the dependent relative is continuously enrolled in a degree program. To be eligible for the in-state tuition rate the applicant must submit a military residency application to the Admissions Office.

Graduate Student Tuition and Fees

**2011-2012
Fayetteville State University FAO Budgets
Graduate On Campus & Off Campus**

Hours Per Semester 9+			
(In-State)	Fall Sem	Spring Sem	Total
Tuition & Fees	\$2,253	\$2,253	\$4,506
Loan Fees	\$65	\$65	\$130
Room and Board	\$3,134	\$3,133	\$6,267
Books & Supplies	\$375	\$375	\$750
Transportation	\$250	\$250	\$500
Miscellaneous Fees	\$125	\$125	\$250
Health Insurance	\$451	\$451	\$902
TOTAL	\$6,653	\$6,652	\$13,305

**2011-2012
Fayetteville State University FAO Budgets
Graduate On Campus & Off Campus**

Hours Per Semester 9+			
(Out of State)	Fall Sem	Spring Sem	Total
Tuition & Fees	\$7,461	\$7,460	\$14,921
Loan Fees	\$103	\$102	\$205
Room and Board	\$3,134	\$3,133	\$6,267
Books & Supplies	\$375	\$375	\$750
Transportation	\$250	\$250	\$500
Miscellaneous Fees	\$125	\$125	\$250
Health Insurance	\$451	\$451	\$902
TOTAL	\$11,899	\$11,896	\$23,795

**2011-2012
Fayetteville State University FAO Budgets
Graduate At Home with Parents**

Hours Per Semester 9+			
(In-State)	Fall Sem	Spring Sem	Total
Tuition & Fees	\$2,253	\$2,253	\$4,506
Loan Fees	\$65	\$65	\$130
Room and Board	\$1,567	\$1,567	\$3,134
Books & Supplies	\$375	\$375	\$750
Transportation	\$250	\$250	\$500
Miscellaneous Fees	\$125	\$125	\$250
Health Insurance	\$451	\$451	\$902
TOTAL	\$5,086	\$5,086	\$10,172

**2011-2012
Fayetteville State University FAO Budgets
Graduate At Home with Parents**

Hours Per Semester 9+			
(Out of State)	Fall Sem	Spring Sem	Total
Tuition & Fees	\$7,461	\$7,460	\$14,921
Loan Fees	\$103	\$102	\$205
Room and Board	\$1,567	\$1,567	\$3,134
Books & Supplies	\$375	\$375	\$750
Transportation	\$250	\$250	\$500
Miscellaneous Fees	\$125	\$125	\$250
Health Insurance	\$451	\$451	\$902
TOTAL	\$10,332	\$10,330	\$20,662

For more information on financial aid and loans, visit the following websites:

<http://finaid.uncfsu.edu/index.htm>; <http://finaid.uncfsu.edu/loans.htm>

Graduate Assistantships

Criteria for Appointment

Graduate assistantships at Fayetteville State University are intended to be reciprocally beneficial to the student and the unit to which the assistant is assigned. Each college or school will describe the benefits above and beyond monetary remuneration to be accrued by graduate assistants. The specific criteria used in selecting students for assistantships and the weight assigned to each in the selection decision are determined by the individual school or college within which the awards are made. Generally, these criteria include previous academic record, related work experience, performance in an interview, appropriate test scores, and letters of reference.

The following criteria are required for graduate student assistantships:

- Students must have a strong undergraduate record (a minimum GPA of 3.0 is recommended).
- Students must be enrolled at Fayetteville State University, in good academic standing, and working toward a degree.
- Students must be willing to work collaboratively with faculty on projects contributing to the mission and goals of Fayetteville State University.
- Students must have strong communication and organizational skills.
- Students must be willing to assist faculty in planning and implementing class instructions, meetings, student orientations, lectures, receptions, and workshops, etc.
- Students must be willing to assist faculty in conducting evaluations and assessments.
- Students must be willing to assist with general responsibilities within the unit or office, such as taking minutes for committee meetings, developing posters, brochures, programs, and other responsibilities as assigned.

Reappointment

Reappointment to an assistantship is not automatic. Reappointments are made each semester and are contingent upon satisfactory performance, academic progress toward a graduate degree, a GPA of 3.0 or higher, departmental needs, and financial resources. To be reappointed, the graduate assistant's supervisor must submit a request for reappointment to The Graduate School no later than November 15th for spring semester or May 15th for fall semester. The request for reappointment must be accompanied by an evaluation.

Responsibilities

The major responsibilities associated with the assistantships are detailed in the contract signed by the graduate student. The responsibilities which are most often associated with each type of assistantship are as follows:

1. Academic Service Assistantships: Perform duties that support the academic mission of the department. This may involve supervising computer labs or reference rooms, grading papers, advising students, tutoring, assisting in the production of instructional materials, and occasionally assisting in the teaching of a class.

2. Administrative Assistantships: Assist an administrative office or officer in carrying out the duties and responsibilities of the unit.
3. Research Assistantships: Assist faculty members in conducting research or have primary responsibility for conducting research under faculty supervision.
4. Teaching Assistantships: Assume major responsibility for instruction in a class or laboratory. The specific duties include providing instruction, evaluating student performances, conducting student conferences, and leading discussion groups.

Evaluation

All graduate assistants will be evaluated near the end of each semester of employment. The purpose of the evaluation is threefold:

1. To provide the graduate assistant feedback in terms of strengths and weaknesses,
2. To generate an individual professional development plan for the graduate assistant, and
3. To assure objectivity in the reappointment process.

The specific procedure used in evaluating a graduate assistant is the responsibility of the employing department. Generally, the department will consider the following parameters in its evaluation:

1. The extent to which the graduate assistant has maintained and fulfilled his/her time schedule.
2. The extent to which assigned tasks have been completed in a satisfactory manner.
3. The extent to which progress has been demonstrated in meeting the duties outlined in the contract.

Policies Governing Graduate Assistantships

1. Assistantships may be awarded only to graduate students who are admitted in a graduate program leading to a graduate degree and are enrolled in a minimum of six (6) semester hours.
2. Graduate assistant will work no more than twenty (20) hours per week during the academic year when the University is in session.
3. Student may not receive an assistantship for more than six (6) semesters.
4. Students may not hold more than one assistantship or work more than twenty 20 hours per week without the permission of his or her academic department/director, dean of school or college, and Dean of The Graduate School.
5. Full time state employees may not hold a graduate assistantship.
6. Graduate assistants are required to work 150 hours a semester.
7. Graduate assistants are required to submit time sheets to The Graduate School by the 15th of each month.

8. Students are paid on the fifteenth (15th) of each month for work performed during the previous month.
9. Graduate Teaching Assistants must have completed satisfactorily a minimum of eighteen (18) semester hours of graduate course work in the field in which they are teaching (Southern Association of Colleges and Schools Faculty Credentials Guidelines approved December, 2006). They also must receive regular in-service training, be under the direct supervision of a faculty member experienced in the teaching discipline, and receive planned periodic evaluations.

Please note that The Graduate School must be notified by the Department Chair if a student is being recommended as a Graduate Teaching Assistant.

Priority Deadline

The priority deadline for submitting applications for a Graduate Assistantship is February 28th. Applications received by the deadline will be given first preference. Applications received after the deadline will be considered and awarded based on availability of funds.

Procedures for Selection

1. The Provost will approve the allotment of Graduate Assistantships.
2. Application packets for Graduate Assistantships will be disseminated by the offices of The Graduate School, Department Chairs and Graduate Coordinators. The Assistantship Application will be online and applicants may go to the website to secure an application.
3. Total application packet includes originals of the following:
 - a. Application for Faculty or Non-Faculty (EPA Employment)
<http://www.uncfsu.edu/humres/epaapp.pdf>
 - b. Application for Graduate Assistantship
<http://www.uncfsu.edu/graduateschool/gradassistantship.htm>.
 - c. Verification of Official Transcript form or Official transcripts from FSU
 - d. Three (3) letters of Recommendations or Recommendation Forms
<http://www.uncfsu.edu/acadaff/pdf/RecForm04.pdf>
 - e. Resume
4. A background check is mandatory effective July 1, 2007.

Complete Attachment B & C of the Employment Background Check Policy
<http://www.uncfsu.edu/acadaff/pdf/HiringReferenceCheckGuidelines.pdf> .
Submit completed form to the Office of Legal Affairs. ***Please indicate in appropriate box on the recommendation form when disclosure form was submitted to Legal Affairs.***

5. Completed application packets should be submitted to The Graduate School.

6. The Graduate School will make application packets available to Department Chairs for review.
7. Department Chairs will submit the recommendation form for hire (Recommendation for Faculty-Non-Teaching) and a description of job responsibilities for the graduate assistant to the Dean of The Graduate School.
8. The Dean of The Graduate School will review the recommendation and The Graduate School will prepare the contracts for students approved for hire.
9. The Dean of The Graduate School will submit the names of the graduate assistants to Business and Finance for tuition remission.
10. The Graduate School will forward the recommendation, contract, and the following original documents for each graduate assistant to the EPA Contract Office:
 - a. Application for Faculty or Non-Faculty (EPA Employment)
 - b. Application for Graduate Assistantship
 - c. Verification of Official Transcript form or Official transcripts
 - d. Three (3) letters of Recommendations or Recommendation Forms
 - e. Resume
 - f. Verification of Background Check (Original not required)

Please note that if the applicant has credentials on file then the applicant will only submit the background check. Only the recommendation form and contract will be forwarded to the EPA Contract Office.

11. The EPA Contract Office will contact graduate assistants to sign their contracts. . Students should not report for work until contracts have been signed.
12. Selected graduate assistants will be sent a letter of appointment by the Dean of The Graduate School. Copies of the letter will be sent to the Department Chair.
13. The Graduate School will maintain files of all graduate assistant applications.

Student Services

<http://www.unctsu.edu/studentaffairs/>

Career Services

The Office of Career Services at Fayetteville State University is an advocate committed to educating our diverse student and alumni population with group and individualized career development programs and services using the latest research and technology to support their preparation for graduate/professional school and the world of work. The Office of Career Services is committed to assisting our students and alumni by our commitment to collaborative

partnerships with local, regional, and national organizations and university partners to provide information, resources, services, and programs that enhance the matriculation and growth of our students and alumni. The Office of Career Services is located in Suite 230 in the School of Business and Economics (SBE) Building. The telephone number is 910-672-1205, and the fax number is 910-672-1098. The Office is open Monday through Friday 8:00 a.m. until 5:00 p.m. Please visit the website at <http://www.uncfsu.edu/careerserv/>.

Computer Labs

The campus has two microcomputer laboratories available to assist students and faculty with their computing needs. There is an open use microcomputer lab located in 214 School of Business and Economics (SBE) Building. This lab is available weekdays from 8:00 a.m. until 5:00 p.m. For more information, call 672-1960. The other open use microcomputer lab is located in the 125 Lyons Science Annex. This lab is open Monday through Saturday from 8:00 a.m. until 12:00 a.m. and Sunday 12:00 p.m. until 12:00 a.m. and closed on holidays.

Copying Services

Network printers/copy machines are available in the library and in many computer labs and classroom buildings across campus. Students must use the last six digits of their banner number to access the printing and copying services.

Counseling Services

Fayetteville State University's Center for Personal Development is located in the Spaulding Infirmary Building, Room 155. The Center offers individual and group counseling, workshops, personal/academic assessments and evaluations, substance abuse education and counseling services, and services to students with documented disabilities. The office hours are from 8:00 a.m. to 5:00 p.m. Monday – Friday.

Dining Services

Aramark Dining Services offers the following four dining facilities on the Fayetteville State University campus:

Jones Dining Hall is located in Rudolph Jones Student Center. This all-you-care-to-eat restaurant is open for breakfast, lunch, and dinner Monday through Friday from 7:00 a.m. to 7:30 p.m. Open shortened hours on weekends.

C3 Express is conveniently located on the first floor of the School of Business and Economics Building. *C3 Express* is a modular, mini-store offering ready-to-eat snacks, Krispy Kreme Doughnuts®, candy, salads, sandwiches and beverages (including Java City brewed coffee). C3 Express accepts Declining Dollars, cash, Visa and MasterCard and is open Monday-Friday 7:00 a.m.-7:00 p.m. Hours are subject to change.

Bronco Corral Food Court is located in Rudolph Jones Student Center. The Food Court offers favorites like Subway® sandwiches made with the freshest ingredients and Freshens Premium Yogurt and Smoothies for a high-energy fruit snack or cool frozen yogurt. Salads, drinks, and snacks are always available for those on the go. The Court is open Sunday-Saturday 11:00 a.m.- 10:00 p.m.; hours are subject to change.

Bronco Market is a convenience store located next to Bronco Corral in Rudolph Jones Student Center. Here you'll satisfy all your shopping needs including beverages, snacks, microwaveable meals, candy, cookies, crackers, health and beauty products, cleaning supplies, and paper products. The Market is open Monday-Friday 11:00 a.m.-10:00 p.m. Hours are subject to change.

For more information, visit the Dining Services website at <http://www.campusdish.com/en-US/CSSE/Fayetteville/> or call 910-672-1039. Commuter meal plans are available; contact the Bronco Card Office in room 242 of the Rudolph Jones Student Center or call 672-1762 for more information.

Disability Services

The Center for Personal Development, working in conjunction with other areas of the university as well as community agencies and organizations, works to enrich the educational opportunities offered to students with disabilities. Students in need of assistance from the Center should complete the "Services for Students with Disabilities" form and return it to the Center for Personal Development, located in the Spaulding Infirmary Building, Room 155. The office hours are from 8:00 a.m. to 5:00 p.m. Monday – Friday.

Financial Aid

The Office of Financial Aid is located on the first floor of the Lilly Building on the west side of campus. The office is open Monday, Thursday, and Friday 8:00am-5:00pm and Tuesday and Wednesday 8:00 a.m.-6:00 p.m. Counseling is available by telephone Monday-Friday from 8:00am to 5:00pm. For more information, visit the Financial Aid website at <http://finaid.uncfsu.edu/index.htm>. You can contact the office by calling 910- 672-1325 or 1-800-368-4210 (toll free) or by fax at 910- 672-1423

Health Insurance

The premium for the Student Medical Insurance Plan is included in the bill of each student enrolled in at least six (6) credit hours in a degree program on the main campus each semester. Graduate students who do NOT wish to be enrolled in the Student Medical Insurance Plan have the option of waiving the coverage. Students must waive the coverage by the announced deadline. For more information, students should visit the Student Health Services website at <http://www.uncfsu.edu/SHS/insurance.htm>.

Health Services

Student Health Services is located in Spaulding Infirmary across from Seabrook Auditorium and is staffed by a full-time physician, part-time pharmacist, and five full-time nurses. All currently enrolled students who have paid the health fee are eligible for health care. There are no additional charges for services received in the Infirmary. Treatment of minor illnesses and injuries is provided. Students with major illnesses and injuries or in need of specialized services are referred to local clinics and hospitals. These services must be obtained by students at their own expense or by using the FSU Student Medical Insurance Plan. The student is responsible for charges not covered by the Student Medical Insurance Plan. Fayetteville State University strongly encourages students to have accident and sickness insurance protection either through their personal policy or under the FSU Student Medical Insurance Plan. Graduate students who

do not want the student health insurance have the option of waiving the coverage. Student Health Services is open Monday through Friday 8:00 a.m. - 5:00 p.m.

<http://www.uncfsu.edu/studentaffairs/SHS/> Phone: (910) 672-1454

Fax: (910) 672-1366.

Library

The Charles Waddell Chesnut Library is the central research facility for Fayetteville State University and the surrounding community. A staff of qualified librarians and support staff are available to assist library users. The building, completed in 1987, is a modern four level, contemporary structure, providing more than 70,000 square feet of space that is conducive for study and research. The library currently has holdings of books, micro film, microfiche, periodicals, and newspapers. It is also a selective depository for state and federal documents. Off campus access to electronic resources is available. The library offers an array of traditional and innovative services in delivering the resources to you. Many of the resources are available 24 hours day from campus and off-campus sites. Hours are extended for midterm and final exams study. Hours during university holidays, breaks and between academic semesters vary. For hours of operation and more information, visit <http://library.uncfsu.edu/main.htm> or call the Circulation Desk at 910-672-1231. To take a virtual tour of the library, visit http://library.uncfsu.edu/Virtual%20Tour/VirLibTour_files/frame.htm.

Parking

The Transportation and Parking Division of the University Police enforces campus traffic and parking regulations, controls vehicle registration, and coordinates visitor parking for both private and common carrier vehicles. All members of the university community, including students, must register their vehicles. Vehicles must be registered with the Traffic and Parking Clerk between the hours of 8 a.m. and 4:30 p.m. Monday through Friday. Vehicles may be registered in the fall and spring semesters during class registration. Vehicle registration fees for students are \$60 for the academic year and \$25 for each summer session; fees for faculty are \$60 and \$175 for parking in gates lots. Parking space is very limited, and the purchase of a permit gives a student the right to park on campus, but does not guarantee a space. Fees are subject to change. Students are responsible for the protection of their valuables (e.g., stereos, TV's cash, etc.). The university is not liable for lost or stolen objects. Students should keep their vehicles locked and valuable items should be properly secured. Call 672-1726 for additional information.

Photo Identification Card

According to university policy, all students must possess an official FSU Identification Card (Bronco Card). Students should obtain ID cards during registration of the first semester in attendance. Cards should be validated at the beginning of each semester. This card should be carried at all times and should be presented when requested by a university official. ID cards are not transferable. Students found transferring cards are subject to disciplinary action. An FSU Bronco Card is required to check out materials from the library, gain admittance to athletic events, utilize the Health and Physical Education complex, gain admittance to dances and other activities, obtain an FSU Yearbook, and for other purposes deemed appropriate by the university. Students are required to obtain a new card if their card is lost or stolen. Students are also required to obtain a new card if their name changes. A fee of \$20.00 is charged to obtain a new

card. Students should pay the fee at the cashier's window located in the Business Office. Students may call 672-1166 for additional information.

Police Services

The Fayetteville State University Police Department is located in the Mitchell Building on Martin Luther King Jr. Drive, and the telephone number is 672-1403. In case of emergency, call 672-1911. The Police Department is committed to protecting personnel, personal, and state property; creating a safe living and working environment; and maintaining order on campus. The Department offers a Student Safety Squad, Crime Prevention Program, and Victim Assistance Program. For your safety, numerous Call Boxes are located across campus.

The Voice

The Voice is the official student newspaper of Fayetteville State University. More than 6,000 undergraduate and graduate students enrolled in FSU and the approximately 600 faculty and staff of the University read *The Voice*. *The Voice* is distributed to 25 campus locations, as well as some local area grade schools.

University Registrar

The University Registrar is located in Room 300, Lilly Building, located on the west side of campus on Stadium Drive. The telephone number is 910-672-1185, and the fax number is 910-672-1599. Visit <http://www.uncfsu.edu/registrar/students.htm> to obtain information about registration, requesting transcripts, classroom building codes and names, class scheduling information, etc.

Veteran's Affairs

The Office of Veteran's Affairs is located in Room 307, Lilly Building. For more information or to contact the VA advisor, call (910) 672-1628 or visit <http://www.uncfsu.edu/registrar/vaweb/index.htm>.

Yearbook Portraits

Yearbook portraits are taken for students who are graduating each semester. Caps and gowns will be provided. The locations, dates, and times will be announced by the Student Center.

Graduate Faculty

All faculty teaching graduate courses must have graduate faculty status. To apply for graduate faculty status, faculty must complete and submit the *Graduate Faculty Application*. The application is posted on The Graduate School website at http://www.uncfsu.edu/graduateschool/forms/GRAD_FAC_APPLICATION%28Rev2011%29.pdf. Faculty are evaluated on their educational background, professional experiences, previous graduate teaching experience, publications, professional development, and membership in professional societies. Based upon the evaluation, faculty who meet the designated qualifications may be granted one of the following three statuses: **full membership**; **associate membership**; or **special membership**.

Guidelines for Selecting and Evaluating Graduate Faculty

I. The Graduate Faculty

Fayetteville State University recognizes that a quality graduate program requires a quality faculty, i.e., one with a high degree of competence and commitment to scholarship. As a result, Fayetteville State University maintains a graduate faculty.

II. Appointment

Appointment to the graduate faculty is made by the Graduate Council upon recommendation by the Department Chairperson, Dean of the School or College in which the applicant will teach, and the Graduate Faculty Review Committee. The Graduate Faculty Review Committee is appointed by the Dean of The Graduate School and includes faculty representatives from each school or college.

III. Statuses and Function of Membership

The three statuses of membership are full, associate, and special. Full membership and associate membership are restricted to individuals who hold tenure track appointments as faculty members.

- A. **Full membership** shall involve a five (5) year appointment and must be renewed after five (5) years. Such members serve without any restriction(s) and may teach any course designated for them by their department, and may chair a dissertation or thesis committee. For reappointment, faculty will be evaluated on activities occurring during that five (5) year period. Faculty appointed as a **full member** must meet the following criteria:
1. Hold the terminal degree appropriate for his or her academic field.
 2. Have demonstrated competence in research by having published at least one significant publication in a professional journal.
 3. Have a record of active participation in professional organizations related to the academic field of specialization.
 4. Possess graduate level teaching experience.
 5. Demonstrate evidence of continuing professional development.
- B. **Associate membership** is intended for faculty who will have responsibilities within the graduate program but who do not meet the criteria for full membership. Associate membership shall involve a three (3) year appointment, and must be renewed after three (3) years. Associate members may teach any graduate course. An associate member may serve on but not chair a dissertation or thesis committee. Faculty appointed as an **associate member** must meet the following criteria:

1. Hold the terminal degree appropriate for his or her academic field.
2. Have a record of active participation in professional organizations related to the academic field of specialization.
3. Possess graduate level teaching experience.
4. Demonstrate evidence of continuing professional development.

C. **Special membership** shall be accorded to faculty who for some determined, specific expertise or experience are able to contribute to a particular area. Special membership shall involve a one (1) year appointment, and must be renewed annually. Such members shall teach specific courses related to their area of expertise, and which are designated by their department. A special member may serve on but not chair a dissertation or thesis committee. Faculty appointed as a **special member** must meet the following criteria:

1. Hold the terminal degree appropriate for his or her academic field, or possess experience or skills that uniquely qualify him or her to teach a specific course. In lieu of the terminal degree, the Director or Department Chairperson shall provide justification for such an exception. The justification shall be used by the Graduate Faculty Review Committee in rendering a recommendation to the Graduate Council.
2. Have a record of active participation in professional organization related to the academic field of specialization.
3. Possess appropriate teaching experience.
4. Demonstrate evidence of continuing professional development.

IV. Evaluation

All graduate faculty will be evaluated annually within their academic department and will be reviewed by the Graduate Council when applying for renewal. Continued membership will be based upon positive university evaluation. Faculty members will also be evaluated in the five following areas:

A.	Ability to advise graduate students.
B.	Ability to give direction to the program.
C.	Active participation in professional organizations.
D.	For reappointment to full membership, active participation in scholarly activities, i.e. publishing presentations to local, state, national, and international societies.
E.	Teaching skills.

Graduate Council

The Graduate Council is charged with the responsibility of developing university graduate policies, approving new graduate programs, and revising current graduate programs. All new programs and program revisions are submitted to the University Senate for Senate action and are subject to the review and final approval of the Vice Chancellor for Academic Affairs and the Chancellor. Statements of policy are approved by the Vice Chancellor for Academic Affairs. The Graduate Council consists of one representative from each department having a graduate degree program and one graduate student. A graduate student is selected from a school or college on a rotating basis. Members are appointed by the Vice Chancellor for Academic Affairs with input from the Dean of The Graduate School, Dean of the School or College, and departments. The Graduate Council also includes the following persons:

1. Chancellor of the University (Ex-officio)
2. Vice Chancellor for Academic Affairs (Ex-officio)
3. Director of Library Services (Ex-officio)
4. Dean, The Graduate School
5. Dean, College of Arts and Sciences
6. Dean, School of Education
7. Dean, School of Business and Economics

Persons serving on the Council by virtue of position are considered to be permanent members. Persons appointed by the Vice Chancellor for Academic Affairs will serve three, two, and one year terms initially. Terms of the members are staggered, so that approximately one third of the members are appointed each fall. The regular term of membership is three (3) years.

The primary functions of the Graduate Council are to:

1. Recommend policies and procedures affecting graduate study including but not limited to curricula, graduate credit, and certification and degree requirements.
2. Consider and make recommendations concerning exceptions to graduate policy.
3. Review and act on all nominations for appointment to graduate faculty status.
4. Receive and review proposals for the planning and establishment of new graduate programs and program tracks.
5. Provide periodic evaluation of all aspects of graduate study.

Graduate Council Officers

1. **Chairperson:** The Dean of The Graduate School shall serve as Chairperson of the Graduate Council.
2. **Vice Chairperson:** The Vice Chairperson shall be elected by majority vote of the Graduate Council and shall serve as chairperson in the absence of the chairperson.
3. **Secretary:** A Graduate School Administrative Assistant will be appointed by the Dean of The Graduate School and shall serve as a non-voting secretary and will be responsible for recording and maintaining the records of the Council.

Graduate Council Committees

Executive Committee

The Executive Committee consists of the Chairperson of the Council, Vice Chairperson, and Chairpersons of the Standing Committees. The primary function of the Executive Committee is to act on behalf of the Graduate Council when that body cannot be fully assembled.

Standing Committees

The Dean of The Graduate School and the Vice Chancellor for Academic Affairs shall serve as ex-officio members of all standing committees. The Graduate Council is organized into five (5) standing committees:

1. Admissions
2. Program and Curriculum Review
3. Student Affairs and Academic Appeals
4. Academic Policy
5. Graduate Faculty Review

Other committees may be established by the Council. Each committee shall elect a chairperson and secretary.

Admissions Committee

The primary functions of the Admissions Committee are to:

1. Develop and recommend general policies and procedures pertaining to graduate student admission standards, registration, and retention;
2. Review exceptions to admissions policy and make recommendations relative to acceptance and rejection; and
3. Hear student appeals concerning admissions or re-admission and make recommendations on appeals to the Graduate Council.

Program and Curriculum Review Committee

The primary functions of the Program and Curriculum Review Committee are to:

1. Review, evaluate and make recommendations regarding graduate curricula and proposed programs;
2. Review proposed new or revised graduate courses; and
3. Receive and review data from department chairpersons regarding program evaluation and recommend changes as needed.

Student Affairs and Academic Appeals Committee

The primary functions of the Student Affairs and Academic Appeals Committee are to:

1. Review requests from the Dean of The Graduate School and academic units and hold hearings on graduate student academic or grade grievances; and
2. Review records and documents relative to the grievance and make recommendations for settlement to the Council.

Academic Policy Committee

The primary functions of the Academic Policy Committee are to:

1. Review, initiate, and recommend policies, standards, and rules regarding graduate education;
2. Review academic procedures and make recommendations; and
3. Conduct periodic review of all publications germane to graduate education (e.g., handbook, catalogs and brochures) to ensure that policies and rules are clearly stated.

Graduate Faculty Review Committee

The primary functions of the Graduate Faculty Review Committee are to:

1. Review applications and recommend faculty for graduate faculty status;
2. Review and conduct an annual review of each graduate faculty member; and
3. Review recommendations for removal of members from the graduate faculty.

Quorum and Voting

A quorum of the Council shall consist of a majority of voting members of the Council (i.e., eleven of twenty members). Only a graduate council member shall be able to vote. The Chairperson of the Graduate Council shall vote only in the case of a tie.

Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, the latest edition, govern the meetings of the Graduate Council and its committees in all parliamentary situations.

Graduate Council Meeting Dates

Generally, the Graduate Council meets on the third Tuesday of each month. The meeting dates for this academic year are:

- September 20, 2011
- November 15, 2011
- January 17, 2012
- February 21, 2012
- March 20, 2012
- April 17, 2012
- May 15, 2012

(Note that these dates are subject to change.)

THE GRADUATE COUNCIL 2011-2012

	College of Arts of Sciences	Name
1	English	Dr. Brenda Hammack
2	Criminal Justice	Dr. Lorenzo Boyd
3	Government and History	Dr. Ngozi Kamalu
4	Math	Dr. Bo Zhang
5	Biological Sciences	Dr. Khalid Lodhi
6	Psychology	Dr. Mei-Chuan Wang
7	Sociology	Dr. Akbar Aghajanian
8	Social Work	Dr. Aminifu Harvey
	School of Business and Economics	Name
1	Business Administration	Dr. Don Okhomina
2	Graduate Faculty	Dr. Vikas Agrawal
	School of Education	Name
1	Elementary	Dr. Sandra Shorter
2	Middle Grades, Secondary, & Special Education	Dr. Kimberly Smith-Burton
3	Educational Leadership	Dr. Tawannah Allen
4	Graduate Faculty	Dr. Geraldine Munn
5	Graduate Faculty	Dr. Theodore Kaniuka
6	School of Education	Gabrielle Alexander-Lee
	Ex-Officio Members	Name
1	Chancellor of the University	Dr. James A. Anderson
2	Provost and Vice Chancellor for Academic Affairs	Dr. Jon Young
3	Dean of The Graduate School and Chair of Graduate Council	Dr. LaDelle Olion
4	College of Arts and Sciences Dean	Dr. David Barlow
5	School of Education Dean	Dr. Leontye L. Lewis
6	School of Business and Economics Dean	Dr. Assad Tavakoli
7	Director of Library Services	Mr. Bobby Wynn

Graduate Council Committees

Admissions	Programs & Curriculum Review	Student Affairs and Academic Appeals
Dr. Don Okhomina* Dr. Lorenzo Boyd Dr. Leontye Lewis Dr. Saundra Shorter	Dr. Ngozi Kamalu* Dr. Akbar Aghajanian Dr. David Barlow Dr. Tawannah Allen Dr. Vikas Agrawal	Dr. Aminifu Harvey* Dr. Khalid Lodhi Dr. Don Okhomina Ms. Gabrielle Alexander-Lee
Academic Policy	Graduate Faculty Review	Executive
Dr. Theodore Kaniuka* Dr. Kimberly Smith-Burton Dr. Assad Tavakoli Dr. Bo Zhang	Dr. Lorenzo Boyd* Dr. Geraldine Munn Dr. Mei-Chuan Wang Dr. Brenda Hammack	Dr. LaDelle Olion* Dr. Don Okhomina Dr. Ngozi Kamalu Dr. Aminifu Harvey Dr. Theodore Kaniuka Dr. Lorenzo Boyd**
Ex-Officio Members		
Dr. James Anderson, Chancellor Dr. Jon Young, Provost & Vice Chancellor for Academic Affairs Mr. Bobby Wynn, Director of Library Services		

***Indicates Committee Chairperson**

****Indicates Committee Vice Chairperson**

Secretary: Deborah Keller

Frequently Asked Questions

- Q.** Do I need to fill out the North Carolina Residency Form?
A. YES, if you are claiming North Carolina Residency. This form is not an application for housing on campus. It is used to determine if you qualify for tuition and fees as an IN-STATE student.
- Q.** Do I have to have my test score (GRE, MAT or GMAT) before I can turn in my application?
A. NO, you might be eligible to take courses as a “provisional” student or “professional development” student even if your application is not complete.
- Q.** Can I submit an unofficial transcript printed from the Internet?
A. NO, but you can submit a photocopy of an original transcript until an official sealed transcript is received. However, until The Graduate School is in receipt of an official transcript you will not be able to get your Fayetteville State University transcript(s).
- Q.** Can The Graduate School change my admission status so I can be awarded my Financial Aid?
A. No, if you have not been unconditionally admitted into your program, your status will remain as “provisional” or “professional development” until you have submitted all required materials for your respective program and The Graduate Admissions Committee for your department has reviewed and determined your final admission status.
- Q.** How do I register for classes?
A. Your acceptance letter will provide you with your Banner Identification number and include an instruction flyer to assist with registration. Students must use the Banner system to self-register for courses.
- Q.** How do I know what classes to register for?
A. You should meet with your graduate program coordinator/advisor to get a course of study prior to registering for classes.
- Q.** Who should I contact if I am getting an error message when registering for classes?
A. If you are having any trouble regarding registration, please contact The Office of the Registrar.
- Q.** What if I can't get in touch with my department chair or advisor?
A. If you are unable to contact your advisor, contact your department chair. If you are unable to contact your department chair, contact the Dean of your School or College.
- Q.** How do I find my student email account and Blackboard information?
A. Visit Fayetteville State University's website at <http://blackboard.uncfsu.edu/> you will find a link to provide you with this information.
- Q.** Who should I get to write letters of recommendation or complete the reference forms for me?
A. You should ask people who know you well and are qualified to talk about your potential to be successful in graduate level work. Ideally, these letters should come from previous professors or your employer/supervisor if your work is in an area related to your proposed field of study. You should **not** get letters from friends or family members.

Master's Degree Students Graduation Progress Checklist

This checklist is intended as a guide to assist students in monitoring their progress. **Students should consult the Graduate Catalog for all specific requirements and ensure that all program and University requirements are met as required.**

Requirement	No	Yes	N/A	Date completed
1) Have you been <u>admitted</u> to your degree program?				
2) Have you met with your graduate program coordinator/advisor concerning your Program of Study?				
3) Did you attend a Graduate School Orientation during your first semester?				
4) Have you visited your department's website each semester?				
5) Have you visited The Graduate School's website each semester?				
6) Have you attended a Graduate Student Forum for students each semester?				
7) Have you submitted the Admission to Candidacy Form with required signatures and program of study to The Graduate School after completing 12 semester hours and before completing 18 semester hours?				
8) Have you submitted your Comprehensive Examination Application to The Graduate School (all course work must be completed or be in progress)?				
9) Have you taken and passed the comprehensive examination?				
10) Have your comprehensive examination results been submitted to The Graduate School and have you received a letter from The Graduate School informing you of the results?				
11) Have you satisfied all requirements for incomplete (I) and in progress (IP) grades from previous semesters?				
12) Have you submitted a Course Substitution Request for ANY coursework to be recommended for substitution?				
13) Have you completed the Request to Pursue Courses for Transfer to FSU for ANY course you plan to take at another university for transfer to FSU?				

14) Have you completed the Transfer Course Evaluation Form for ANY approved course that you have taken at another university for transfer to FSU?				
15) Have you submitted your Graduation Application for Graduate Students to The Graduate School and paid the \$50 fee by the deadline on the Graduate School Schedule of Events and Deadlines?				
16) Has your department returned your completed Clearance for Graduation form to The Graduate School within 10 days of receiving it? (Note: Student must first apply for graduation by completing a <i>Graduation Application for Graduate Students.</i>)				
17) Have you received a letter from The Graduate School stating that you have been cleared for graduation?				
18) Have you submitted your Thesis Advisory Committee Membership Form to The Graduate School?				
19) Have you submitted a <i>Thesis Proposal Approval Form</i> and your proposal to The Graduate School for approval, if you plan to complete a thesis?				
20) Have you submitted the Human Subjects Use in Research Application, if you plan to use human subjects?				
21) Have you submitted a copy of your thesis to your department chair and school/college dean for their review and approval?				
22) Have you made the changes to your thesis as requested by your department chair and school/college dean before requesting an oral defense?				
23) Have you submitted the Thesis Oral Defense Scheduling Form to schedule an oral defense at least two (2) weeks before the requested defense date?				
24) Has your Committee submitted the Thesis Oral Defense Results Form to The Graduate School?				
25) Have you made the changes to your thesis as requested by your thesis advisory committee?				
26) Have you submitted one copy of your thesis on regular paper after making revisions from the oral defense to The Graduate School for review by the Thesis/Dissertation Editor at least three (3) weeks				

before graduation?				
27) Have you made the changes to your thesis as requested by the Thesis/Dissertation Editor?				
28) Have you submitted your revised thesis for review by the Thesis/Dissertation Editor, if required?				
29) Have you submitted four (4) final copies of your thesis to The Graduate School once approved by The Graduate School as the final document before the deadline on The Graduate School Schedule of Events and Deadlines?				
30) Have you paid the \$80 thesis processing fee at the cashier's office?				
31) Have you completed the UMI form for publishing your thesis and attached a copy of your cashier's receipt for \$80 thesis processing fee?				
32) Have you successfully completed ALL final coursework in progress?				
33) Have you completed The Graduate School Graduates' Survey?				
34) Have you kept copies of all letters, forms, and documents you have received and submitted to The Graduate School and to your department for your record?				
Other Requirements				

Doctoral Degree Students Graduation Progress Checklist

This checklist is intended as a guide to assist students in monitoring their progress. **Students should consult the Graduate Catalog for all specific requirements and ensure that all program and University requirements are met as required.**

Requirement	No	Yes	N/A	Date completed
1) Have you been <u>admitted</u> to your degree program?				
2) Have you met with your graduate program director or advisor concerning your Program of Study?				
3) Did you attend a Graduate School Orientation during your first semester?				
4) Have you visited your department's website each semester?				
5) Have you visited The Graduate School's website each semester?				
6) Have you attended a Graduate Student Open Forum for students in your school/college each semester?				
7) Have you submitted your Comprehensive Examination Application to The Graduate School (all course work must be completed or be in progress)?				
8) Have you taken and passed the comprehensive examination?				
9) Have your comprehensive examination results been submitted to The Graduate School?				
10) Have you submitted your Application for Admission to Candidacy to The Graduate School?				
11) Have you satisfied all requirements for incomplete (I) and in progress (IP) grades from previous semesters?				
12) Have you submitted a Course Substitution Request for ANY coursework to be recommended for substitution?				
13) Have you completed the Request to Pursue Courses for Transfer to FSU for ANY course you plan to take at another university for transfer to FSU?				

14) Have you completed the Transfer Course Evaluation Form for ANY approved course that you have taken at another university for transfer to FSU?				
15) Have you submitted your Graduation Application for Graduate Students to The Graduate School and paid the \$50 fee by the deadline on the Graduate School Schedule of Events and Deadlines?				
16) Has your department returned your completed Clearance for Graduation form to The Graduate School within 10 days of receiving it? (Note: Student must first apply for graduation by completing a <i>Graduation Application for Graduate Students.</i>)				
17) Have you received a letter from The Graduate School stating that you have been cleared for graduation?				
18) Have you submitted your Dissertation Advisory Committee Membership form to The Graduate School?				
19) Have you submitted the Human Subjects Use in Research Application, if you are planning to use human subjects?				
20) Have you submitted a <i>Dissertation Proposal Approval Form</i> and your proposal to The Graduate School for approval?				
21) Have you submitted a copy of your dissertation to your department chair and school/college dean for their review and approval?				
22) Have you made the changes to your dissertation as requested by your department chair and school/college dean before requesting an oral defense?				
23) Have you submitted the Dissertation Oral Defense Scheduling Form to The Graduate School to schedule an oral defense at least two (2) weeks before the requested defense date?				
24) Has your committee submitted the Dissertation Oral Defense Results Form to The Graduate School?				
25) Have you made the changes to your Dissertation as				

requested during the Oral Defense?				
26) Have you submitted one copy of your dissertation on regular paper after making revisions from the oral defense to The Graduate School for review by the Thesis/Dissertation Editor at least three (3) weeks before graduation?				
27) Have you made the changes to your dissertation as requested by the Thesis/Dissertation Editor?				
28) Have you submitted four (4) final copies of your dissertation to The Graduate School once approved by The Graduate School as the final document before the deadline on The Graduate School Schedule of Events and Deadlines?				
29) Have you paid the \$180 dissertation processing fee at the cashier's office?				
30) Have you completed the UMI form for publishing your dissertation, attached your cashier's receipt, and submitted the form to The Graduate School?				
31) Have you successfully completed ALL final coursework in progress?				
32) Have you completed The Graduate School Graduates' Survey?				
33) Have you kept copies of all letters, forms, and documents you have received and submitted to The Graduate School and to your department for your record?				
Other Requirements				
34)				
35)				
36)				
37)				
38)				