Handbook for Directors of Graduate Study

THE GRADUATE SCHOOL 2016 - 2017

The Graduate School
241 Mossman Building
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Foreword

In this sixteenth edition of the *Handbook*, all information has been updated and some has been expanded. Section I contains a current organizational chart for The Graduate School and contact information for personnel in both The Graduate School and departments, as well as important dates to put on your calendar for the 2016-2017 academic year. Sections II and III reflect ongoing improvements and developments that have been implemented in concert with the *ApplyYourself* and *Connect* software. We have continued to refine processes as needed to use the software most efficiently and will keep you posted about any measures that have an effect on the department. Information on new and ongoing initiatives in marketing and recruitment of graduate students and general admissions procedures may also be found in these sections. Section IV contains current information on enrolled student services, including links to all the forms that are available online for your use as well as updates and changes to some important policies. Section V covers procedures related to awards of assistantships and tuition waivers with sample copies of PD-7 forms submitted for a variety of reasons. Please note the “Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants” that is included. This section also contains information for academic departments on “Gainful Employment” regulations and eligibility for Title IV federal financial aid in certificate programs.

We hope that you find this *Handbook* to be a convenient and useful procedural reference in carrying out your “nuts-and-bolts,” transactional responsibilities as Director of Graduate Study. Remember, however, that the *Handbook* is not intended to be a substitute for *The Graduate School Bulletin*, which is the authoritative source of policy information for all graduate faculty and students. In addition, please be mindful that the role of Director of Graduate Study is also transformational, in providing oversight to maintain or enhance the quality of academic programs and the currency of the curriculum.

*Laura A. Chesak, Ph.D.*
*Associate Vice Provost*
*The Graduate School*
*August 2016*
Section I: General Information

Role Description and Responsibilities of Directors of Graduate Study

Directors of Graduate Study are appointed within their academic unit for a term of service that is decided individually. Typically, they are tenured faculty members holding the rank of Associate Professor or above and are full members of the Graduate Faculty. Directors of Graduate Study are responsible for administration of processes related to the recruitment, admission, advising, and qualifying of students in their program. By virtue of their position, they have an important influence on the reputation and quality of graduate programs at the University of North Carolina at Greensboro.

Directors of Graduate Study work collaboratively with The Graduate School on all matters relating to graduate education in the program. Their numerous and varied administrative responsibilities may include the following: maintain records; review applications and make recommendations about admission decisions; nominate students for fellowships and awards; provide for advising of students; communicate information about graduate studies with Graduate Faculty in the academic unit; approve students’ advisory and examination committees; approve students’ plans of study; approve recommendations for curricular additions, deletions, and changes; and assist with marketing and promoting the program. Directors of Graduate Study serve as the focal point for providing and disseminating information to and from The Graduate School. They have a pivotal role in ensuring the well-being of graduate studies in their department.
<table>
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<tr>
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- Mossman Fax: 334-4424
- Admissions Area Fax: 256-0109
- 500 Forest Fax: 256-0109
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</tr>
<tr>
<td>Teacher Education &amp; Higher Education</td>
<td>P.B.C. / M.A.T. / M.Ed.</td>
<td>Dr. Kerri Richardson</td>
<td>482 SOEB</td>
<td>937-0719</td>
</tr>
<tr>
<td>Teacher Education &amp; Higher Education</td>
<td>Ph.D.</td>
<td>Dr. Dale Schunk</td>
<td>410 SOEB</td>
<td>334-3404</td>
</tr>
<tr>
<td>Teacher Education &amp; Higher Education</td>
<td>M.Ed. / Ph.D.</td>
<td>Dr. Brad Johnson</td>
<td>466 SOEB</td>
<td>334-3437</td>
</tr>
<tr>
<td>Collaborative for Educator Preparation - NC Teach Alternative Licensure Program</td>
<td>P.B.C.</td>
<td>Dr. Jacqueline Dozier</td>
<td>142 SOEB</td>
<td>334-3923</td>
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</tbody>
</table>

### School of Health and Human Sciences

<table>
<thead>
<tr>
<th>Communication Sciences &amp; Disorders</th>
<th>M.A. / Ph.D.</th>
<th>Dr. Denise Tucker</th>
<th>317 Ferguson</th>
<th>256-2004</th>
<th><a href="mailto:datucker@uncg.edu">datucker@uncg.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Community and Therapeutic Recreation</td>
<td>P.B.C. / M.S.</td>
<td>Dr. Stuart Schleien</td>
<td>206 Ferguson</td>
<td>334-3119</td>
<td><a href="mailto:sjsw@uncg.edu">sjsw@uncg.edu</a></td>
</tr>
<tr>
<td>Genetic Counseling</td>
<td>M.S.</td>
<td>Ms. Lauren Doyle</td>
<td>996 Spring Garden</td>
<td>256-0175</td>
<td><a href="mailto:ledoylre2@uncg.edu">ledoylre2@uncg.edu</a></td>
</tr>
<tr>
<td>Gerontology - Director</td>
<td>P.B.C. / M.S. / M.S. - M.B.A.</td>
<td>Dr. Rebecca Adams</td>
<td>212 Ferguson</td>
<td>334-3578</td>
<td><a href="mailto:rebecca_adams@uncg.edu">rebecca_adams@uncg.edu</a></td>
</tr>
<tr>
<td>Human Development &amp; Family Studies</td>
<td>P.B.C. / M.S. / Ph.D.</td>
<td>Dr. Esther Leerkes</td>
<td>142 Stone</td>
<td>256-0133</td>
<td><a href="mailto:emleerkes@uncg.edu">emleerkes@uncg.edu</a></td>
</tr>
<tr>
<td>Human Development &amp; Family Studies</td>
<td>M.Ed. In BKISED</td>
<td>Dr. Catherine Scott-Little</td>
<td>158 Stone</td>
<td>256-0132</td>
<td><a href="mailto:mcsclott@uncg.edu">mcsclott@uncg.edu</a></td>
</tr>
<tr>
<td>Kinesiology</td>
<td>M.S. / M.S.A.T. / M.Ed. / Ed.D. / Ph.D.</td>
<td>Dr. Paul Davis</td>
<td>268 Coleman</td>
<td>334-3030</td>
<td><a href="mailto:pgdavis@uncg.edu">pgdavis@uncg.edu</a></td>
</tr>
<tr>
<td>Nutrition</td>
<td>P.B.C. / M.S. / Ph.D.</td>
<td>Dr. Jigna Dharod</td>
<td>318 Stone</td>
<td>334-9708</td>
<td><a href="mailto:jmmdharod@uncg.edu">jmmdharod@uncg.edu</a></td>
</tr>
<tr>
<td>Peace and Conflict Studies</td>
<td>P.B.C. / M.A.</td>
<td>Dr. Thomas Matyók</td>
<td>213 McIver</td>
<td>334-4781</td>
<td><a href="mailto:tgmatyoky@uncg.edu">tgmatyoky@uncg.edu</a></td>
</tr>
<tr>
<td>Public Health Education</td>
<td>M.P.H. / Ph.D.</td>
<td>Dr. Daniel Bibeau</td>
<td>437G Coleman</td>
<td>334-5527</td>
<td><a href="mailto:bibeau@uncg.edu">bibeau@uncg.edu</a></td>
</tr>
<tr>
<td>Public Health Education</td>
<td>M.P.H. / Ph.D.</td>
<td>Dr. Kelly Rulison</td>
<td>437G Coleman</td>
<td>334-4963</td>
<td><a href="mailto:krluliso@uncg.edu">krluliso@uncg.edu</a></td>
</tr>
<tr>
<td>Social Work</td>
<td>M.S.W.</td>
<td>Dr. Jeffrey Shears</td>
<td>268B Stone</td>
<td>334-4100</td>
<td><a href="mailto:jkshears@uncg.edu">jkshears@uncg.edu</a></td>
</tr>
</tbody>
</table>
### Joint School of Nanoscience & Nanoengineering

<table>
<thead>
<tr>
<th>Nanoscience</th>
<th>Professional M.S. / Ph.D.</th>
<th>Dr. Rathnayake Hemali</th>
<th>2907 E. Lee Street</th>
<th>285-2860</th>
<th><a href="mailto:hprathna@uncg.edu">hprathna@uncg.edu</a></th>
</tr>
</thead>
</table>

### School of Nursing

<table>
<thead>
<tr>
<th>Nursing</th>
<th>P.B.C. / M.S.N. / M.S.N. - M.B.A./P.M.C.</th>
<th>Dr. Heidi Krowchuk</th>
<th>316 Moore</th>
<th>334-4899</th>
<th><a href="mailto:heidi_krowchuk@uncg.edu">heidi_krowchuk@uncg.edu</a></th>
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</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>D.N.P.</td>
<td>Dr. Susan Denman</td>
<td>409 Moore</td>
<td>334-4894</td>
<td><a href="mailto:s_denman@uncg.edu">s_denman@uncg.edu</a></td>
</tr>
<tr>
<td>Nursing</td>
<td>Ph.D.</td>
<td>Dr. Robin Bartlett</td>
<td>101 McIver House</td>
<td>334-5840</td>
<td><a href="mailto:robin_bartlett@uncg.edu">robin_bartlett@uncg.edu</a></td>
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</table>

### College of Visual and Performing Arts

<table>
<thead>
<tr>
<th>Art</th>
<th>M.F.A.</th>
<th>Ms. Mariam Stephan</th>
<th>226 Gatewood</th>
<th>334-5669</th>
<th><a href="mailto:mastepha@uncg.edu">mastepha@uncg.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance</td>
<td>M.A. / M.F.A.</td>
<td>Ms. B.J. Sullivan</td>
<td>323 Coleman</td>
<td>334-3264</td>
<td><a href="mailto:ejsulli2@uncg.edu">ejsulli2@uncg.edu</a></td>
</tr>
<tr>
<td>Dance Education</td>
<td>P.B.Lic. / M.A.</td>
<td>Dr. Mila Parrish</td>
<td>220A Coleman</td>
<td>334-5570</td>
<td><a href="mailto:mlparri4@uncg.edu">mlparri4@uncg.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>P.B.C. / M.M. / D.M.A. / P.M.C. / Ph. D.</td>
<td>Dr. Randy Kohlenberg</td>
<td>306 Music</td>
<td>334-5542</td>
<td><a href="mailto:rbkohlen@uncg.edu">rbkohlen@uncg.edu</a></td>
</tr>
<tr>
<td>Theatre</td>
<td>M.F.A.</td>
<td>Ms. Deborah Bell</td>
<td>012A Taylor</td>
<td>334-4076</td>
<td><a href="mailto:deb_bell@uncg.edu">deb_bell@uncg.edu</a></td>
</tr>
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</table>
### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/12</td>
<td>Friday</td>
<td>9:30-5:00pm</td>
<td>Teaching Assistant Workshop</td>
<td>101 Sullivan Science Bldg.</td>
</tr>
<tr>
<td>8/16</td>
<td>Tuesday</td>
<td>3:00-4:30pm</td>
<td>New Graduate Student Orientation, Check in starts at 2:00pm</td>
<td>EUC, Auditorium</td>
</tr>
<tr>
<td>8/18</td>
<td>Thursday</td>
<td>6:00-7:30pm</td>
<td>New Graduate Student Orientation, Check in starts at 5:00pm</td>
<td>EUC, Auditorium</td>
</tr>
<tr>
<td>8/29</td>
<td>Monday</td>
<td></td>
<td>Deadline for graduate students to apply to graduate in December 2016</td>
<td></td>
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### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>9/8</td>
<td>Thursday</td>
<td>1:00-4:30pm</td>
<td>New Graduate Directors Orientation</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>9/9</td>
<td>Friday</td>
<td></td>
<td>Plan of Study revisions due for December graduates (Master’s, Certificates, and Specialists)</td>
<td>The Graduate School, 241 Mossman</td>
</tr>
<tr>
<td>9/9</td>
<td>Friday</td>
<td>1:00-3:00pm</td>
<td>Graduate School Open House</td>
<td>Welcome Center, 500 Forest</td>
</tr>
<tr>
<td>9/12</td>
<td>Monday</td>
<td></td>
<td>Call for Nominations: Outstanding Faculty Mentor Award (due 11/11/16)</td>
<td></td>
</tr>
<tr>
<td>9/14</td>
<td>Wednesday</td>
<td>9:00-11am</td>
<td>Department Graduate Administrative Assistant Orientation*</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>9/15</td>
<td>Thursday</td>
<td>1:00-3:00pm</td>
<td>Department Graduate Administrative Assistant Orientation*</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>9/19</td>
<td>Monday</td>
<td>8:00am</td>
<td>Registration opens Three Minute Thesis Competition (3MT)</td>
<td></td>
</tr>
<tr>
<td>9/20</td>
<td>Tuesday</td>
<td>12:30-1:45pm</td>
<td>DGS Luncheon</td>
<td>Cone Ballroom A, EUC</td>
</tr>
<tr>
<td>9/23</td>
<td>Friday</td>
<td>1:00-3:00pm</td>
<td>Graduate School Open House</td>
<td>Welcome Center, 500 Forest</td>
</tr>
</tbody>
</table>

*Department Graduate Administrative Assistants should choose one session to attend*

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/3</td>
<td>Monday</td>
<td>6:00-8:30pm</td>
<td>Graduate School Information Session</td>
<td>EUC</td>
</tr>
<tr>
<td>10/7</td>
<td>Friday</td>
<td>1:00-3:00pm</td>
<td>Graduate School Open House</td>
<td>Welcome Center, 500 Forest</td>
</tr>
<tr>
<td>10/12</td>
<td>Wednesday</td>
<td>5:00pm</td>
<td>Call for Nominations: Outstanding Thesis/M.A. Production, Outstanding Dissertation, Innovative Use of Technology in a Thesis/Diss., and Fisher Gerontology Awards (due 1/20/17)</td>
<td></td>
</tr>
<tr>
<td>10/12</td>
<td>Wednesday</td>
<td>5pm</td>
<td>3MT Registration Closes</td>
<td></td>
</tr>
<tr>
<td>10/27</td>
<td>Thursday</td>
<td>3:15-4:30pm</td>
<td>Graduate Faculty Meeting</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>10/28</td>
<td>Friday</td>
<td></td>
<td>Final date for December doctoral candidates’ oral exams</td>
<td></td>
</tr>
<tr>
<td>10/28</td>
<td>Friday</td>
<td>2:00-4:00pm</td>
<td>Graduate School Open House</td>
<td>Welcome Center, 500 Forest</td>
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### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>11/1</td>
<td>Tuesday</td>
<td>10-11:30am &amp; 1:30-3:00pm</td>
<td>Preliminary Rounds of the 3MT Competition</td>
<td>Sharpe, EUC</td>
</tr>
<tr>
<td>11/2</td>
<td>Wednesday</td>
<td>10-11:30am &amp; 1:30-3:00pm</td>
<td>Preliminary Rounds of the 3MT Competition</td>
<td>Sharpe, EUC</td>
</tr>
<tr>
<td>11/7</td>
<td>Monday</td>
<td>2:00-4:00pm</td>
<td>Graduate School Open House</td>
<td>Welcome Center, 500 Forest</td>
</tr>
<tr>
<td>11/11</td>
<td>Friday</td>
<td></td>
<td>Deadline to submit online dissertation and original signed title and approval pages to The Graduate School for approval</td>
<td></td>
</tr>
<tr>
<td>11/11</td>
<td>Friday</td>
<td>5:00pm</td>
<td>Outstanding Faculty Mentor Nominations due</td>
<td>The Graduate School</td>
</tr>
<tr>
<td>11/15</td>
<td>Tuesday</td>
<td>2:00-3:30pm</td>
<td>DGS Meeting*</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>11/16</td>
<td>Wednesday</td>
<td>2:00-3:30pm</td>
<td>DGS Meeting*</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>11/17</td>
<td>Thursday</td>
<td>2:30-4:30pm</td>
<td>Final Round of the 3MT Competition</td>
<td>Virginia Dare, Alumni House</td>
</tr>
<tr>
<td>11/21</td>
<td>Monday</td>
<td></td>
<td>Deadline to submit electronic thesis to The Graduate School</td>
<td></td>
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* DGSs should choose one session to attend*

### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>12/2</td>
<td>Friday</td>
<td>1:00-3:00pm</td>
<td>Graduate School Open House</td>
<td>Welcome Center, 500 Forest</td>
</tr>
<tr>
<td>12/6</td>
<td>Tuesday</td>
<td>10:00am</td>
<td>Final date for complete clearance of Dec. graduate degree candidates. Final deadline for Thesis/Dissertation submission.</td>
<td></td>
</tr>
<tr>
<td>12/12</td>
<td>Monday</td>
<td>2:00-4:00pm</td>
<td>Graduate School Open House</td>
<td>Welcome Center, 500 Forest</td>
</tr>
<tr>
<td>12/15</td>
<td>Thursday</td>
<td>10:00am</td>
<td>December Commencement</td>
<td>Greensboro Coliseum</td>
</tr>
</tbody>
</table>

Deadlines for submitting EPAFs and/or PD-7s to The Graduate School can be found on the Banner HR website under dates and deadlines at: http://banner.uncg.edu/hr/Dates_Deadlines/
## Important Dates for Graduate Programs - Spring and Summer 2017

### January

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9</td>
<td>Monday</td>
<td>8:00am</td>
<td>Registration Opens for Graduate Research and Creativity Expo</td>
<td></td>
</tr>
<tr>
<td>1/20</td>
<td>Friday</td>
<td>5:00pm</td>
<td>Nominations for Outstanding Thesis / Master’s Production / Outstanding Dissertation / Innovative Use of Technology in a Thesis or Dissertation / Fisher Gerontology Awards Due</td>
<td>The Graduate School, 241 Mossman</td>
</tr>
<tr>
<td>1/24</td>
<td>Tuesday</td>
<td></td>
<td>Deadline for graduate students to apply to graduate in May 2017</td>
<td></td>
</tr>
<tr>
<td>1/27</td>
<td>Friday</td>
<td>5:00pm</td>
<td>Nominations for Summer Assistantships due</td>
<td>The Graduate School</td>
</tr>
<tr>
<td>1/31</td>
<td>Tuesday</td>
<td>6:00 - 8:30pm</td>
<td>Graduate School Information Session</td>
<td>EUC</td>
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### February

<table>
<thead>
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<th>Day</th>
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<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>2/3</td>
<td>Friday</td>
<td>5:00pm</td>
<td>First Round of 2017 - 2018 Fellowship Nominations due</td>
<td>The Graduate School, 241 Mossman</td>
</tr>
<tr>
<td>2/6</td>
<td>Monday</td>
<td>8:00am</td>
<td>Student deadline to register to present at the 2017 Graduate Research and Creativity Expo</td>
<td></td>
</tr>
<tr>
<td>2/10</td>
<td>Friday</td>
<td></td>
<td>Plan of Study revisions due for May graduates (Master’s, Certificates, and Specialists)</td>
<td>The Graduate School, 241 Mossman</td>
</tr>
<tr>
<td>2/21</td>
<td>Tuesday</td>
<td>2:00 - 3:30pm</td>
<td>DGS Meeting*</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>2/22</td>
<td>Wednesday</td>
<td>2:00 - 3:30pm</td>
<td>DGS Meeting*</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>2/24</td>
<td>Friday</td>
<td>5:00pm</td>
<td>Nominations for 2016 - 2017 Teaching Assistant Awards due</td>
<td>The Graduate School</td>
</tr>
<tr>
<td>2/28</td>
<td>Tuesday</td>
<td>10am - 1:30pm</td>
<td>Undergraduate Junior Luncheon</td>
<td>Cone Ballroom A&amp;B, EUC</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
<td>1:00 - 3:00pm</td>
<td>Graduate School Open House</td>
<td>TBD</td>
</tr>
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</table>

* DGSs should choose one session to attend

### March

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2</td>
<td>Thursday</td>
<td>5:00pm</td>
<td>Recommendation received from Review Panel (re: Outstanding Thesis / Master's Production / Dissertation / Innovative Use of Technology in Thesis or Dissertation / Fisher Gerontology Awards)</td>
<td>The Graduate School, 241 Mossman</td>
</tr>
<tr>
<td>3/3</td>
<td>Friday</td>
<td>5:00pm</td>
<td>Last Round of 2017 - 2018 Fellowship Nominations due</td>
<td>The Graduate School, 241 Mossman</td>
</tr>
<tr>
<td>3/22</td>
<td>Wednesday</td>
<td></td>
<td>Final date for May doctoral candidates' oral examinations</td>
<td></td>
</tr>
<tr>
<td>3/29</td>
<td>Wednesday</td>
<td>3:00 - 4:30pm</td>
<td>Graduate Faculty Meeting</td>
<td>Faculty Center, 402 College</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
<td>1:00 - 3:00pm</td>
<td>Graduate School Open House</td>
<td>TBD</td>
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### April

<table>
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<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>4/5</td>
<td>Wednesday</td>
<td>12:00 - 4:00pm</td>
<td>Graduate Research and Creativity Expo</td>
<td>Cone Ballroom, EUC</td>
</tr>
<tr>
<td>4/11</td>
<td>Tuesday</td>
<td></td>
<td>Deadline to submit electronic thesis to The Graduate School</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>9:00am</td>
<td>Faculty and Staff Excellence Awards</td>
<td>Auditorium, EUC</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>7:00pm</td>
<td>Honors Convocation (Presentation of Outstanding Thesis / Dissertation awards, Fisher award, TA and Research Expo Awards)</td>
<td>Auditorium, EUC</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
<td>1:00 - 3:00pm</td>
<td>Graduate School Open House</td>
<td>TBD</td>
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### May

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5/3</td>
<td>Wednesday</td>
<td></td>
<td>Final date for complete clearance of May candidates for graduate degrees</td>
<td></td>
</tr>
<tr>
<td>5/3</td>
<td>Wednesday</td>
<td></td>
<td>Deadline for final submission of thesis or dissertation to The Graduate School</td>
<td></td>
</tr>
<tr>
<td>5/12</td>
<td>Friday</td>
<td>10:00am</td>
<td>May Commencement</td>
<td>Greensboro Coliseum</td>
</tr>
<tr>
<td>5/15</td>
<td>Monday</td>
<td></td>
<td>Deadline for graduate students to apply to graduate in August 2017</td>
<td></td>
</tr>
</tbody>
</table>

Deadlines for submitting EPAFs and/or PD-7s to The Graduate School can be found on the Banner HR website under dates and deadlines at: [http://banner.uncg.edu/hr/Dates_Deadlines/](http://banner.uncg.edu/hr/Dates_Deadlines/)
Graduate Studies Committee - Meeting Schedule & Deadlines 2016-2017

Meetings will be held in MHRA from 10:15-11:45 a.m.

<table>
<thead>
<tr>
<th>Submission Deadline</th>
<th>Curriculum Subcommittee, 2603 MHRA</th>
<th>GS Committee, 2711 MHRA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2016</strong></td>
<td>Dr. Lee Beverly, CSC Chair</td>
<td>Dr. Randall McMullen, GSC Chair</td>
</tr>
<tr>
<td>Friday, September 23 See #4 below</td>
<td><strong>Wednesday, September 28</strong></td>
<td>Friday, September 30</td>
</tr>
<tr>
<td>Friday, September 30</td>
<td>Friday, October 14</td>
<td>Friday, October 28</td>
</tr>
<tr>
<td>Friday, November 4</td>
<td><em>Friday, November 18</em>*</td>
<td><strong>Wednesday, November 30</strong></td>
</tr>
<tr>
<td>Wednesday, November 30</td>
<td><em>Friday, December 2</em>*</td>
<td><strong>Tuesday, December 6</strong></td>
</tr>
<tr>
<td><strong>Spring 2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, January 13</td>
<td>Friday, January 20 (2711 MHRA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Wednesday, January 25</strong></td>
<td>Friday, January 27</td>
</tr>
<tr>
<td>Friday, February 3</td>
<td>Friday, February 10</td>
<td></td>
</tr>
<tr>
<td>See #4 below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, March 3</td>
<td>Friday, March 10</td>
<td>Friday, March 31</td>
</tr>
<tr>
<td>Friday, March 31</td>
<td>Friday, April 7</td>
<td>Friday, April 21</td>
</tr>
</tbody>
</table>

* Friday, November 18 and Friday, December 2 CSC meetings held in MHRA 2711.
** Non-Friday meetings to accommodate academic calendar

Guidelines for Submitting Curriculum Items

1. Email all items to [gsc@uncg.edu](mailto:gsc@uncg.edu). Submit one PDF of the original form and related supporting documents, including a scanned signature page. Please do not merge multiple curricular items into a single PDF.

2. Submissions received after a posted deadline will be added to the next month’s agenda.

3. Forms and instructions are located at [http://curriculumguide.uncg.edu/](http://curriculumguide.uncg.edu/)

4. Any curriculum changes intended to be effective in Spring/Summer 2017, must be submitted no later than September 23, 2016. Any curriculum changes intended to be effective in Fall 2017 for course scheduling and for inclusion in the 2017-2018 Graduate School Bulletin must be submitted no later than February 3, 2017.

5. For any questions, please contact [gsc@uncg.edu](mailto:gsc@uncg.edu).
Section II: Recruitment

Recruitment

In cooperation with departments and schools, The Graduate School coordinates recruitment of prospective students for all graduate programs through a variety of initiatives and activities. These initiatives fall into six major categories: print publications, advertising, special events, communications, web-based information portals, and prospect research. In addition, The Graduate School helps to guide departments in establishing recruitment plans and funds initiatives that demonstrate effectiveness in student recruitment.

Directors of Graduate Study are asked annually to review information in the Bulletin to ensure that current and accurate information is published. Directors also review and update printed materials that are used for marketing each year.

Listed below are current, ongoing recruitment activities provided by The Graduate School:

Print Publications

- Development and publication of a Graduate School information packet to provide prospective students with an overview of graduate education at UNCG. This information packet is sent to all who inquire about UNCG graduate programs.
- An updated, uniform set of program-specific brochures to address basic questions concerning the aims and purpose of a program, program requirements, application requirements, departmental contacts, and faculty, including their research and teaching interests.
- Special brochures on financing graduate education, the benefits of a graduate degree, and living in Greensboro are also provided to prospective students.

Advertising

- Print advertising in college newspapers and other publications announcing opportunities for graduate study at UNCG.
- Advertising that promotes the VISIONS program (non-degree-seeking students).
- Assistance to departments and schools to coordinate promotional advertising in professional publications and discipline-specific media.
- Online ads for specific programs are also coordinated through The Graduate School.

Special Events

- Fall and Spring on-campus Information Sessions for prospective graduate students.
- Weekday afternoon “Open Houses” with campus tours for prospective graduate students throughout the calendar year.
- Assistance to departments in coordinating on-campus visits by prospective students.
- Representation at graduate and professional school fairs on the campuses of colleges and universities across the region.
- Representation at professional development fairs at local employers and area businesses.
- Special events targeting underrepresented ethnic and racial groups for graduate education (Institute for the Recruitment of Teachers, McNair Scholars, Gates Scholars, etc.).
- Program information, application assistance, and tours for campus visitors offered regularly through the Welcome Center at 500 Forest Street.

Communications

- Implementation of a multi-dimensional communications and direct mail strategy that includes electronic and printed materials.
- Coordination of the implementation, training, and use of Hobson’s Connect recruitment software for departments.
- Use of the Hobson’s Connect recruitment module to respond to all requests for information within 48 hours of initial contact by email and by regular mail.
Follow-up on all inquiries (approximately 12,000 a year) with a series of specific mailings over a period of time to cultivate interest in UNCG.

Creation of a database and distribution of Graduate School newsletters to inform all inquirers of program developments and news stories at UNCG.

Tracking of all who submit GRE scores to UNCG, with information provided.

**Web-based Information**

- Development and maintenance of The Graduate School website with particular attention given to addressing inquirers and prospective students.
- Streamlined web-access to degree program details, application materials, and deadlines.
- Assistance to departments in linking departmental websites to The Graduate School site.
- New technologies and social media to promote select programs of study (Flash, audio, chat rooms, Google +, etc.).
- Collection and interpretation of data on all inquiries, applicants, and admitted applicants for use in recruitment planning.
- Facilitation of intentional departmental recruitment planning and strategies for the upcoming academic year.
- Annual evaluation and review of recruitment and promotional plans.
- Weekly reports to programs/departments on inquiries as well as applicants and their application status.

An example of the application status report (cumulative):

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>E-mail</th>
<th>Application Decisions</th>
<th>Application Degree</th>
<th>Application Program</th>
<th>Application Concentration</th>
<th>Decision Date</th>
<th>Intent to Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted</td>
<td>MS</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>1/25/2016</td>
<td>Yes, I intend to enroll.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admitted</td>
<td>MS</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>2/1/2016</td>
<td>Yes, I intend to enroll.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admitted</td>
<td>MS</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>2/15/2016</td>
<td>I have not made a decision concerning enrollment at this time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rejected</td>
<td>MS</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>2/1/2016</td>
<td>No, I will not enroll.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admitted</td>
<td>MS</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>2/1/2016</td>
<td>Yes, I intend to enroll.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rejected</td>
<td>MS</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>3/10/2016</td>
<td>No, I will not enroll.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rejected</td>
<td>MS</td>
<td>Computer Science</td>
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</tr>
</tbody>
</table>
Section III: Admission Procedures: Application Processing

The Graduate School develops procedures and practices in an effort to implement and maintain policies established by the Graduate Studies Committee and to meet standards as set by the University administration and our accreditation agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Graduate School frequently reviews its procedures for efficiency and effectiveness. Many procedures and practices are shaped by the idiosyncrasies of computer software (especially the Banner student information system and the ApplyYourself application system), the limitations of hardware, or other constraints.

Application Processing

All regular applications must be submitted online. In addition to the standard application and supporting documents (i.e., transcripts, letters of reference, and standardized test scores), supplemental materials particular to a department or program are also listed on The Graduate School’s website and are included in the “Guide to Graduate Admission” published by The Graduate School annually and available online in PDF format (http://grs.uncg.edu/prospective/).

Applicants should see the message reminding them to access departmental information to determine if other materials (e.g., personal statement, résumé, essay or writing sample, portfolio) are required by the department. However, departments should be alert to the need to reinforce these departmental requirements when they communicate with prospective students.

Application Fee

Prospective students who submit their applications online are required to submit payment (by credit card, check, or money order) of the $25 VISIONS and the $65 regular application fee before the application can be processed. Please note that the application fee is not required for full-time UNCG employees or McNair Scholars.

Standard Admissions Deadlines

For all programs without special deadlines, the following dates are used as deadlines for applying to the specific terms listed.

- **For Fall term:** July 1 (May 15 for international applicants)
- **For Spring term:** October 1 (September 15 for international applicants)
- **For Summer term:** April 1 (February 15 for international applicants)

Meeting a deadline means that the application and all supporting materials (letters of reference, transcripts, any required entrance exam scores, and specific departmental materials) must be received by The Graduate School by the deadline. Applications and materials received after the deadline may not be processed and reviewed in time for decisions to be made prior to the application term.

Standardized Entrance Exam Scores

Standardized examinations required for admission not only help to determine an applicant’s suitability for graduate study but also represent an important metric to track the quality of graduate admissions over time. Academic programs may petition the Vice Provost of The Graduate School to waive the required examination (such as the GRE, GMAT, or MAT) for an applicant who has a prior master's degree, professional doctorate, or research doctorate in a closely related field from a regionally accredited institution of higher education. This waiver request must come from the Director of Graduate Study or Department Head and not from the applicant. Applicants nearing completion of a doctoral degree may be granted an exemption based on the receipt of appropriate degree verification from the university Registrar.
of the institution. If the degree or official verification is not received, the standardized scores will remain a requirement.

**Review of Online Applications using the ApplyYourself Webcenter**

Applications for admission submitted online are received by The Graduate School through the ApplyYourself (AY) application system. The AY system streamlines the collection of supporting credentials by providing the opportunity for applicants to upload electronically the transcripts, letters of reference, résumé, and personal statement to their application file; recommenders may submit letters of reference electronically. If the application and supporting credentials are submitted electronically, processing time is reduced significantly, and files may be completed and ready for departmental review quickly. [Note: Some additional information required by the department (portfolios, writing samples, audition tapes, etc.) is NOT TRACKED by The Graduate School. If such information is received by The Graduate School, it will be forwarded to the department.]

The ApplyYourself system allows The Graduate School and departments to review and monitor applications from the AY Webcenter (https://uncggrad.askadmissions.net/sso/) as applications progress toward completion. Applications are frequently described as to their location in the progression toward completion. An unsubmitted application has been initiated but lacks the $65 application fee. Only contact information is visible for unsubmitted applications. A submitted application contains all personal information (name, address, email, etc.) and academic information (undergraduate degree earned, graduate program of study and degree sought, referees who will submit letters, etc.) along with the $65 application fee. An in-process or incomplete application has been submitted but is missing supporting credentials. A completed application has been submitted and all supporting credentials have been received; the application has been processed and is ready for departmental review.

While it is the hope over time that all supporting credentials will be submitted electronically, applicants who use AY may submit supporting credentials in paper form, by postal mail or in person. These documents must be matched to the online application, recorded, and scanned into the system. Therefore, The Graduate School typically requires two weeks to process and verify applications for departmental review. Unofficial (unsealed/personal) copies of transcripts or test scores may be used to make an admissions decision; however, final official transcripts (i.e., received securely from a University Registrar, showing no courses in progress and the degree awarded and date conferred, if applicable) must be submitted no later than the end of the first semester in which the student is enrolled in course work. Students who fail to submit official credentials are blocked from registration beyond the initial semester.

**Departmental Evaluation of Applications**

All applications accessed through the AY Webcenter are linked to a Departmental Evaluation form located on the Applicant Summary Screen under "View Full Application," by then clicking on “Application for Admission.” Departmental evaluations of an applicant with a complete application allow the Director of Graduate Study to record and submit recommendations to admit or deny applications. Part A of this form allows Admit Type (Unconditional or Provisional Admission) with space to record the rationale for admission for those applicants with an undergraduate GPA below 3.0. Specific provisions are also entered into this section. Part B of this form allows evaluators to record the rationale for denying an application, along with whether or not the applicant should be referred to a different program. Once the evaluation is complete and ready to be submitted to The Graduate School, the Director of Graduate Study must fill out the last two lines of the form, “completed by” and “completed date,” and click on the “save” button at the bottom of the form. If the form does not include the “completed by” signature and date, the application will not appear in The Graduate School’s queue for final review. Information on the form may be saved and not submitted by leaving the last two lines blank and clicking on “save.” Some may wish to complete the form and submit it to The Graduate School at a later date by leaving the “completed by” and “completed date” areas empty.

It is important to note that if the department submits its evaluation on an incomplete application (some materials have not yet been received and verified by The Graduate School), the application will not move
Undergraduate courses or retake the GRE).
**Student Type Codes**
M = Readmitted  
N = New  
R = Reactivated  
S = VISIONS  
X = Continuing in a new program (used when adding a new program, such as licensure or certification, or changing to a new degree and the student was enrolled the previous semester)  
Y = Returning in a new program (used when adding a new program, such as licensure or certification, or changing to a new degree and the student stopped out for at least one semester)  
Z = ISEP incoming Exchange student

**Status Codes** are used to indicate the status of the application:

I = Incomplete (Applications are considered incomplete if credentials required for admission are missing from the AY file [e.g. transcripts, test scores, and letters of reference].)  
D = Decision made (Once the final decision has been made in AY, the Banner file is coded “D”.)

**Decision Codes**

AD = Admitted  
AE = Admit with Processing Exception  
AI = Admit with Intent to Enroll  
CA = Canceled After Admitted  
CB = Canceled Before Decision  
CD = Canceled/Deferred  
RJ = Rejected (used only with the “G” Admit Code)

**Deferred Admission/Change of Term**

Students who have been admitted to graduate study at UNCG may defer their admission up to one year from the initial term of admission with the approval of the department (e.g., Fall 2016 admitted applicants may defer until Fall 2017). Admitted applicants seeking a deferral are required to complete a Request for Deferral of Admission/Change of Term. The admitted applicant submits the completed form to the department for approval and signature. The department then forwards the form to The Graduate School. When the form is received, The Graduate School updates the Banner file and notifies the student that the deferral has been approved. If students notify their department of their desire to defer admission or to attend earlier than originally stated, the department should refer students to Request for Deferral of Admission/Change of Term. Instructions are included on the form.

In the case of an international student who wishes to defer admission, the student will still use the Request for Deferral of Admission/Change of Term form; however The Graduate School will revise the admission letter and send it to the International Programs Center for processing of I-20's.

**Accelerated Bachelor’s to Graduate Degree Program**

The Accelerated Bachelor’s to Graduate Degree Program (ADP) is intended for current UNCG undergraduates with a GPA of 3.5 or higher who want to finish the hours required for their undergraduate degree by taking graduate-level hours that may then also count toward their graduate degree. Undergraduates participating in this program are given an early decision on their graduate application pending successful completion of the baccalaureate and are allowed to take specified graduate-level courses during the spring semester of the junior year and/or during the senior year. See The Graduate School Bulletin for the complete ADP policy and a listing of participating departments. In departments where a formal ADP arrangement does not exist, a student may petition the department to offer an individualized ADP.

Undergraduates who receive federal student aid, particularly those who have Pell grants, must use their graduate-level ADP course work toward their undergraduate degree, either as substitutions for required undergraduate courses in the major or as necessary elective hours. The Financial Aid Office will not be able
to award federal student aid to support “extra” hours that simply extend the total hours counted toward the undergraduate degree. If an undergraduate student is within 12 hours of degree completion and does not need ADP course work to meet requirements for the baccalaureate degree, please advise the student to consider Dual Registration instead of an Accelerated Bachelor’s to Graduate Degree Program.

Interested students must complete a graduate degree application through ApplyYourself. In the application they will be asked to download an Accelerated Degree Program Petition, which requires them to list their intended ADP courses and obtain the signatures of their undergraduate major advisor and Director of Graduate Study before uploading the completed form.

Students applying to take their first Accelerated Degree Program course in a Fall semester should complete their graduate application and ADP petition no later than July 1. For Spring semester enrollment, materials should be complete by November 15, and for the Summer session, by April 1.

SEE INSERTED DOCUMENT BELOW

ACCELERATED BACHELOR’S TO GRADUATE DEGREE PROGRAM (ADP) PETITION

The regulations governing the Accelerated Bachelor’s to Graduate Degree Program are set forth in The Graduate School Bulletin in the section on Application, Admission and Registration. Minimum criteria for admission include a cumulative undergraduate GPA of at least 3.5 based on at least 30 hours earned at the University of North Carolina, Greensboro (UNCG) and any additional criteria approved for the academic program. The undergraduate student may not apply for admission to the ADP before the first semester of the junior year and must have completed at least 60 semester credits. Simultaneous admission to the appropriate graduate degree program through The Graduate School is required. This signed form must be uploaded with the application in ApplyYourself.

Student Name: ___________________________ Student ID Number: ___________________________

Undergraduate Degree and Major: ___________________________

Phone: __________ E-mail: ___________________________

Mailing Address: ___________________________

Anticipated Term of Graduation (undergraduate): ___________________________

Anticipated Term of Graduate School Admission: ___________________________

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Semester/Year</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: NUR 708 Pathophysiology for Students...</td>
<td>Spring 2016</td>
<td>3</td>
</tr>
<tr>
<td>_________________________</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>_________________________</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>_________________________</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

Total hours: __________

I have read the statement on the Accelerated Bachelor’s to Graduate Degree Program and the regulations governing the program in The Graduate School Bulletin and understand that I bear sole responsibility for meeting all of the conditions stated therein.

Student Signature: ___________________________ Date: __________

We endorse this petition:

Undergraduate Advisor: ___________________________ Date: __________

Department Head or Director of Graduate Study: ___________________________ Date: __________

For Office Use:

Associate Vice Provost, The Graduate School: ___________________________ Date: __________

- Approved Department ADP
- 30+ hours earned at UNCG
- 3.6 or better GPA
- Individualized Request
- 60+ hours earned total
- Applied for Grad Degree

ADP pdf 05/16
VISIONS Enrollment

Visiting and non-degree-seeking students who already hold a bachelor’s degree, are not currently enrolled in a degree program at UNCG, nor have an application for admission under review for the same semester, may be permitted to enroll at the University through the VISIONS program. Prospective VISIONS students may want to take one or more courses for a variety of reasons including personal enrichment, professional knowledge, or renewal of teacher licensure. VISIONS permits students to register for classes without being admitted to a particular program of study. Some programs (e.g., Art and departments in the Bryan School) have special requirements, and prospective students should contact the department for specific information.

Enrollment as a VISIONS student DOES NOT constitute admission to the University, The Graduate School, or to a specific degree or certificate program. However, credits earned at UNCG through VISIONS are recorded in the University Registrar’s Office on an official transcript. Students enrolled through VISIONS need to complete an enrollment form and submit the enrollment fee every fall and spring semester in which they wish to take classes. VISIONS is not offered during the summer sessions. However, students may apply through UNCG Online: The Division of Online Learning if they wish to take summer courses as a visiting student. VISIONS is ultimately viewed in The Graduate School as a marketing strategy, for many of these students are successful in their coursework and overcome their hesitations about graduate study. Our goal is to encourage as many VISIONS students as possible to apply for a degree program. A $25.00 enrollment fee is charged to cover processing costs associated with VISIONS. The enrollment fee must be paid by credit card if a student submits the VISIONS application online. A check or money order made payable to UNCG for the amount of $25.00 must be submitted with a paper VISIONS enrollment form. Please note that the enrollment fee is not required for full-time UNCG employees.

The VISIONS webpage (https://grs.uncg.edu/visions/) is updated each semester to provide current information, including advising information. Directors of Graduate Study should note that, due to legislatively mandated University budgeting policies, students are not able to enroll as VISIONS students in the summer term. However, non-degree-seeking students may take summer courses through UNCG Online: The Division of Online Learning. The Graduate School has communicated with The Division of Online Learning about the need to monitor the number of graduate hours students take in one department in the non-degree status. Whether enrolled through VISIONS or The Division of Online Learning, non-degree students are required to submit an application through ApplyYourself to The Graduate School if their goal is to obtain a degree from a graduate program. Graduate credits earned as a non-degree student are not always applicable to a graduate degree. Should a VISIONS or Division of Online Learning student wish to apply for admission to The Graduate School, and the department approves the request, up to nine semester hours of graduate-level academic credit may be accepted toward a degree and up to three semester hours may be accepted toward a certificate. Credit earned must fall within the required time frame for program completion.

Post-Baccalaureate and Post-Master’s Certificate Programs

Policy guidelines for the development of certificate programs at UNCG have been set by the Graduate Studies Committee and are found in the UNCG Curriculum Guide. Admissions criteria, approved by both The Graduate School and the admitting academic unit, may differ from those used for applicants to a degree program. However, the admission process is identical to that for degree-seeking students. Students may apply credit earned in a graduate certificate program to a graduate degree when approved by the department granting the degree.

The Director of Graduate Study is responsible for certifying the successful completion of the program’s academic requirements. Departments that establish a progression policy for certificate students can avoid problems in determining if the minimum expectations have been met. Students are expected to apply for graduation from certificate programs. (They are not invited to attend Commencement and no graduation fee is assessed.) The Graduate School ensures that the completed certificate is recorded on the student’s transcript. The design and development of the certificate is the responsibility of the Registrar’s Office. The Graduate School staff mail the certificate at the end of the semester after final audit of the student’s transcript has been completed.
International Applications

International applicants should review the information for prospective students and apply using the online application located on The Graduate School’s website.

Standard International Applicants

International applicants meet the same requirements as domestic applicants, but they have two additional major conditions. They must meet the English language requirement and must be cleared for their visa by the International Programs Center. Any of the following options indicate that the requirement for English is met:

A. Provide an acceptable score on the TOEFL (79 if internet based, 550 if paper based), IELTS (minimum acceptable score is 6.5), or Pearson PTE Academic (minimum acceptable score is 53)

B. Complete Level 5 of the INTERLINK program at UNCG, or

C. Have a prior degree from a US institution or an institution in a country where English is the official language.

Visa information is processed by the UNCG International Programs Center (IPC). The Graduate School provides a copy of the admission letter to the IPC. The student must submit financial information certifying how the financial obligation for graduate study at UNCG will be met. Students generally present family bank statements from home and include projected income from their fellowship or assistantship at UNCG. All credentials must be in English.

Applicants with No or Low TOEFL, IELTS, or PTE Scores

Applications from international students with either missing or low TOEFL, IELTS, or PTE scores are processed no differently than regular applications, with the exception that remarks are placed in the department evaluation screen in AY to call attention to the lack of the required exam and an email is sent to the Director of Graduate Study. Applicants with low or no English language proficiency test scores must meet the requirements for English language skills before enrolling in any graduate course, either by completing Level 5 of the INTERLINK program at UNCG or by achieving an acceptable score when (re)taking the TOEFL (min. 79 if internet based, min. 550 if paper based), the IELTS (min. score of 6.5) or Pearson PTE (minimum acceptable score is 53). If departments recommend provisional admission, The Graduate School provides a copy of the admission letter to the Interlink Office and International Programs Center. Staff members in the IPC ensure that applicants meet the financial certification requirements. Directors of Graduate Study are reminded that like domestic applications, international applications may be complete or incomplete, and they are processed as described earlier.

Sample Email on Applicant with No or Low TOEFL/IELTS/PTE

[Applicant Name] has submitted an application and credentials but the English proficiency exam score is low or missing. This memo explains that you may still consider this application for admission.

Since the INTERLINK program began on our campus, we have encouraged students missing a passing TOEFL, IELTS, or PTE score to study in INTERLINK’s intensive English training program. However, most students who contact us before they contact INTERLINK really want a degree and consider the study of English as a means to this end, rather than a reason in itself to come to the U.S. Likewise, national funding may be denied if students are not approved for study eventually leading to a degree. We can assist applicants if we can give them a projection of their prospects for admission to the degree program of their choice.
Accordingly, we are making this application available to the department for review. If the transcripts and letters of recommendation indicate that this student has adequate academic preparation, but the English language is the main barrier, you can admit this person with the condition that the student complete Level 5 of the INTERLINK program before beginning your program or earn a minimum score on the TOEFL (79 on internet or 550 on paper), IELTS (6.5), or Pearson PTE (minimum acceptable score is 53). Other conditions including GRE scores or performance in graduate coursework also may be imposed.

You may feel that virtually all applications with either no TOEFL/IELTS/PTE or a low TOEFL/IELTS/PTE should be denied admission to UNCG. Please understand that you are under no pressure to admit applicants if you do not feel they have adequate academic preparation or if you lack the information necessary to make an intelligent decision. But we do need to assure applicants that we have given their request fair consideration. Your careful review of all of the student’s credentials ensures that we do not miss any meritorious applicants.

If you recommend that the student not be admitted, please follow regular decision making procedures and The Graduate School will notify the applicant.

PLEASE ENTER ONE OF THE FOLLOWING OPTIONS ON THE AY DEPARTMENTAL EVALUATION

1. DENIAL

2. PROVISIONAL ADMIT on condition that student presents a TOEFL score of at least 79 on the internet based test (550 on the paper-based test). This requirement may also be met by presenting a score of 6.5 on the IELTS or 53 on the PTE. Student may also satisfy this requirement by completing Level 5 of INTERLINK English language training. Please include additional provisions in AY department evaluation, if applicable.

3. UNCONDITIONAL ADMIT waiving TOEFL/IELTS/PTE score. Please include rationale in remarks section of department evaluation.

Exchange Student Applicants

Exchange students are accepted at UNCG through several routes including the UNCG Exchange Programs, the Semester Abroad Programs, and non-UNCG Programs. Exchange students do not apply through ApplyYourself at this time. Prospective students submit an application to the UNCG International Programs Center (IPC), and the application is forwarded to The Graduate School. The same procedures described earlier for complete and incomplete applications are followed. The Graduate School forwards a copy of the application to the department. After the department completes its review, it returns its recommendation in a memo to The Graduate School. The Graduate School sends a letter to the IPC reporting the decision, and the IPC sends a letter to the student. After arriving on our campus, some Exchange students decide that they would like to stay and complete their graduate degree at UNCG. Please note that acceptance at UNCG as a visiting Exchange Student does not guarantee that the student will be admitted as degree-seeking. Students must complete the normal admissions process, and additional credentials may be required. If students are admitted to a program, graduate credit earned as an Exchange Student is applicable to a graduate degree program at UNCG. Students who convert from Exchange status to degree-seeking students incur all costs normally associated with enrollment.

Embassy-Sponsored Applicants

Several embassies fully sponsor the graduate studies of students from their country, and students are able to obtain a graduate degree without incurring any financial obligations. Embassy-sponsored students need no assistantships, awards, or waivers from the department. Their educational expenses are fully borne by the sponsor, and students also are given a stipend for living expenses. If they have adequate language skills, are academically prepared, and seem like a good fit with your department, these students can be a real asset to the University. Staff members from UNCG’s International Programs Center (IPC) routinely visit
embassies to update them on programs of study that are available on our campus. Prospective students send a résumé, a statement describing their educational goals, transcripts, and references to their embassy, and an embassy staff member disseminates the applicants’ credentials to universities that offer a degree in the students’ area of interest. At UNCG, applications from embassy-sponsored students are received in the IPC and then forwarded to The Graduate School. Embassy applicants do not always present a TOEFL, IELTS, or PTE score, in which case The Graduate School will enter their applications in AY and if necessary, mark them as having no or a low TOEFL, IELTS, or PTE score (see above). When The Graduate School receives the application from IPC, all available information will be uploaded into ApplyYourself and made available to the department and an email will be sent with information that this is an embassy-sponsored applicant. After reviewing the applicant’s information, the Director of Graduate Study should indicate the department’s recommendation in ApplyYourself.

Three options are possible:

- Admit without provisions
- Admit with provisions
  - Complete INTERLINK program through Level 5 or present a TOEFL score of at least 79 (internet based) or 550 (paper based), an IELTS score of at least 6.5, or Pearson PTE score of at least 53.
  - Other recommendations (e.g., complete undergraduate prerequisites, achieve an acceptable score on the GRE, earn a minimum GPA in the first 9-12 hours of the program of study, take certain basic graduate courses, etc.)
- Do not admit

At times, a department does not have adequate information to make an immediate decision. In these circumstances, the Director may note under what circumstances this student’s application would be reconsidered (e.g., clarification of educational goals, letters of reference addressing specific topics of concern, etc.). An email to the Vice Provost of The Graduate School explaining what the department is willing to do will help in communicating with the embassy.

The department enters its evaluation in ApplyYourself. The Graduate School develops a letter explaining the department’s recommendation and sends it to the IPC, who forwards the letter to the embassy. If admission is recommended, the embassy is advised that financial information must be submitted. When the department recommends that the applicant complete the INTERLINK language program before beginning a program of study, copies of the applicant’s materials and the letter to the embassy are sent to the local INTERLINK office. INTERLINK staff send information to the prospective student about the INTERLINK language program and its application form.

**INTERLINK Program**

The INTERLINK Language Center offers intensive English instruction, cultural orientation, and academic preparation for international students, scholars, and professionals on a year-round basis. Its five-level curriculum, with 23 hours per week of instruction, prepares students for success in academic and professional situations. Students can use completion of INTERLINK in place of the TOEFL, IELTS, or Pearson PTE for admission to UNCG. INTERLINK students have access to all University facilities, including computers, recreation center, library, health center, and language/multi-media labs.

With a Director’s approval, students in Levels Four and Five may audit one, or sometimes two, university undergraduate classes at no additional charge. With departmental approval, students in Level Five may take 1-2 (undergraduate) academic classes for credit while they are completing the INTERLINK program by applying as a Visions student. Students are not approved to take graduate courses until the required English proficiency is met. INTERLINK can be reached at interlink@uncg.edu.
Registration

The admission letter sent from The Graduate School provides the nine-digit University ID# and instructions for obtaining a randomly generated Personal Identification Number (PIN). The department is responsible for generating reports and sending out advising codes to new and continuing students. See the “WebFocus Account Request for Accessing Advising Codes” section below for instructions. The Registrar’s Office is responsible for sending to students their registration window and a link to the University Registrar’s website for complete instructions and assistance concerning the registration process. This information is generally sent to students via email. If a student has not provided The Graduate School with an email address or the email account is no longer active, the Registrar sends a paper Personal Data Form to the student’s home address. See the following sample of the registration information sent to students who are admitted.

SEE INSERTED DOCUMENT BELOW
CONGRATULATIONS!

Congratulations on your admission to the University of North Carolina at Greensboro! The faculty and staff are proud to have you join our Spartan family. In order to make your enrollment go as smoothly as possible, we are providing the following information for your immediate review.

WELCOME: Your offer of admission is effective for the term specified in your admission letter. If awarded, funding and assistantship information will be sent to you separately.

INTERNATIONALS: You will be unable to register until The Graduate School has received your I-20 from the International Programs Center (IPC). For assistance, please contact the IPC at 336-334-5404 or http://www.uncg.edu/ipc/. Once you arrive on campus, please report to 207 Foust Building for orientation and guidance.

REQUESTING COMPUTER ACCESS AND EMAIL SETUP: To utilize electronic resources required on campus, including registration and communication, all new admits must complete an Account Activation Form at: http://its.uncg.edu/Accounts/New/. You will need the following initial login information:

- **USER ID:** The 9 digit number located at the bottom of your offer of admission letter. Please memorize this number and retain your admit letter for reference throughout your UNCG career.

  Please note that email account creation may take a few hours.

SELECTING COURSES: You will receive advising information, including your advising code for the first semester courses, from your admitted program. However feel free to contact your program’s Director of Graduate Studies if you have questions.

REGISTRATION: Prior to your assigned registration window, you will receive email notification from the Registrar about the UNCGenie system. In addition to your account access and Student ID above, you will need the following:

- **PIN:** To obtain the confidential randomly assigned PIN please visit: https://getmypin.uncg.edu and choose to receive the PIN by email to prevent delays in the registration process.

- **ADVISING CODE:** To obtain the advising code you will need to contact the advisor assigned by your department.

- **INSTRUCTIONS:**
  1. Visit the UNCGenie registration system at: https://banweb.uncg.edu
  2. Select ‘Enter Secure Area’
  3. Insert USER ID and PIN (above)
  4. Select ‘Student’ and ‘Registration’
  5. Select ‘Look up classes to add’ to obtain class number
  6. Select ‘Add/drop courses’
  7. Insert Advising Code to complete transactions
ORIENTATION: New Fall Semester admits will be invited to The Graduate School and departmental Orientations held the week before classes begin.

HOUSING: For local options, please visit: http://hrl.uncg.edu/

TUITION AND FEES: North Carolina law requires the University to charge and collect from each student at the beginning of each academic term tuition, fees, and an amount sufficient to pay all other direct expenses. Information on scholarships, financial support and graduate aid can be found at: http://fia.uncg.edu/scholarships/

RESIDENT STATUS FOR TUITION PURPOSES: North Carolina law also requires that every new admit be initially classified as either a resident or nonresident for tuition purposes by the appropriate admitting office. The requirements of legal residency can be found at: http://reg.uncg.edu/residency/residency-requirements/

MULTICULTURALISM: The UNCG campus does not practice discrimination of any kind and is committed to helping end stereotypes. There are more than 140 opportunities for involvement in campus organizations, activities and programs listed at: http://www.uncg.edu/cap

DISABILITY SERVICES: To ensure that every student has the capability to succeed the Office of Accessibility Resources & Services welcomes voluntary disclosure of disabilities that warrant assistance. Full information and forms can be found at: http://ods.dept.uncg.edu/register/

SPARTAN CARD: Your all-in-one campus card to be used as UNCG Identification, a library and meal card, a discount card, and to gain entrance into university programs and events. Full information on obtaining a card can be found at: http://firstcard.uncg.edu/

FINAL TRANSCRIPTS: If you have not yet graduated and/or did not send official transcripts at the time of application, please send those to us as soon as possible. A registration hold will be placed on your account after your first semester if not received. Final transcripts are required for continued enrollment and must be sent to:

The Graduate School at UNCG
FINAL TRANSCRIPT
241 Mossman Building
1202 Spring Garden Street
Greensboro, NC 27412

CAMPUS RESOURCES:

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<th><a href="http://cap.uncg.edu/ontheego/">http://cap.uncg.edu/ontheego/</a></th>
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<td><a href="http://its.uncg.edu/Labs/">http://its.uncg.edu/Labs/</a></td>
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</tbody>
</table>
WebFocus Account Request for Accessing Advising Codes

For information on activating accounts, please visit the University Computing Accounts web site: [http://its.uncc.edu/Accounts/New/](http://its.uncc.edu/Accounts/New/).

Prior to requesting a WebFocus Account, activate your default accounts. You will be asked to provide your University ID, full name, birth date, and you must agree to the University’s Computing Policy.

Although your Banner Run-Time account is automatically set up for new employees, it’s important that you request the data you need access to by completing a Banner Student Data Access Form. Note: A WebFocus account does not provide any access to Banner or ODS data. Data access is granted through the rights assigned to your Banner run-time account.

Once you have the appropriate Banner data access, complete the WebFocus Account Request form and submit it to the appropriate area outlined on the form.

Instructions for Acquiring Advising Codes (during the registration period):

- OPEN INTERNET EXPLORER or Firefox as your Internet Browser. Chrome is not recommended.
- Go to reporting.uncc.edu
- Click on Departmental Reporting – Enrollment Services.
- Enter in your Banner account username and password (account will only work if you have submitted the WebFocus Account Request form and been granted the requested access).
- Click Logon.
- Credentials are required again for the PRDODSP server. Please reenter your Banner username and password.
- Click Submit.

NOTE: You will need to run two reports – one for continuing students and one for new admits. We recommend running the new admits reports several times over the advising period to catch late admissions.

First Report – Continuing Students’ Advising Codes

- Click on the “Majors & Advisors” tab. (The Adhoc Reporting tab is open by default.)
- Select “Advising List w Reg Windows” report link. (A new window will open.) ***Please note: If trying to generate advising codes before the registration period begins, select “Advising List (for continuing students)***
- Select the Current Term from the dropdown list. (The current term is usually the default.)
- Select your Department from the dropdown list. (Note, if you need more than one department, click the first department, then hold the Ctrl key and select additional departments. The selected depts. will be highlighted in blue. Also note that sometimes a department name will appear more than once. Select all of them.)
- Select “Grad” as the Level.
- Select “Excel” as the Report Format.
- Click the “Run in a new window” check box.
- Click Run.
Second Report - New Admits’ Advising Codes

- Click on the “New Admits” tab.
- Click on “New Admit List by Department” report link. (A new window will open.)
- Enter in the upcoming Term (e.g. 201501).
- Select your Department from the dropdown list. (Note, if you need more than one department, click the first department, then hold the Ctrl key and select additional departments. The selected depts. will be highlighted in blue. Also note that sometimes a department name will appear more than once. Select all of them.)
- Select “Graduate” for Student Level.
- Select “Excel” as the Report Format.
- Click the “Run in a new window” check box.
- Click Run.

Third Report - Provisional Admission Report Creation for End of Semester Reviews

- Click on the "Enrolled" tab.
- Select Graduate School Students by Admit Type
- Log-in again
- Enter parameters:
  - Current semester
  - Admit Type – Conditional
  - Report Format = Excel
- Click Run.
- Sort report by depart.
- Send to department administrator.
Section IV: Enrolled Students

This section contains required information and forms to assist you in advising master’s, specialist, doctoral, and Post-Baccalaureate and Post-Master’s Certificate candidates. If you have questions about any of the following information, please call Mary Early, Director of Enrolled Student Services (4-5737), Valeria Caviness, thesis/dissertation reviewer and graduation (4-4886), or Molly Taylor, Student Services (4-4551).

Policies and Time Limits

Policies pertaining to continuous enrollment, time limits, plans of study, independent study, capstone experiences, thesis committees, doctoral advisory/dissertation committees, transfer credit, etc., can be found in the Academic Regulations section of The Graduate School Bulletin.

New/Revised Policies for 2016-2017

Meeting Visa Requirements for International Students on an F-1 or J-1 Visa (Subheading added under “Course Loads”)

Doctoral students on an F-1 or J-1 visa, upon and after admission to candidacy and after completion of all dissertation hours required on the plan of study, may enroll in one hour of dissertation extension each term to meet visa requirements.

Master’s students on an F-1 or J-1 visa, upon completion of all required course work and any thesis hours required on the plan of study, may enroll in one hour of thesis extension or research extension each term to meet visa requirements.

Each term, the academic department must provide proof to the International Programs Center that the student remains in good standing and is making satisfactory progress toward completion of the degree.

Accelerated Bachelor’s to Graduate Degree Program (ADP) – Deadlines added and minor amendments made to the policy language.

Students applying to take their first Accelerated Degree Program course in a Fall semester should complete their graduate application and ADP petition no later than July 1. For Spring semester enrollment, materials should be complete by November 15, and for the Summer session, by April 1.

Appeals Policy – Clarifications and option to dismiss were added.

Two types of appeals are available through The Graduate School. Recent revisions to the policy clarify that these are: 1) Appeal of grades and 2) Appeal based on a misapplication or misinterpretation of University policy, regulation, rule, or procedure or a violation of state or federal law. This policy is not meant to supersede policies of general applicability such as the Policy on Discriminatory Conduct, which are to be resolved by a separate body. In addition, this policy is not meant to supplant such existing policies as the Student Code of Conduct, Academic Integrity Policy, Residency Reclassification, Research Misconduct, or the Family Educational Rights and Privacy Act.

In an amendment to the formal review process, if the Vice Provost for Graduate Education determines that the formal appeal request does not qualify under the appeals criteria contained in this policy, the appeal will be dismissed subject only to the authority of the Chancellor.

Semester Hours Required

In master’s and specialist programs, at least one-half of the course work credited toward the degree must be in 600- or 700-level courses. In doctoral programs, at least three quarters of the course work credited to the degree (exclusive of dissertation hours) must be in 600- and 700-level courses.
Important Dates/Forms

(*Indicates editable PDF forms available on The Graduate School website)

Appointment to the Graduate Faculty (Revised April 2015)

Policy on Appointment to the Graduate Faculty
The policy describes the eligibility requirements, appointment, functions, and removal process for Graduate Faculty membership.

Important Information for New and Continuing Students

This information sheet is emailed to department heads, directors of graduate study, departmental administrative assistants and all members of the graduate faculty prior to each registration period. Please share this information with your students.

SEE INSERTED DOCUMENT BELOW
IMPORTANT INFORMATION FOR GRADUATING STUDENTS 2015 FALL SEMESTER

Please note the following points carefully. Refer to The Graduate School Bulletin and consult with your major advisor for further regulations and information.

IT IS THE STUDENT’S RESPONSIBILITY TO BE THOROUGHLY FAMILIAR WITH ALL GRADUATE SCHOOL REQUIREMENTS AND DEADLINE DATES.

GRADUATION
The deadline to submit the Application for Graduation is Monday, August 29, 2016. All graduate students who are completing degree and Post-Baccalaureate or Post-Master’s Certificate requirements during the 2016 Fall Semester must submit an Application for Graduation online through UNCGenie or to The Graduate School in person, by mail, or by fax (336-334-4424). In addition to completing academic requirements for the degree or certificate, students must have their account cleared in the Cashiers and Student Accounts Office before diplomas or transcripts can be released. Diplomas will be mailed to the address provided on the student’s Application for Graduation in late January.

FALL 2016 DEADLINES FOR DOCTORAL CANDIDATES
Monday, August 29  Deadline to submit application for all students completing degree requirements during the 2016 Fall Semester.
Friday, October 28  Final date for oral examination in defense of dissertation for doctoral candidates. Final Oral Examination Schedule form must be filed with The Graduate School two weeks prior to examination.
Friday, November 11  Deadline to submit online dissertation and original signed title and approval pages to The Graduate School for approval.
Tuesday, December 6  Final date for complete clearance of fall candidates for degrees, including online submission of approved dissertation to The Graduate School (late copies will NOT be accepted) and payment of fees owed the University.

FALL 2016 DEADLINES FOR MASTER’S AND Ed.S. CANDIDATES
Monday, August 29  Deadline to submit application for all students completing program requirements during 2016 Fall Semester.
Friday, September 9  Deadline to submit revised Plan of Study if changes made to original.
Monday, November 21  Deadline to submit electronic thesis to Graduate School for approval.
Tuesday, December 6  Final date for complete clearance of fall candidates for degrees, including submission of approved online thesis and original signed title and approval pages to The Graduate School (late copies will NOT be accepted) and payment of fees owed the University.

Master’s and Specialist candidates should check with their major department for specific dates of comprehensive examinations and oral examinations (if required).
GRADUATION FEE
The graduation fee ($70 for master's and Specialist in Education, $85 for combined M.S./Ed.S. in counseling, $70 for doctorate) will be posted to your student account. After the charge has been posted to your student account, payment should be made to the Cashiers and Student Accounts Office. There is no charge for certificate candidates.

REGISTRATION IN THE FINAL TERM
Students who are completing a thesis or a dissertation must be enrolled in thesis/dissertation preparation (699/799) or thesis/dissertation extension (801/802) during the semester in which they complete their graduate work and are scheduled to receive their degree. If a master's candidate has already registered for all required hours of 699 but is continuing to work on the thesis, he/she will enroll in 801 (example: ART 801-Thesis Extension). Doctoral candidates who have registered for all required hours of 799 will enroll in 802 (example: ENG 802-Dissertation Extension). For a full explanation of this policy, see The Graduate School Bulletin.

PLANS OF STUDY
If changes were made to the original master's or Ed.S. Plan of Study, a revised Plan of Study must be submitted to The Graduate School by the end of the third week of classes (September 4). A Plan of Study is also required for all certificate programs. Degree audits will not be processed until a Plan of Study has been received.

ADMISSION TO CANDIDACY IN DOCTORAL PROGRAM
Before applying for admission to candidacy, the student must have met any special conditions that may have been attached to his/her admission, completed all course work, passed the written and oral preliminary examinations, filed in The Graduate School a Dissertation Topic Approval form which has been approved by the advisory/dissertation committee, and satisfied any language and any skill requirements. The student makes formal application in The Graduate School. Admission to candidacy is not required for the Doctor of Nursing Practice (DNP).

INCOMPLETE GRADE(S)
An incomplete may be removed by completion of the deferred course requirements within 6 months from the last day of examinations in the term in which the course was taken. An “I” not removed within this time limit automatically becomes an “F”. No grade of “I” on any course, including work not required for the student's degree program, may be carried beyond graduation. A grade of “I” cannot be removed with a grade of “W”.

GUIDE FOR THE PREPARATION OF THESES AND DISSERTATIONS
The detailed instructions in the Guide for the Preparation of Theses and Dissertations are intended to lend a uniform appearance to theses and dissertations at The University of North Carolina at Greensboro and must be followed by all disciplines. While it is recognized that papers from divergent areas of study will exhibit differences, certain requirements of format are necessary. A free Guide is available in The Graduate School office or on the web site (grs.uncg.edu).
Removal of Provisional Admission

*Removal of Provisional Admission*

Departments are responsible for monitoring if/when their provisionally admitted students have met or have failed to meet the provisions of their admission. This form is submitted to The Graduate School as soon as the department can verify that a provisionally admitted student has met or has failed to meet his/her admission provisions. In an effort to assist, The Graduate School will send each department a list of provisional students at the end of each semester. This is a good opportunity to check end of term grades and submit the removal form as appropriate.

Graduate Student Request for Transfer Credit

*Masters/Certificate Student Request for Transfer Credit*

This form is used for students in master’s or certificate programs. Doctoral student transfer credit is approved via the doctoral plan of study. Doctor of Nursing Practice (DNP) students should see the program section of the Bulletin for more information.

The transfer credit recommendation form should be submitted to The Graduate School before the student registers for a course; however, it may be filed "retroactively." The student is responsible for ensuring in advance that courses comply with transfer regulations and for having a final, official transcript sent to The Graduate School. If complete transfer course information is noted on the plan of study (name of school, course number and title, semester/year taken, credit hours), it is not necessary to submit the transfer credit form.

Transfer of Courses between Undergraduate and Graduate Transcripts

This form may be obtained by contacting Mary Early. It requests the physical movement of a course from the student’s UNCG undergraduate transcript to the UNCG graduate transcript. It is typically used when a current graduate student wishes to count a 500-level course taken while previously classified as an undergraduate student toward his/her graduate program. The course cannot count toward an undergraduate degree, per confirmation by the Registrar’s Office. In addition, the student must have met the graduate level requirements for the course in order for it to be eligible to move to the graduate transcript. The Graduate School will confirm with the course instructor that the student completed the graduate-level requirements for the course.

Permission to Register for Independent Study

*Permission to Register for Independent Study*

The Graduate School has carefully communicated with departments to identify courses that require students to work independently. Students who wish to enroll in a course identified as an independent study must complete the Permission to Register for Independent Study form and submit it to The Graduate School for the signature of the Vice Provost or designee. Once the form is signed, it will be sent to the Registrar, and the student will be registered. The title of the independent study will be entered on the student’s official transcript. Please note that the use of the faculty override function in UNCGenie is not sufficient for independent study approval.

Leave of Absence

*Leave of Absence Application*

This form must be filed with The Graduate School when the student is temporarily unable to continue the program and will not be enrolled for more than one semester (this includes summer session). Acceptable reasons for requesting such a leave usually include military service, bereavement, illness, care giving, maternity, and paternity. The leave of absence may extend for up to one academic year. Students requesting a leave of absence must submit an application to their department/school/unit chairperson or director. Students granted a leave of absence will have their time-to-completion of degree extended by the
amount of time granted in the leave of absence. The continuous enrollment policy will also be held in abeyance during this time.

_Students should be reminded that it is their responsibility to formally withdraw from all course work for the semester(s) they are on leave. If it is beyond the last date to drop without academic penalty, the student should contact The Graduate School for assistance with his/her withdrawal._

**Certificate, Master's, and Specialist in Education Plans of Study**

*Master’s and Ed.S. candidates* must prepare a plan of study in consultation with their advisor. The plan of study must be signed by the student and Director of Graduate Study (or designee) and submitted to The Graduate School. This is done at the earliest practical time following the student’s admission to The Graduate School but not later than upon completion of 50% of the program. If changes are made to the plan of study, a revised plan must be submitted to The Graduate School by the end of the third week of classes in the semester in which the student applies for graduation. *Certificate candidates* are required to file a plan of study no later than the semester in which they plan to complete the certificate. List only those courses that are _required_ for the degree or certificate. Degree audits are based on the plan of study and cannot be processed until a plan has been received. Requirements for the plan are listed under “Post-Baccalaureate and Post-Master’s Certificates” and “Master’s Degrees” in the Academic Regulations section of *The Graduate School Bulletin*.

SEE INSERTED DOCUMENTS BELOW
THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
THE GRADUATE SCHOOL

SAMPLE

MASTER’S or Ed.S. PLAN OF STUDY

_Department should Individualize_

School/Department: _______________________________ Date: ____________

Student’s Name: __________________________________ (please print)

Degree: ___________________ Major: _______________________

Concentration: _______________________________ Student’s Signature: ___________________________

This course work proposal has been approved by the following advisor and/or committee:

Please sign below, and print name under signature line:

Advisor/Committee Chair: _______________________________

Member: ___________________________________________ Member: __________________________________

Department Chair or Director of
Graduate Study: _______________________________ Date: ____________

This Plan of Study must be filed with The Graduate School. Any changes made to this plan must bear signatures
of all individuals listed above and must be filed with The Graduate School. The Graduate School will check the
student’s academic record against this Plan of Study when the student applies for graduation.

Original to The Graduate School

c: Department Chair/Head
   Advisor/Committee Chair
   Student

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ORIGINAN PLAN OF STUDY: ________ REVISED PLAN OF STUDY: ________

SUMMARY OF HOURS REQUIRED FOR DEGREE:

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<th>Credit Hours</th>
<th>Semester/Year Taken</th>
</tr>
</thead>
</table>

(Name of institution. Attach final, official transcript.)

CAPSTONE EXPERIENCE TO CONSIST OF:

FOREIGN LANGUAGE REQUIREMENT TO BE MET BY:

COURSES REQUIRED BUT NOT COUNTED TOWARD DEGREE (include prerequisites):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester/Year Taken</th>
</tr>
</thead>
</table>

ADDITIONAL REQUIREMENTS:

Page 3 of 3
Change Master's Degree (or Track) within Same Area

*Request to Change Master's Degree (or Track) within Same Area
Master’s candidates may use this form if they are requesting a change from a degree within the same department or major. Example: change from the M.A. to the M.Ed. in English. This form may not be used to change to a M.F.A. degree.

DECLARE OR CHANGE CONCENTRATION

*Request to Declare or Change Concentration
Master’s candidates may use this form if they are requesting a change in concentration within the same degree. Example: change from the elementary education to the middle grades education concentration within the M.Ed. in curriculum and instruction degree; or change from the music theory to the music composition concentration within the M.M. degree.

Recommendation for Doctoral Advisory/Dissertation Comm. and Plan of Study

*Recommendation for Doctoral Advisory/Dissertation Committee and Plan of Study
The recommendations for the doctoral committee and the doctoral plan of study must be submitted to The Graduate School no later than upon completion of the first 18 semester hours. The Doctoral Advisory/Dissertation Committee consists of at least four members of the graduate faculty. Of the four members, the committee chair must hold an Endorsement to Chair Doctoral Committees and no more than one member may be an Adjunct Member of the graduate faculty. It is recommended, when appropriate, that one member be selected from the minor area of study. The plan of study should be attached to this form and should list only those courses that are required for the doctoral degree. Differences apply to the Doctor of Nursing Practice—see the Bulletin for details.

Doctoral Advisory/Dissertation Committee Revision

*Doctoral Advisory/Dissertation Committee Revision
The Doctoral Advisory/Dissertation Committee Revision form is submitted when recommending changes to the original doctoral committee.

Doctoral Plan of Study Revision

* Doctoral Plan of Study Revision
The Doctoral Plan of Study Revision cover form (with attached revised plan of study) is submitted when recommending changes to the original doctoral plan of study.

Results of Doctoral Preliminary Examinations

*Results of Doctoral Preliminary Examinations
After the student has passed both the written and oral portions of the preliminary examination, complete and submit this form to The Graduate School. See “Preliminary Examinations” under “Doctoral Degrees” in the “Academic Regulations” section of the Bulletin.

Dissertation Topic Approval

*Dissertation Topic Approval
This form is submitted to The Graduate School when the Doctoral Advisory/Dissertation Committee has approved the student's research topic.
**Dissertations with Multiple Authors in Certain Sections or Chapters**

In the case of non-traditional dissertations that may contain chapters or sections with multiple authors, it is necessary to clarify the contribution of the dissertating student and others who may contribute to the dissertation. In situations where there may be multiple authors, it is the responsibility of the advisory/dissertation committee chair to identify the percentage of proposed work to be developed by each of the contributors and submit it to The Graduate School for approval. This must be done at the proposal stage and again at final defense if the original plan has been revised.

**Application for Admission to Candidacy**

*Application for Admission to Candidacy (doctoral candidates)*

This application is submitted to The Graduate School upon completion of all required course work, successful completion of written and oral preliminary examinations, and filing of the Dissertation Topic Approval form. Not required for the Doctor of Nursing Practice.

**Final Oral Examination Schedule**

*Final Oral Examination Schedule (doctoral candidates)*

This form (and an attached copy of the dissertation abstract) is submitted to The Graduate School by the chair of the Doctoral Advisory/Dissertation Committee at least two weeks prior to the final oral examination.

**Results of Oral Examination in Defense of Thesis/Dissertation**

*Results of Oral Examination in Defense of Thesis/Dissertation*

This form is submitted to The Graduate School after the student has defended the thesis or dissertation.

**Application for Graduation for Graduate Students**

*Application for Graduation for Graduate Students*

Students should apply for graduation online through their UNCGenie account by the end of the first week of classes in the semester in which students expect to complete the degree. This deadline does not change and is strictly enforced for December and May candidates as degree audits must be conducted and doctoral diplomas ordered in time to ensure delivery by Commencement. (The deadline to apply for December 2016 graduation is Monday, August 29; the deadline to apply for May 2017 graduation is Tuesday, January 24; and the deadline to apply for August 2017 graduation is Monday, May 22.) Students who have difficulty with the process in UNCGenie should contact The Graduate School for assistance.

**Certification of Degree Status and Degree Audit Check Sheet**

The Graduate School sends both of these forms and a copy of the student's transcript to you each time a student applies for graduation. You will review the student’s transcript and verify on the Certification of Degree Status form that the student has met, will meet, or will not meet degree requirements for the semester indicated. The Degree Audit Check Sheet indicates what information is needed before the student can be cleared for graduation. It is important that you return all original forms to The Graduate School even if the student will not complete degree requirements.
Sample, Certificate Certification Sheet

___ expects to complete the requirements for his/her certificate during the Year/ Term. Please review the transcript, furnish the information requested below, and return both the transcript and this certification sheet to Mary Early at the Graduate School by Degree/Certificate Clearance Deadline Date per Academic Calendar.

CERTIFICATION OF POST-BACCALAUREATE OR POST-MASTER’S CERTIFICATE STATUS

I certify that the attached transcript has been audited by the school/department and attest that: (check one)

1. ( ) student has met the departmental requirements for the certificate shown below.

2. Student will meet the departmental requirements for the certificate shown below after satisfying the following conditions:
   ( ) completion of course work in current term.
   ( ) other (specify) __________________________________________________________
   ________________________________________________________________________

3. ( ) student will not complete certificate requirements during the Year/ Term.

CERTIFICATE: __________________________________________________________________

AREA OF STUDY: __________________________________________________________________

(Signature of Dean, Dept. Head or Director of Graduate Studies)
Sample, Master's and Doctoral Certification Sheet

expects to complete the requirements for his/her degree during the Year/Term. Please review the transcript, furnish the information requested below, and return both the transcript and this certification sheet to Mary Early at the Graduate School by Degree Clearance Deadline per Academic Calendar.

CERTIFICATION OF DEGREE STATUS

I certify that the attached transcript has been audited by the school/department and attest that: (check one)

1. ( ) student has met the departmental requirements for the degree and major shown below.

2. Student will meet the departmental requirements for the degree and major shown below after satisfying the following conditions:
   ( ) completion of course work in current term.
   ( ) other (specify) _________________________________
   _________________________________

3. ( ) student will not complete degree requirements during the Year/Term.

DEGREE: ___________________________ MAJOR: ___________________________

CONCENTRATION: ___________________________

MINOR: ____________________________ (doctoral program, and only if approved on student’s plan of study)

______________________________
(Signature of Dean, Dept. Head or Director of Graduate Studies)
Sample, Non-Doctoral Audit Check Sheet

DEGREE AUDIT CHECK SHEET

RETURN THIS FORM TO MARY EARLY, THE GRADUATE SCHOOL, AS SOON AS YOU ARE ABLE TO FURNISH THE REQUESTED INFORMATION.

Student's name:

An “X” in the left-hand column indicates that The Graduate School needs the indicated information to clear this student for the degree or certificate.

MASTER'S DEGREE, SPECIALIST IN EDUCATION DEGREE or POST-BACCALAUREATE or POST-MASTER'S CERTIFICATE

_____ Comprehensive exam passed on __________________________________________. (month/day/year)

_____ Capstone experience completed on ________________________________________. (month/day/year)

_____ Capstone experience consisted of __________________________________________.

_____ Language requirement met on ____________________________________________. (month/day/year)

_____ Oral exam (thesis defense) passed on ______________________________________. (if required for degree) (month/day/year)

_____ Confirmation of removal of incomplete grade(s) for ____________________________ _____________________________________________________

_____ Please have this student register for _______________________________________

_____ Time limit expired with the ________ Semester. Student must request a time extension.

_____ Transcript indicates only _________ of required _________ hours; please advise.

_____ Will this student continue in your doctoral program next semester? ( ) Yes ( ) No

_____ Other: _____________________________________________________________________

_____________________________________________________(Signature of Dean, Dept. Head or Director of Graduate Studies)
Sample, Doctoral Audit Check Sheet

DEGREE AUDIT CHECK SHEET

RETURN THIS FORM TO MARY EARLY, THE GRADUATE SCHOOL, AS SOON AS YOU ARE ABLE TO FURNISH THE REQUESTED INFORMATION.

Student’s name:

An “X” in the left hand column indicates that The Graduate School needs the indicated information to clear this student for the degree.

DOCTORAL DEGREE

_______ Preliminary written/oral comprehensive exam passed on ____________________ (month/day/year)

_______ Oral exam (dissertation defense) passed on ______________________________ (month/day/year)

_______ Student must apply for doctoral candidacy.

_______ Confirmation of removal of incomplete grade(s) for _________________________

______________________________________________________________________________

_______ Time limit expired with the ____ Semester. Student must request a time extension.

_______ Please have this student register for ______________________________________

_______ Other: ___________________________________________________________________

______________________________________________________________________________

______________________________________________

(Signature of Dean, Dept. Head or Director of Graduate Studies)
Request for Time Limit Extension

Obtain this form by contacting Mary Early. Each month an Extensions Committee meets to review requests for time extensions from students whose academic work exceeds the allowed number of years (5 years for certificates, 5 years for master’s degrees, and 7 years for doctoral degrees). The form should be completed by the student with two key components: 1) an explanation of the delay, and 2) a detailed timeline. The second component, the timeline, should indicate both what has been completed and what remains to be done. For remaining items, it should include a specific timeframe of when each item should be completed (including any relevant deadlines that appear on the University’s academic calendar). The form also requires comments from the student’s advisor and/or committee chair.

Guide for the Preparation of Theses and Dissertations

Guide for the Preparation of Theses and Dissertations

Master’s theses and doctoral dissertations must comply with all formatting requirements contained in the Guide. The Guide is available online at The Graduate School’s website, and printed copies are available in The Graduate School office. The Graduate School offers at least three workshops each year (one in each semester) to assist students in meeting the formatting and submission requirements included in the Guide. Additional information about the electronic thesis or dissertation (ETD) is available on our Current Students webpage.

Deadlines for Filing the Thesis and Dissertation with The Graduate School

https://grs.uncg.edu/graduatebulletin/calendar/

Students are required to submit an "approval copy" of the thesis or dissertation to The Graduate School via the online submission process by the posted deadline. The deadlines for the approval and final copies appear in each issue of The Graduate School Bulletin, on the University Calendar on the Web, and on the Information for New and Continuing Students flyer distributed prior to registration each semester. Complete information and procedures for uploading may be found in the Guide for the Preparation of Theses and Dissertations.

Policy on Continuous Enrollment

The Policy on Continuous Enrollment requires a degree-seeking student to remain continuously enrolled through the completion of all required course work, including the required hours of thesis (699) and dissertation (799). Once students have registered for all required hours, they should register for Thesis Extension (801), Dissertation Extension (802), or Research Extension (803).

All degree candidates who are writing a thesis or dissertation must be registered for credit during the semester in which they complete their work and are scheduled to receive their degree. Please make sure you are familiar with this policy and that your students comply.

The course 803, Research Extension, was created to allow students (who are not otherwise registered but may be completing a research paper or master’s project and need to use University resources or faculty time) to register for 1-3 semester hours. This registration will validate their student ID and give them access to all University facilities.
Certificates

Post-Baccalaureate and Post-Master’s Certificates
The following policies apply:

- Candidates must maintain a 3.0 GPA in all certificate course work.
- With the exception of internship, practicum, independent projects or clinical work, all courses for a certificate will be letter graded.
- A maximum of 3 hours of course work graded C+ (2.3) or C (2.0) will count towards a certificate.
- A maximum of 3 hours of transfer credit will be accepted.
- A maximum of 3 hours of independent study may count towards a certificate.
- A plan of study must be filed with The Graduate School when the candidate applies for graduation.
- Up to 3 hours of credit earned as a VISIONS student may be accepted toward a certificate.
- Certificate programs must be completed within 5 academic years from the date the first courses carrying graduate degree credit applicable to the student’s program are begun. However, if study for the program extends beyond three years, the student may need to meet new requirements.

Other Requirements

Master’s and Specialist in Education (Ed.S.) Candidates
No more than six (6) semester hours of thesis credit (699) may appear on a transcript. Once students have registered for all allowable thesis hours, they should register for Thesis Extension (801).

The five academic year time limit for master’s and Ed.S. candidates to complete the requirements for their degree begins with the first course applied toward their program of study. Example: if students are admitted Fall 2016 but they transfer in courses taken during Fall 2014, the five academic years will expire with the end of the 2019 Summer Session.

Doctoral Candidates
A minimum of 12 semester hours of dissertation (799) is required for all doctoral degrees (with the exception of the Doctor of Nursing Practice). Typically, a maximum of 24 semester hours of dissertation (799) is allowed. Once students have registered for all allowable dissertation hours, they should register for Dissertation Extension (802).

The seven academic year time limit for doctoral students to complete the requirements for their degree begins with the first course on the approved plan of study. Example: if students are admitted Fall 2016 but the plan of study shows courses taken during Fall 2014, the seven academic years will expire with the end of the 2021 Summer Session.

Graduation Fees

Master’s and Specialist in Education: $70
The combined M.S./Ed.S. in counseling: $85
Doctoral: $70
Post-Baccalaureate and Post-Master’s Certificates: no charge

Thesis/Dissertation Fees

There is no charge to students selecting the traditional publishing option for their thesis or dissertation. The open access publishing option is $95. Students requesting to copyright are charged a $55 fee.
## Residency Reclassification

Each student admitted into the University is classified initially as either a resident or nonresident for tuition purposes by the appropriate admitting office. The residency classification process is based on North Carolina General Statute 116-143.1 as set forth by the North Carolina State Legislature. The NC Residency Manual is available at [http://www.northcarolina.edu/sites/default/files/documents/state_residence_classification_manual.pdf](http://www.northcarolina.edu/sites/default/files/documents/state_residence_classification_manual.pdf).

If a student chooses to petition a reclassification of his or her residence status, application must be made to the University Registrar’s Office as indicated below. Students who wish to file a petition for reclassification should first familiarize themselves with the statutory provisions and then submit a completed Residence Reclassification Application (along with the required additional documentation).

Completed application packets are accepted via mail, fax, email, or in person.

The University Registrar’s Office
180 Mossman Building
PO Box 26170
Greensboro, NC 27402-6170
Phone: (336) 334-5946
Fax: (336) 334-3649
Email: residency@uncg.edu

Guidelines, deadlines, and PDF versions of the forms are available at this link: [http://reg.uncg.edu/residency-reclassification/](http://reg.uncg.edu/residency-reclassification/)

### Application Guidelines

- Allow at least two weeks for processing. You will receive email notification and/or a letter with the outcome.
- Remember to sign and date the application or it will be returned.
- Failure to answer all questions completely and legibly may result in the application being returned, thus delaying the classification process.
- Additional materials may be requested to support the claim to the in-state tuition benefit.
- Check UNCGenie for updates.
- Do not submit original documents; the packet is not returnable.
- Make a photocopy of the entire packet prior to submitting; the office will not make a photocopy after receipt.
- Social Security numbers and account numbers should be blacked out prior to submission.
- The burden of proof is on the applicant to provide sufficient evidence to support his or her claim to the in-state tuition benefit.

The deadline to submit applications and ALL materials is midnight on the fifth day of classes for the term in question.
Section V: Student and Program Support

Graduate Appointments

Graduate students at UNCG may be eligible for financial support in a number of ways. Students may be appointed as Senior Teaching Assistants (STAs), Teaching Assistants (TAs), Research Assistants (RAs), Graduate Assistants (GAs), Fellows, or Trainees. Each of these appointments is accompanied by a stipend. The majority of these appointments also come with waivers for either out-of-state tuition, in-state tuition, or both. Non-resident students must receive an out-of-state waiver before being eligible for an in-state waiver. University fees are not included as part of the appointment benefit. Students who are granted stipends at the minimum stipend level or above are eligible for partial support from The Graduate School for health insurance coverage as funding permits.

Appointees must hold unconditional admission status, must be enrolled ordinarily for a minimum of 6 credits per semester of appointment, and must maintain at least a 3.0 grade point average. As an exception, a master’s student may be considered full-time and eligible for an assistantship while enrolled in 3 credit hours of 699 Thesis, maintaining this status for a maximum of two semesters; a doctoral student may be considered full-time while enrolled in 3 credit hours of 799 Dissertation, after admission to candidacy and while completing the dissertation hours designated on the plan of study. The graduate student may hold either a 20-hour-per-week appointment or a reduced percentage of that appointment, working for the university for a proportionally lower number of hours. The graduate student holding a fellowship will not be required to work for the university and will concentrate on projects relating to his or her own academic studies.

Appointees who assume an unequal combination of responsibilities should be classified according to their highest responsibility (in terms of eligibility criteria). For example, if a student is working 60% of the time as a Graduate Assistant and 40% of the time as a Teaching Assistant, the student should be classified as a Teaching Assistant. If a student is working 60% of the time as a Research Assistant and 40% of the time as a Teaching Assistant, the student should be classified as a Teaching Assistant. Appointees who assume an equal combination of responsibilities should be classified according to the highest responsibility. For example, if a student is working 50% of the time as a Graduate Assistant or Research Assistant and 50% as a Teaching Assistant, the student should be classified as a Teaching Assistant because the Teaching Assistant requires higher eligibility criteria than the Graduate Assistant. The level of responsibility rises from Graduate Assistant to Research Assistant to Teaching Assistant, leaving the highest rank of Senior Teaching Assistant.

Teaching Assistant Appointment

There are two levels of teaching assistants.

The senior teaching assistant is a graduate student who is the instructor of record for a course in his or her discipline. This individual must have completed a minimum of 18 graduate credit hours in his or her discipline. It is expected that the senior teaching assistant will teach only undergraduate courses and any exceptions to this must be approved by the Vice Provost of the Graduate School. This individual is supervised by a faculty member experienced in the teaching discipline, participates in pre-service training, and receives regular in-service training as well as planned, periodic evaluations.

The teaching assistant is a graduate student who provides instruction to students in regularly scheduled laboratory, discussion, or recitation sessions. The duties may include grading assignments, papers and/or examinations and meeting with students in office hours. This individual serves under the direct supervision of the faculty member who is instructor of record or a member of the graduate faculty, participates in pre-service training, and receives regular in-service training as well as planned, periodic evaluations.
Research Assistant Appointment
The research assistant is a graduate student who is engaged in research activities directly related to his or her program of study under the supervision of a member of the graduate faculty.

Graduate Assistant Appointment
The graduate assistant may have responsibilities for instructional support to students, research support to faculty, or clerical support to a department or program, but not classroom teaching or grading. This individual may staff an open laboratory, studio, or workshop where students complete assignments or work on projects; provide non-graded, individual instruction or tutoring or help faculty prepare and manage classroom materials. The graduate assistant may also perform academic duties such as assisting in non-central roles of faculty research. He or she may also be assigned to a wide variety of other responsibilities that are not related to instructional or research processes but support the mission of the department or program. Graduate students who have appointments in non-academic units are classified as graduate assistants.

Fellowship or Traineeship Appointment
The fellow or trainee is a graduate student who holds a department, university, or externally sponsored award. A fellowship is a non-service award. A trainee is the recipient of a sponsored external award that may have specific requirements from the funding agency.

Eligibility for Assistantships
To be eligible for any type of assistantship, graduate students must meet the following criteria: unconditional (not provisional) admission to a degree program, enrollment in The Graduate School for a minimum of 6 credit hours per term (unless qualified for an exception with 3 hours of thesis or dissertation), and a record of clear progress toward completing the degree program. Continuing students who were initially admitted on a provisional basis must have satisfied all provisions and be fully admitted to the graduate program prior to an award of an assistantship. All graduate students awarded assistantships must maintain a grade point average of at least 3.0, and new students must have earned a grade point average of at least 3.0 in their previous academic program. Students may not accept employment (on or off campus) totaling more than 20 hours per week, including assistantship, unless approved by The Graduate School.

In order for international students on an F-1 visa to meet visa requirements while enrolled in 6 credit hours or fewer, the assistantship must be related to the academic field of study, as verified by the academic department. Consult the International Programs Center for any questions.

Size of Assistantships and Service Responsibilities
Administrative Memorandum #157 from the UNC Office of the President states that the assistantship stipend should be at a rate of at least $2,000 per academic year. The stipend amount awarded at UNCG varies from one department to another. The Graduate School makes no attempt to regulate either the amount awarded or the hours of service expected in return for the assistantship. An assistantship of $4,000 per semester typically requires a 20-hour/week commitment from the recipient. However, departments are required to supply the following minimum stipends for the academic year for students to be eligible to receive benefits (health insurance and tuition waivers) paid for by The Graduate School. These minimum stipends also may include any outside fellowship or scholarship awards.

- $6,000 per year for Master’s students
- $8,000 per year for MFA students
- $9,600 per year for Doctoral students
2016-2017 Assistantship Work Schedule*

Summer II 2016
June 16 - First day of work for Summer II
July 22 – Last day of work for Summer II

Fall 2016 Semester
August 15 - First day of work for Fall 2016 semester
September 5 – Labor Day Holiday, offices closed and assistants are not required to work
October 17 & 18 – Fall Break, assistants are not required to work
November 23 – (Wednesday before Thanksgiving Holiday) offices open and assistants are required to work even though classes are not in session
November 24 & 25 – Thanksgiving Holiday, offices closed and assistants are not required to work
December 14 – Last day of work for Fall 2016 semester

Spring 2017 Semester
January 9 – First day of work for Spring 2017 semester
January 16 – Martin Luther King Jr. Holiday, offices closed and assistants are not required to work
March 13-17 – Spring Break, assistants are not required to work
April 14 – Spring Holiday, offices closed and assistants are not required to work
May 10 – Last day of work for Spring 2017 semester

Summer I 2017
May 18 - First day of work for Summer I
June 21 – Last day of work for Summer I

Please Note: This is a suggested schedule and assistants are expected to contact their supervisor for specific information concerning work scheduling, hours per week, and performance expectations.

Tuition Waivers

Tuition waivers are legislatively apportioned to the constituent members of the University of North Carolina and administered by the UNC Board of Governors. When tuition waivers are made available to UNCG, the Vice Provost of The Graduate School distributes them to the Colleges and Schools, and the academic deans distribute them to the departments. Tuition waivers are used to recruit and retain highly qualified students and are awarded only by recommendation of the academic department. Students sent to The Graduate School to request a tuition waiver will be referred to their departmental Director of Graduate Study. Because virtually all graduate students can demonstrate financial need, The Graduate School makes no attempt to determine which students are most deserving.

Out-of-State (OS) waivers cover the cost of only the surcharge imposed on students classified as out-of-state residents. The OS waivers do NOT cover the cost of in-state tuition nor any of the student fees charged by the university. A student may be given an OS waiver alone or in conjunction with an in-state waiver.

In-State (IS) waivers are available to North Carolina residents or they may be given in conjunction with an OS waiver to non-residents. IS waivers may be given to an out-of-state student only if the department also can provide an OS waiver. IS tuition waiver awards do not cover any of the student fees charged by the university.

To be eligible for either an IS or OS tuition waiver, students MUST also hold an assistantship or a fellowship/scholarship funded at an appropriate level. Students with waivers are encouraged to enroll in at least 9 credit hours because tuition rates are highest for 9 or more credit hours; however, only 6 hours are ordinarily required. The cost of courses taken through the Division of Online Learning exceeds that of on-campus courses and may not be covered by the waiver if the student enrolls for 9 hours and reaches the maximum amount covered by the tuition waiver. Please also keep in mind that departments are required
to supply the following minimum stipends for the academic year for students to be eligible to receive benefits (i.e., health insurance and tuition waivers) paid for by The Graduate School. These minimum stipends also may include any outside fellowship or scholarship awards.

- $6,000 per year for Master’s students
- $8,000 per year for MFA students
- $9,600 per year for Doctoral students

**Information and Guidelines for Managing Tuition Waivers**

1. In North Carolina, in-state (IS) students pay only in-state tuition. However, out-of-state (OS) students pay both the in-state tuition AND the out-of-state surcharge. If departments want OS students to incur no tuition costs at UNCG, they must award both an IS and an OS waiver.

2. The number of IS and OS tuition waivers is allocated by the Vice Provost of The Graduate School to the deans of the academic units in late fall or early in the spring semester for the following academic year. Both IS and OS waivers cover tuition costs up to 9 credit hours per semester; tuition costs do not continue to increase beyond 9 hours per semester (although activity fees DO increase). Money for IS and OS waivers is kept in separate budget lines for accounting purposes, as imposed by state budgetary requirements.

3. Only students who have been awarded an assistantship or fellowship/scholarship at the minimum stipend or above are eligible to receive a waiver. Students who receive assistantships are required to be registered for at least 6 semester hours.

4. When students with assistantships are to be awarded a tuition waiver, a notation about unit (e.g., A&S), waiver type (e.g., IS), and period of waiver (e.g., 2016-17) should be included in the “comments” section of the PD-7 form or EPAF submitted by the department. The tuition waiver must be allocated for a minimum of one full semester. Departments are, however, encouraged to award the waiver for both the fall and spring term unless the student plans to graduate in December.

5. Funds remaining from students who enroll in fewer than 9 credit hours will remain in the academic unit’s waiver account to be disbursed at the Vice Provost’s discretion for award of additional waivers.

6. The waiver’s value is set by legislative mandate; however, the spring allocation from The Graduate School to the Colleges and Schools is based on tuition rates for the current year. If the state Legislature later approves an increase in tuition costs at the UNCG campus, the allocation of funds to the University remains unchanged for the current year. Therefore, the actual number of waivers available for distribution may fluctuate slightly.

7. After the Vice Provost of The Graduate School makes the allocation of waivers to the academic units, their dean will be responsible for allocation of all waivers to constituent academic departments and will retain decision-making authority over the entire amount of tuition waiver funding in their School or College.

8. The Dean of the academic unit is responsible for authorizing exchange of OS waivers for IS waivers. The exchange rate will be determined annually by The Graduate School, and the Deans will notify The Graduate School when an exchange has been approved so that account balances can be kept as current as possible.

9. Students are sometimes reclassified as IS residents after the semester has begun and they have already been awarded OS tuition waivers. In these cases, the funds are automatically removed from the student’s account, or if the student has already spent the money, it must be repaid to the Cashier. Reclassification decisions are made in the Registrar’s Office and email notification is sent to the student, with a copy of the email to the Cashier’s Office and The Graduate School. The Graduate School will, in turn, notify deans in the academic unit of this change in the student’s status.
10. The tuition waiver is contingent upon students’ retaining their assistantship. The award letter written to the student states that, if at any time in the semester the assistantship is terminated by the student or the department, the waiver also is terminated. The amount the student is then expected to pay for tuition is determined by a proration schedule set by the Cashier’s Office.

11. Because the fiscal year ends June 30, tuition waivers are made available for only the Academic Year. None can be awarded for Summer Session I or II.

12. The Graduate School Budget Director will create a spreadsheet for each of the Schools and Colleges. When waivers are initially awarded, an amount covering the cost of 9 credit hours will be placed in the spreadsheet. At the end of the first week of classes, however, the Budget Director will check each recipient’s registration status to determine how many hours of coursework the student is taking. (Students are told in their award letters that the hours are “frozen” at that point and that no further adjustments in the amount they receive will be possible.) If students are registered for fewer than 9 hours, the amount in the spreadsheet will be adjusted accordingly. The updated spreadsheet showing details of the distribution of funds and remaining balances in the IS and OS budget lines will be sent to the academic deans. Further distribution of tuition waivers then may be made by the academic deans retroactively for the current term if desired.

13. The academic deans will continue to communicate with departments in making waiver allocations throughout the year. Each dean should ensure that the balance for the waiver account is “0” by May 1. If any funds remain at that time, they will be captured by The Graduate School and distributed at the discretion of The Graduate School Vice Provost.

14. Deans should be aware that students from their unit frequently receive graduate assistantships outside their home departments (International Programs Center, university administrative offices, research centers, etc.). Academic deans should remind departments that these students are eligible and that they should give them consideration when making decisions about who should receive the tuition waivers.

15. The Graduate School will continue to make decisions about any exceptions to the requirement of 6 hours per semester, requests to exceed the requirement for a maximum of 20-hours service per week with increased stipend, or other unusual circumstances.

**Allocation of Tuition Waivers from The Graduate School Pool**

Allocation of waivers retained by The Graduate School will be made according to the following guidelines:

1. All of the largest fellowships awarded through the competitive process in The Graduate School (Hayes, Excellence, and Alumni) will be accompanied automatically by an OS waiver if needed by the student selected for the relevant award. If possible, The Graduate School also will provide an in-state waiver. Fellowships and associated waivers are for one year only. Departments should plan for ways to continue funding for these outstanding students during the remainder of their program of study.

2. Time-limited commitments already in place for specific projects or programs to receive tuition waivers will be honored by The Graduate School.

3. All remaining tuition waivers will be used to fill as many requests as possible for students holding assistantships in administrative offices with University-wide responsibilities (Provost’s Office, Graduate School, International Programs Center, research centers, etc.). The needs in this area will far exceed resources of The Graduate School, and departments are urged to consider these students when awards of tuition waivers are being made.
Process for Transferring Lapsed Salary Budget (TSR) (101010/101030) into Tuition Waivers/Awards

Academic units have the option of transferring State-funded 101010 or 101030 dollars to create out-of-state tuition waivers and/or in-state tuition awards for their students. These transfers may occur only on an annual basis. Please follow the guidelines below to ensure that the transfer is done accurately.

Tuition Waivers (Out-of-State):
1. Forward your email request for transfer to Mitzi Burchinal, Director of Budget, Personnel and Planning. Identify the source to be used, including fund, account, and position numbers. Reference the number of waivers the transaction will create.
2. DEADLINES: Requests for increases to waivers for the Fall semester must be received by August 31, 2016. Requests for increases to waivers for the Spring semester must be received by January 31, 2017.
3. Please keep in mind that all transfers into the academic year out-of-state fund will require the approval of campus officials and of the Office of State Budget and Management in Raleigh. A budget flexibility request is not required for this type of transfer. Reversals will not be processed for unused waiver dollars.

Tuition Awards (In-State):
1. Forward your email request for transfer to Mitzi Burchinal, Director of Budget, Personnel and Planning. Identify the source to be used, including fund, account, and position numbers. Reference the number of waivers the transaction will create.
2. DEADLINES: Requests for increases to waivers for the Fall semester must be received by August 31, 2016. Requests for increases to waivers for the Spring semester must be received by January 31, 2017. Reversals will not be processed for unused waiver dollars.
3. All transfers into the academic year in-state fund are campus-based and require no further approval.

PLEASE NOTE
All transfers are FINAL! Any uncommitted budget not utilized by May 1, 2017 will remain in The Graduate School fund to be used at The Graduate School’s discretion.

Forms Needed in Hiring Graduate, Research, and Teaching Assistants

PD-7 or EPAF

https://provost.uncg.edu/secure/epa/pd7.asp
EPAFs are found online in UNCGenie.

Add-Pay EPAF
Used for work performed in addition to an assistantship.
May be found online in UNCGenie.

W-4 / NC-4
W-4 Form and NC-4 Form must be completed by student to insure timely payment and accurate tax withholding, if applicable.

I-9
Form must be completed by student in the Student Employment Center (#1 Elliott University Center) prior to beginning work. See also the list of acceptable documents that follows the form.

Direct Deposit
Form must be completed by student to comply with University direct deposit requirements prior to beginning work.
Sample, PD-7 for Academic Year GA, RA, or TA

**ACADEMIC YEAR GA**

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**EPA PERSONNEL ACTION FORM**

**ID # 887**

**UNCG ID 000000000**

**Name Mr. Doe, John**

**Address 1234 Elm Street**

**Greensboro, NC 12345**

**Country USA**

**Building B0 Room # 241**

**Campus Phone**

☐ Benefits ☐ Student

☐ AAO Forms Complete ☐ Type Visa

**Citizenship**

**Employee E-Class**

**Home Org 11401**

**Dept Org 11401**

**First Work Date 08/19/2008**

**Comments**

**Supervisor is Dr. Jim Shim, 20 hours per week**

**New Job Action**

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org.</th>
<th>Account Program</th>
<th>Annual Salary</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>110013</td>
<td>110013</td>
<td>11401</td>
<td>101</td>
<td>6,000.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**TOTALS** $6,000.00 100.00

☐ Plus Salary Increase

☐ NEW APPOINTMENT ☐ PROMOTION ☐ CHANGE IN RANK

**Effective Date 08/19/2008**

**Personnel Date 08/19/2008**

**Factors and Pays DR**

**Title Graduate Assistant**

**EPA Nonfaculty annual leave allowance recommended (if appropriate) days**

**Replacement for faculty on research assignment/leave**

**Job/Employee Termination**

**Last Paid Date 04/30/2009**

☐ Terminate Employee - Termination Reason

**Rank Graduate Assistant**

**Job Change Reason AFTN**

**Reason for resignation Appointment Complete**

<table>
<thead>
<tr>
<th>DIVISION LEVEL</th>
<th>UNIT LEVEL</th>
<th>DEPARTMENT LEVEL</th>
<th>GRAD. SCHOOL (Student only)</th>
<th>BUDGET OFFICE</th>
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</table>
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

ACADEMIC YEAR RA

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

EPA PERSONNEL ACTION FORM

Date August 28, 2008

UNCG ID 000000000
Name Mr. Doe, John
Address 2224 Elm Street
Greensboro, NC 27408
Country U.S.A.
Building BQ Room # 244
Campus Phone
☑ Benefits ☑ Student
☑ AAO Forms Complete
Citizenship ☑ Type Visa
Employee E-Class GF
Home Org 11401 Dist Org 11401
First Work Date 08/19/2008
Comments
Supervisor is Dr. Jim Himal, 20 hours per week
New Job Action
Post # D008289 Suffix RD TIF 50
Index Fund Orgns. Account Program
110013 110013 11001 100101 101
Annual Salary Percent
$ 8,000.00 100.00

☑ Plus Salary Increase
☑ NEW APPOINTMENT ☑ PROMOTION ☑ CHANGE IN RANK
Effective Date 08/19/2008 Personnel Date 08/19/2008
Factors and Pays DR
Title Research Assistant
EPA Nonfaculty annual leave allowance recommended (if appropriate) days
Replacement for faculty on research assignment/leave
Job/Employee Termination
Last Paid Date 11/10/2008 - ☑ Terminate Employee - Termination Reason
Rank Research Assistant
Job Change Reason APTN
Reason for resignation Appointment Complete

<table>
<thead>
<tr>
<th>DIVISION LEVEL</th>
<th>UNIT LEVEL</th>
<th>DEPARTMENT LEVEL</th>
<th>GRAD. SCHOOL LEVEL</th>
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</tbody>
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THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
EPA PERSONNEL ACTION FORM

ID # 889

Name: Mr. Doe, John
Address: 1234 Elm Street
Greensboro, NC 12345
Country: U.S.A.
Building # Room # 241
Campus Phone
Benefits: Student
AAO Forms Complete
Citizenship: C Type Visa
Employee E-Class: FF
Home Org: 11401 Dept Org: 11401
First Work Date: 08/19/2008
Comments: Supervisor is Dr. Jim Shim, 20 hours per week
New Job Action

Posn # 008878 Suffix DE FTE .50
Index Fund Orgn. Account Program
110013 110013 11401 101010 101
Annual Salary Percent
6,000.00 100.00

TOTALS $6,000.00 100.00

□ Plus Salary Increase

□ NEW APPOINTMENT □ PROMOTION □ CHANGE IN RANK

Effective Date: 8/1/2008
Factors and Pays BR

Title: Teaching Assistant
EPA Nonfaculty annual leave allowance recommended (if appropriate) days
Replacement for faculty on research assignment/leave

Job/Employee Termination

Last Paid Date: 4/30/2009 - □ Terminate Employee - Termination Reason

Rank: Teaching Assistant
Job Change Reason: APTN
Reason for resignation: Appointment Complete

<table>
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<tr>
<th>DIVISION LEVEL</th>
<th>UNIT LEVEL</th>
<th>DEPARTMENT LEVEL</th>
<th>GRAD. SCHOOL (Student only)</th>
<th>BUDGET OFFICE</th>
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<td>Date ..........</td>
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</table>
**Sample, PD-7 for Academic Year GA with Waiver**

**ACADEMIC YEAR GA WITH WAIVER**

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**EPA PERSONNEL ACTION FORM**

**ID # 886**

**Date August 28, 2009**

- **Name:** Mr. Doe, John
- **Address:** 1234 Elm Street, Greensboro, NC 27401
- **Country:** U.S.A.
- **Building:** 80 Room # 241
- **Email:** Doe.John@uncg.edu
- **Phone:** 336-334-5555
- **Fax:** 336-334-5555

**UNCG ID:** 0000000000

**ID #: 886**

- **Benefits:** ☑️ Student
- **AAO Forms Complete:** Yes
- **Citizenship:** U.S. Citizen
- **Employee Status:** Full Time
- **Home Org:** 11401
- **Dist Org:** 11401
- **First Work Date:** 08/19/2008
- **Last Work Date:** 08/13/2009

**Comments**

- **HRS:** 05
- **IS:** tuition waiver for 08-09, Supervisor is Dr. Jim Smith, 20 hours per week

**New Job Action**

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund Org.</th>
<th>Account Program</th>
<th>Annual Salary</th>
<th>Percent</th>
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<tr>
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<td>11013</td>
<td>11401 1010001 101</td>
<td>$8,000.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**TOTALS** $8,000.00 100.00

- **Plus Salary Increase:** ☑️
- **New Appointment:** ☑️
- **Promotion:** ☐
- **Change in Rank:** ☐

**Effective Date:** 08/19/2008

**Personnel Date:** 08/19/2008

**Factors and Pays:**

- **EPA Nonfaculty annual leave allowance recommended (if appropriate) days**
- **Replacement for faculty on research assignment/leave**
- **Job/Employee Termination**
- **Last Paid Date:** 04/30/2009
- **Rank:** Graduate Assistant
- **Job Change Reason:** APTN
- **Reason for resignation:** Appointment Complete

**DIVISION LEVEL UNIT LEVEL DEPARTMENT LEVEL GRAD. SCHOOL (Student only) BUDGET OFFICE**

**Approval Date**

- **Office:**
- **Level:** Approval Date

**Office:**

- **Level:** Approval Date

**Approval Date**

- **Office:**
- **Level:** Approval Date

---

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THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
EPA PERSONNEL ACTION FORM

ID # 891

UNCG ID 000000000
Name Mr. John Doe
Address 1234 Elm Street
Greensboro, NC 27401

Country U.S.A.
Building 80 Room # 241
Campus Phone

Benefits ☑ Student
☐ AAO Forms Complete
Citizenship & Type Visa
Employee E-Class SE
Home Org 11401 Dist Org 11401
First Work Date 01/13/2009
Comments
Supervisor is Dr. Jim Shim, 20 hours per week
New Job Action

Posn # 000076 Suffix 00 FTE .50

Index 110013 110013 11401 10101 101
Org. Account Program Annual Salary Percent
$4,000.00 100.00

TOTALS $4,000.00 100.00

☐ Plus Salary Increase

☑ NEW APPOINTMENT ☐ PROMOTION ☐ CHANGE IN RANK

Effective Date 01/13/2009 Personnel Date 01/13/2009
Factors and Pays 04
Title Graduate Assistant
EPA Nonfaculty annual leave allowance recommended (If appropriate) days
Replacement for faculty on research assignment/leave

Job/Employee Termination
Last Paid Date 04/30/2009 ☑ Terminate Employee - Termination Reason
Rank Graduate Assistant
Job Change Reason APTN
Reason for resignation Appointment Complete

DIVISION LEVEL UNIT LEVEL DEPARTMENT LEVEL GRAD. SCHOOL LEVEL (Student only) BUDGET OFFICE
Approval Approval Approval Approval Approval
Date Date Date Date Date

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ACADEMIC YEAR GA WITH GGS AWARD
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
EPA PERSONNEL ACTION FORM

ID # 892

UNCG ID: 0000000000
Name: Mr. Doe, John
Address: 1234 Elm Street
Greensboro, NC 12345
Country: U.S.A.
Building: 80 Room: 241
Campus Phone: 212
Benefits: ✔ Student
AAO Forms Complete: ✔
Citizenship: Type Visa
Employee E-Class: GF
Home Org: 11401 Dist Org: 11401
First Work Date: 08/19/2008

Comments: Supervisor is Dr. Jim Smith, 20 hours per week, Greensboro Graduate Scholar Award=$2,000

New Job Action

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Orgn.</th>
<th>Account Program</th>
<th>Annual Salary</th>
<th>Percent</th>
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<td>200000</td>
<td>200000</td>
<td>200000</td>
<td>200000</td>
<td>2000.00</td>
<td>20.00</td>
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</table>

Total: $10,000.00 100.00

☐ Plus Salary Increase

☑ NEW APPOINTMENT ☐ PROMOTION ☐ CHANGE IN RANK

Effective Date: 08/19/2008
Factors and Pays: 08
Title: Graduate Assistant
EPA Nonfaculty annual leave allowance recommended (if appropriate) days
Replacement for faculty on research assignment/leave
Job/Employee Termination

Last Paid Date: 08/19/2008
- ☒ Terminate Employee - Termination Reason
- Rank: Graduate Assistant
- Job Change Reason: APTR
- Reason for resignation: Appointment Complete

DIVISION LEVEL UNIT LEVEL DEPARTMENT LEVEL GRAD. SCHOOL (Student only) BUDGET OFFICE

Approval: Date: Approval: Date: Approval: Date: Approval: Date:
Approval: Date: Approval: Date: Approval: Date:
Approval: Date: Approval: Date: Approval: Date:

Page 1 of 1
Sample, PD-7 to Supersede to Terminate

Print PD7 #893

SUPERCEDE TO TERMINATE

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

EPA PERSONNEL ACTION FORM

ID # 893

Name: Mr. Doe, John
Address: 1234 Elm Street

Greensboro, NC 12345

Country: U.S.A.

Building: 120 Room # 241

Campus Phone

Benefits: Yes, Student

AAO Forms Complete

Citizenship & Type Visa

Employee E-Class 241

Home Org: 11401 Dist Org: 11401

First Work Date: 08/19/2008

Comments

Supercedes PD-7 dated 6/1/08. Remove from payroll effective 6/30/08. Student declined position, never worked.

□ New Appointment □ Promotion □ Change in Rank

Effective Date: Personnel Date: Timesheet Org 11401

Title: Graduate Assistant

EPA Nonfaculty annual leave allowance recommended (if appropriate) days

Replacement for faculty on research assignment/leave

Job/Employee Termination

Last Paid Date - □ Terminate Employee - Termination Reason 06

Rank: Graduate Assistant

Job Change Reason: APDT

Reason for resignation: Declined Position

<table>
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<tr>
<th>DIVISION LEVEL</th>
<th>UNIT LEVEL</th>
<th>DEPARTMENT LEVEL</th>
<th>GRAD. SCHOOL (Student only)</th>
<th>BUDGET OFFICE</th>
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<tbody>
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<tr>
<td>Date: ..........</td>
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<td>Date: ...........</td>
<td>Date: ...........</td>
<td>Date: ...........</td>
</tr>
</tbody>
</table>
Add-Pay EPAF

Used for work performed in addition to an assistantship. May be found online in UNCGenie.
### W-4/NC-4

W-4 and NC-4 must be completed by student to insure timely payment and accurate tax withholding, if applicable.

#### Sample, W-4

**Form W-4 (2016)**

**Purpose:** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding:** If you are exempt, complete one of the first 2, 3, 4 and sign it before you validate it. Your exemption for 2014 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,050 and includes more than $200 of unearned income (for example, interest and dividends).

**Exceptions:** An employee may be able to claim exemption from withholding even if the employee is a dependent. If the employee:
- is age 65 or older, or
- is blind, or
- has a valid deduction for income tax credits or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than $1,000,000.

#### Basic Instructions

- If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 either adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple job situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be at flat amount or percentage of wages.

**Head of household:** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 507, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits:** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be entered using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Personal Allowances Worksheet (Keep for your records):**

| A | Enter "1" for yourself if no one else can claim you as a dependent. |
| B | Enter "1" if: |
| B-1 | You are single and have only one job; or |
| B-2 | You are married, have only one job, and your spouse does not work; or |
| B-3 | Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less. |
| C | Enter "1" for your spouse. But, you may choose to enter "0-0" if you are married and have either working spouse or more than one job. (Entering "0-0" may help you avoid having too little tax withheld.) |
| D | Enter number of dependents (other than your spouse or yourself) you will claim on your tax return. |
| E | Enter "1" if you will file as head of household on your tax return (see conditions under Head of Household above). |
| F | Enter "1" if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit. |
| G | Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. |
| H | If your total income will be less than $70,000 ($100,000 if married), enter "2" for each eligible child; then less "1" if you have two or more eligible children. |

**For accuracy, complete all worksheets that apply:**

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Adjustments Worksheet on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed $50,000 ($80,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.
- If neither of the above situations apply, stop here and enter the number from line 6 on line 5 of Form W-4 below.

**Employee's Withholding Allowance Certificate:**

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1. Your first name and middle initial
2. Last name
3. Social security number
4. City or town, state, and ZIP code
5. Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)
6. Additional amount, if any, you want withheld from each paycheck.
7. I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption:
   - Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
   - This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

**Employee's signature**

Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
Deductions and Adjustments Worksheet

Note: Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.

(Instructions continue on back.)

Form W-4 (2016) Page 2

Table 1

<table>
<thead>
<tr>
<th>Marital Filing Jointly</th>
<th>All Others</th>
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</thead>
<tbody>
<tr>
<td>If wages from LOWEST paying job are—</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>$0 - $6,000</td>
<td>1</td>
</tr>
<tr>
<td>$6,001 - 14,000</td>
<td>2</td>
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<td>150,001 and over</td>
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Table 2

<table>
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<th>Marital Filing Jointly</th>
<th>All Others</th>
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<td>6</td>
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<td>140,001 - 150,000</td>
<td>7</td>
</tr>
<tr>
<td>150,001 and over</td>
<td>8</td>
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</table>

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 6103(d) and 6109 and their regulations require you to provide the information, your employer uses it to determine your federal income withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing insufficient information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. Commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

This average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
# NC-4EZ Employee’s Withholding Allowance Certificate

**Social Security Number:**

**Marital Status:**
- Single
- Head of Household
- Married or Qualifying Widow(er)

**First Name:** [Enter Capital Letters for Your Name and Address]

**M.I.:**

**Last Name:**

**Address:**

**City:**

**State:**

**Zip Code:** (5 Digits)

**County:** (Enter first five letters)

---

**FORM NC-4EZ:** Please use this form if you:
- Plan to claim the N.C. standard deduction
- Plan to claim no tax credits or only the credit for children
- Prefer not to complete the extended Form NC-4
- Qualify to claim exempt status (See lines 3 or 4 below)

**Important:** If you are a nonresident alien you must use Form NC-4 NRA.

You may complete Form NC-4, if you plan to claim N.C. itemized deductions, federal adjustments to income, or N.C. deductions.

If you do not plan to claim the credit for children, enter zero (0) on line 1. If you plan to claim the credit for children, use the table below for your filing status, amount of income, and number of children under age 17 to determine the number of allowances to enter on line 1. For married taxpayers, only 1 spouse may claim the allowance for the credit for each child.

### Single & Married Filing Separately

<table>
<thead>
<tr>
<th>Income</th>
<th># of Children under age 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>20,001-50,000</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
</tbody>
</table>

### Married Filing Jointly & Qualifying Widow(er)

<table>
<thead>
<tr>
<th>Income</th>
<th># of Children under age 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-40,000</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>40,001-100,000</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>101,001-32,000</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>32,001-80,000</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
</tbody>
</table>

### Head of Household

<table>
<thead>
<tr>
<th>Income</th>
<th># of Children under age 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-32,000</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>32,001-80,000</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
</tbody>
</table>

1. **Total number of allowances you are claiming:** (Enter zero (0), or the number of allowances from the table above)

2. **Additional amount, if any, withheld from each pay period:** (Enter whole dollars)

3. **I certify that I am exempt from North Carolina withholding because I meet both of the following conditions:**
   - Last year I was entitled to a refund of all State income tax withheld because I had no tax liability; and
   - This year, I expect a refund of all State income tax withheld because I expect to have no tax liability

4. **I certify that I am exempt from North Carolina withholding because I meet the requirements of the Military Spouses Residency Relief Act and I am legally domiciled in the state of**

5. **I certify that I no longer meet the requirements for exemption on line 3 ☐ or on line 4 ☐ (Check applicable box)**

Therefore, I revoke my exemption and request that my employer withhold North Carolina income tax based on the number of allowances entered on line 1 and any amount entered on line 2.

**CAUTION:** If you furnish an employer with an Employee’s Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had you furnished reasonable information, you are subject to a penalty of 50% of the amount not properly withheld.

**Employee’s Signature:**

**Date:**

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on line 3 or 4, whichever applies.
I-9

Form must be completed by student in the Student Employment Center (#1 Elliott University Center) prior to beginning work. See also the list of acceptable documents that follows the form.

Sample, I-9

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employer when employment begins.

Print Name: Last
First
Middle Initial

Address (Street Name and Number)

City State Zip Code

Date of Birth (Month/Day/Year)

Social Security #

I am aware that federal law provides for imprisonment and/or fines for the use of false documents in completion of the form.

Employee's Signature

Preparer and/or Translator Certification (other than the employee): I attest, under penalty of perjury, to the best of my knowledge, that the information is correct.

Preparer's Name

Preparer's Signature

Address (Street Name and Number)

City State Zip Code

Section 2. Examine any identification documents as outlined on the back of this form. Please read the list of acceptable documents carefully. You have the choice of presenting one document from List A, or a combination of documents from List B and List C (one document from each list).

CERTIFY: The employee, with the previous employment, is eligible to employment.

Signature of Employer/Authorized

Section 3. Updating Personnel Information Below for the document that establishes current employment

A. New Name (if applicable)

B. Date of Rehire (Month/Day/Year) (if applicable)

C. Document Title:

I attest, under penalty of perjury, to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document appears to be genuine and to relate to the individual.

Signature of Employer or Authorized

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.
**Direct Deposit**

Form must be completed by student to comply with University direct deposit requirements prior to beginning work.

**Sample, Direct Deposit**

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**Direct Deposit Form**

The University of North Carolina at Greensboro

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS**

NEW ENROLLMENT, CANCELLATIONS

*(Please make changes through UNCGenie, Employee, Direct Deposit Maintenance)*

**DIRECT DEPOSIT IS REQUIRED FOR ALL EMPLOYEES’ PAYROLL and ACCOUNTS PAYABLE REIMBURSEMENT ACTIVITY**

<table>
<thead>
<tr>
<th>Univ. ID # (Preferred), or Social Security #</th>
<th>Employee First Name, M.I. Last Name (Type or Print)</th>
<th>Work/Day E-Mail Address</th>
</tr>
</thead>
</table>

**AUTHORIZATION** – Please complete the information below and attach a “Voided Check”. If a voided check is not available or if this is for a savings account, please attach a letter from the bank with bank routing and account information. Forward this completed form and attachments to: UNC Payroll Office, Direct Deposit Administrator, 270 Moissman Bldg, PO Box 26170, Greensboro, NC 27402-6170. This completed form must be received in the Payroll Office no less than 20 days prior to your next pay date for the direct deposit to be effective the next pay.

- Original Sign-up - Check this box to begin payroll electronic deposit.

- Cancellation – If my bank account is closed, for any reason, I will **IMMEDIATELY** notify the Payroll Department. If a deposit has been made by the University to a closed account, no correcting payment can be made until the bank has returned the funds to the University. I understand that I must establish a new bank account for my direct deposit to remain employed.

Employee and Accounts Payable Agreement: Direct deposit enrollment is required for all employees. I understand that my enrollment authorizes The University of North Carolina at Greensboro to initiate credit entries for my net payroll and accounts payable reimbursement activity into the bank account identified, and I authorize the participating financial institution to credit my account. (This authorization is unrelated to student refunds and net financial aid disbursements administered through TouchNet.)

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). I affirm the entire payment amount is not subject to being transferred to a foreign bank account.

If the University deposits funds into my account which I am not entitled to receive, I authorize the University of North Carolina at Greensboro to direct the bank to return the funds deposited. I understand that it is my responsibility to verify deposits on a per pay period basis prior to writing checks, authorizing funds, or withdrawing funds and the University is not responsible for bank errors or bank fees.

The University of North Carolina will transmit my payment electronically based on the information I have provided. If the transmission fails because I have given incorrect or outdated information, the University can only provide a payment AFTER the University has received a refund from the financial institution (usually within 5 – 10 working days).

This authorization is to remain in effect until one of the following events occurs: (1) the University has received written notification from me of its termination in such manner as to afford the University a reasonable opportunity to act, (2) the bank closes my bank account, or (3) the University cancels the agreement. I understand that if I have extended activity with the University (for example, if I have not received direct deposit payment from University payroll or accounts payable within 365 days) my direct deposit agreement will be cancelled. Thereafter, for payroll and accounts payable activity, I will complete a new direct deposit agreement.

<table>
<thead>
<tr>
<th>ACCOUNT TYPE (Select only One)</th>
<th>Checking*</th>
<th>Savings*</th>
</tr>
</thead>
</table>

*Deposit Tickets are not acceptable. If a voided check is not available or the deposit is to a Savings Account, contact the Financial Institution and ask for a letter indicating the Financial Institution’s Transit Routing Number and the Account Number. (Attach the letter to this form.)

**PAYROLL DEPARTMENT USE ONLY**

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date Signed</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Date Entered</th>
<th>Entered By</th>
</tr>
</thead>
</table>
Appointment Process and Deadlines

Early in the Spring term (usually February), the Vice Provost of The Graduate School informs the academic deans of their College or School’s allocation of Graduate School dollars and tuition waivers. The academic deans distribute dollars and waivers among their constituent departments or divisions. The Graduate School does not control or monitor original allocations made to the academic departments.

June 1 is the deadline for all PD-7s and EPAFs to be received in The Graduate School if using Graduate School funds and/or awarding tuition waivers. Should a student who has previously accepted the offer of financial assistance later decline, the department may find a replacement to receive the award before the first day of classes in the Fall term. The PD-7 or EPAF for the replacement student should clearly note the replacement in the “comments” section. Any replacements made prior to the first day of classes using Graduate School dollars must be for a newly recruited student not previously assigned an assistantship.

Although the policy above applies to dollars and tuition waivers made available by The Graduate School, it is recommended that departments using funds other than those provided by The Graduate School also submit requests for assistantships by June 1.

Once all paperwork is received in The Graduate School from departments, the following steps occur before an assistant can be added to payroll:

1. PD-7 or EPAF must be approved and processed by The Graduate School
2. Many PD-7s and EPAFs also must be approved by Contracts and Grants and/or the Budget Office
3. Appointment letter must be typed and mailed to student by The Graduate School
4. Student must return tax forms and direct deposit form to The Graduate School
5. Student must complete the Employment Eligibility Verification Form (I-9) in the Student Employment Center (#1 Elliott University Center)

This process generally takes about 3-4 weeks to complete. If students are to be paid through grant dollars, the process may take longer than if Graduate School or departmental dollars are used.

Deadlines are set each month based on the size of each month’s payroll. Deadlines for submitting PD-7s and EPAFs to The Graduate School can be found on the Banner HR website under https://banner.uncg.edu/hr/hr-dates-and-deadlines/. The Payroll department requires that The Graduate School have all data entry completed by the 10th day of the month in which payment is due.

Stipends for the academic year are usually paid on the last working day of the month with the exception of December. Four stipends are paid in the Fall semester (September, October, November, and December) and four stipends are paid in the Spring semester (January, February, March, and April).

International Students Receiving Financial Assistance

International students who have University-issued ID#s need a permanent Social Security number to be placed on payroll. Regardless of whether an international student has a social security number or not, he/she must make an appointment with Accounting Services to complete tax forms. New international students’ paperwork should be initiated as far in advance as possible so that payments will be received on schedule. Eligibility requirements for an assistantship are the same for international students as domestic students.

The following steps must be taken to ensure timely delivery of paychecks for new international students:

1. Student must obtain a valid SS# and provide a copy of this number to Mitzi Burchinal in The Graduate School (241 Mossman) no later than September 1st for Fall appointments and January 1st for Spring appointments.
2. Student must meet with Accounting Services (270 Mossman) to complete the necessary tax forms by deadlines listed above.
3. Student must complete the Employment Eligibility Verification Form (I-9) in the Student Employment Center (#1 Elliott University Center) by deadlines listed above.
Summer Assistantships

Summer Assistantships are awarded by The Graduate School to assist students in using part of the summer to conduct research or to engage in other scholarly activities related to their program of study. To be eligible for a Summer Assistantship, students must have been enrolled during the Spring semester and pre-registered for the Fall. Top priority is given to students in doctoral and MFA programs. Although the amount a student receives may vary according to budgetary constraints, it is usually around $1,500-$2,000.

A call for recommendations is sent to departments in late Fall with a February deadline. Students are expected to write no more than one page describing the proposed research program and how their research activities during the summer will assist them in making progress toward their degree. Students must describe the evidence they expect to present to their supervisor/department (not to The Graduate School) at the end of summer to validate that their assistantship has been used as proposed. Departments are expected to develop a process to ensure that the evidence is provided.

Each department is asked to review the proposals and submit a ranked list of recommendations to The Graduate School. All proposals and recommendations are reviewed and awards are made with available dollars. Awards are for the first summer session only, prior to the close of the University's fiscal year on June 30th.

Fellowships and Awards

Listed below are the graduate fellowships, scholarships, and awards centrally administered through The Graduate School. Each Fall semester, memos are sent to Directors of Graduate Study inviting them to nominate departmental students for awards for the following academic year. The primary purpose of many of the fellowships below is to attract new, exceptional students to our graduate programs, and “newly admitted” refers to students who will enter in the upcoming academic year following the time of nomination and review. A few awards are available for outstanding students who are currently enrolled. Priority is given to students who possess outstanding academic records.

The call for nominations provides criteria for the various awards and instructions for preparing the nominations. The Associate Vice Provost appoints a faculty committee to review nominations immediately after Spring Break and make recommendations regarding selections. Final decisions are made in The Graduate School. A brief description of the awards available is included below.

**University-Wide Competitive Fellowships and Awards:**

*Alumni / Excellence / Hayes Fellowships*

These are the largest and most prestigious awards offered by The Graduate School. The Alumni Fellowship was established by the UNCG Alumni Association; the Excellence by the University; and the Hayes by Mr. Charles Hayes, former chairman of the UNCG Board of Trustees and President of Guilford Mills. Recipients will receive a $22,000 stipend and health insurance. Tuition waiver(s) will be provided for one year by The Graduate School if possible. Nominees must be full-time doctoral students newly admitted for the next incoming fall semester and have exceptionally strong academic qualifications. Each department may nominate up to three individuals for these awards. Departments may request that the full amount be awarded in one year; alternately, the award may be paired with an assistantship and distributed over 3 or 4 years, with the department continuing to provide tuition waiver(s) after the first year if possible.

*Class of 1933 Fellowship*

Nominees are selected on academic achievement and promise. Financial need also may be considered. Award may be renewed at the discretion of the selection committee.

*Graduate Vice Provost’s Awards*

This award is intended to promote recruitment of new students and retention of current students as they progress towards degree completion. Nominees must be domestic students (citizens or
eligible non-citizens), must enroll for at least 9 credits per semester, and must demonstrate financial need (the FAFSA for the award year must be submitted by March 1 for timely notification). Students with assistantships are not eligible. Continuing students who are completing their required thesis or dissertation hours (once admitted to candidacy) may be considered eligible while enrolled in 3 hours of 699 or 799. Continuing students who are completing non-thesis programs and who require fewer than 9 hours to finish may be considered eligible while enrolled in reduced credit hours for one semester.

Greensboro Graduate Scholar Award
Nominees must be newly admitted and possess outstanding academic records. Departments must provide an assistantship and a tuition waiver if the nominee’s residency is out-of-state. Departments with doctoral and/or master’s programs are permitted to nominate up to 30% (or 2 students, whichever is greater) of their new students for the next upcoming academic year. Students may retain their scholarship for 2 years in master’s programs and 3 years in doctoral programs, assuming good academic performance.

Inclusiveness Awards
Nominees may be outstanding entering or continuing master’s or doctoral students whose presence contributes to inclusiveness at the University. This is defined broadly to include a variety of life experiences that would increase the diversity of experiences of students in graduate programs. Among the factors that might contribute to greater inclusiveness for graduate programs would be low income background, a history of overcoming disadvantage or discrimination, nontraditional age for a student, being a member of an underrepresented group in a field or discipline, being the first in one’s family to enter graduate school, having cultural differences (such as may arise from being foreign-born or raised within a distinct culture), and unique work or service experience. Each department may nominate one individual in each annual round of nominations. In exceptional circumstances, an individual may be nominated outside the annual nomination process.

Lyon Fellowship
Nominees may be newly admitted or continuing students in any program. Each department may nominate one individual for this award.

UNC Campus Scholarship
This award is intended to increase campus diversity, with part of the funds earmarked for Native American students (please attach a copy of the tribal affiliation card). Recipients must be North Carolina residents who demonstrate financial need through submission of the FAFSA. Recipients must be enrolled full-time in a doctoral program. Students may receive this award for up to three years, but they must submit a new FAFSA and be nominated by their department each year.

Weil Fellowship
Nominees must be UNCG alumni (having earned the baccalaureate degree here) and newly admitted to a graduate program at UNCG for full-time study. Selections are based on exceptional academic achievement.
**Program-Specific Fellowships and Awards:**

**Albanese Fellowship**
The recommendation for this award is made by the Department of Nutrition. When possible, preference will be given to a second year doctoral student; however, the fellowship may be awarded to any qualified graduate student majoring in nutrition on the basis of merit.

**Bowling Fellowship**
The recommendation for this award is made by the Department of Library and Information Studies. Nominees must demonstrate financial need with submission of the FAFSA.

**Bryan, Jr. Fellowship**
This fellowship is used for recruitment of new full-time doctoral students in a rotation among departments in Economics, English, History, and Psychology. Nominees must demonstrate academic achievement and merit.

**Holderness Fellowship**
Nominees must be new doctoral or MFA students admitted for full-time study to School of Art, School of Music, or Department of Human Development and Family Studies (HDFS).

**Kadis Graduate Scholarship for Studio Arts**
This award provides graduate students in the studio arts with financial support to enroll in a semester or summer program at Penland School of Crafts or a similar institution.

**Mieras Graduate Scholarship**
The award alternates between a graduate student in the School of Nursing and a graduate student in Music. Each nominee must demonstrate potential leadership and a commitment to the highest standards of his/her profession.

**Sink Fellowship**
Nominees must be first year students in the Humanities. Selection is based on merit. Recommendations are made to The Graduate School by the Dean of the College of Arts and Sciences.

**White Fellowship**
Nominees must have completed a minimum of twelve credit hours toward a doctoral degree in either Human Development and Family Studies (HDFS) or Specialized Education Services (SES) with a focus in early childhood education. Recipients also may hold an assistantship. The award is rotated between the two departments biennially.
Council of Graduate Schools April 15 Resolution

Council of Graduate Schools’ member institutions (of which UNCG is one) support this Resolution regarding graduate scholars, fellows, trainees, and assistants. The Resolution applies to offers of financial support only, not offers of admission. The text of the Resolution and list of signatories is below.

Acceptance of an offer of financial support *(such as a graduate scholarship, fellowship, traineeship, or assistantship)* for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of the Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on the student accepting the offer from the previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed October 2009.

Abilene Christian University
Air Force Institute of Technology
Alcorn State University
Alfred University
American University
Andrews University
Angelo State University
Appalachian State University
Arizona State University
Arkansas State University
Auburn University
Austin Peay State University
Ball State University
Baylor College of Medicine
Baylor University
Bloomington University of Penn.
Boise State University
Boston College
Boston University
Bowling Green State University
Bradley University
Brandeis University
Brigham Young University
Brown University
Bryant College
Cadiz College
California Institute of Technology
California State Polytechnic University, Pomona
California State University, Bakersfield
California State University, Fresno
California State University, Fullerton
California State University, Hayward
California State University, Long Beach
California State University, Los Angeles
California State University, Northridge
California State University, Sacramento
California State University, Stanislaus
California University of Pennsylvania
Case Western Reserve University
Catholic University of America
Central Michigan University
Central Missouri State University
Central Washington University
City University of New York - Graduate Center
Clark University
Clemson University
Cleveland State University
College of Charleston
College of New Jersey
College of Saint Rose
College of William and Mary
Colorado School of Mines
Columbia University
Concordia University, River Forest
Coppin State College
Cornell University
Creighton University
Dartmouth College
Drew University
Drexel University
Duquesne University
East Carolina University
East Central University
East Tennessee State University
Eastern Illinois University
East Kentucky University
Eastern Michigan University
Eastern Washington University
Emerson College
Emory University
Emporia State University
Fayetteville State University
Fairmount State University
Fielding Graduate Institute
Fitchburg State College
Florida Atlantic University
Florida International University
Florida State University
Fordham University
Fort Hays State University
Gallaudet University
George Mason University
George Washington University
Georgetown University
Georgia Institute of Technology
Georgia Southern University
Georgia State University
Hampton University
Harvard University
Hebrew Union College - Jewish Institute of Religion
High Point University
Hofstra University
Hood College
Howard University
Idaho State University
Illinois Institute of Technology
Illinois State University
Indiana State University
Indiana University
Indiana University - Purdue University
Fort Wayne
Indiana University of Pennsylvania
Iowa State University
Jackson State University
James Madison University
John Carroll University
Johns Hopkins University
Kansas State University
Kent State University
Lamar University
Langston University
Lough University
Lipscomb University
Loma Linda University
Louisiana State University and A&M College
Louisiana State University
Health Sciences Center
Loyola Marymount University
Loyola University of Chicago
Marquette University
Marshall University
Marywood University
Massachusetts Institute of Technology
Medical College of Georgia
Medical College of Ohio
Medical College of Wisconsin
Medical University of South Carolina
Miami University
Michigan State University
Michigan Technological University
Middle Tennessee State University
Minnesota State University - Mankato
Mississippi State University
Missouri State University
Montana State University - Bozeman
Montana Tech of the University of Montana
Montclair State University
Mount Mary College
Murray State University
National University
Naval Postgraduate School
New Jersey Institute of Technology
New Mexico State University
New York Medical College
New York University
North Carolina Agricultural & Technical State University
North Carolina State University at Raleigh
North Dakota State University
Northwestern Illinois University
Northern Arizona University
Northern Illinois University

\* This Resolution applies to offers of financial support only, not offers of admission.
<table>
<thead>
<tr>
<th>University Name</th>
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<tbody>
<tr>
<td>Northern Michigan University</td>
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<td>Northwestern State University of Louisiana</td>
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<tr>
<td>Nova Southeastern University</td>
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<td>Oakland University</td>
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<td>Ohio Northern University</td>
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<td>Ohio State University</td>
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<td>Oklahoma State University</td>
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<td>Old Dominion University</td>
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<td>Oregon State University</td>
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<td>Park University</td>
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<td>Pennsylvania State University</td>
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<td>Peppard University</td>
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<td>Pittsburgh State University</td>
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<td>Polytechnic University</td>
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<td>Princeton University</td>
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<td>Purdue University</td>
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<td>Queens College of the City University of New York</td>
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<td>Radford University</td>
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<td>Rensselaer Polytechnic Institute</td>
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<td>Rice University</td>
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<tr>
<td>Rockefeller University</td>
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<td>Rochester University</td>
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<tr>
<td>Rosalind Franklin University of Medicine and Science</td>
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<td>Rowan University</td>
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<tr>
<td>Rutgers - New Brunswick</td>
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<td>Rutgers - Newark</td>
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<tr>
<td>St. Bonaventure University</td>
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<td>St. Cloud State University</td>
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<td>St. John's University</td>
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<td>Saint Louis University</td>
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<td>San Diego State University</td>
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<td>Shippensburg University</td>
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<tr>
<td>South Carolina State University</td>
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<tr>
<td>South Dakota School of Mines &amp; Technology</td>
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<tr>
<td>South Dakota State University</td>
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<tr>
<td>Southeast Missouri State University</td>
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<tr>
<td>Southern Illinois University at Carbondale</td>
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<tr>
<td>Southern Illinois University at Edwardsville</td>
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<tr>
<td>Southern Methodist University</td>
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<tr>
<td>Southern University A&amp;M College</td>
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<tr>
<td>Spalding University</td>
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<tr>
<td>Stanford University</td>
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<tr>
<td>State University of New York at Binghamton</td>
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<td>State University of New York – Upstate Medical University</td>
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<td>State University of New York at Stony Brook</td>
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<td>Syracuse University</td>
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<td>Tennessee State University</td>
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<td>Tennessee Technological University</td>
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<tr>
<td>Texas A &amp; M International University</td>
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<tr>
<td>Texas A &amp; M University - Corpus Christi</td>
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<tr>
<td>Texas Christian University</td>
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<td>Texas Tech University</td>
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<tr>
<td>Tulane University</td>
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<td>University at Buffalo, State University of New York</td>
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<tr>
<td>University of Akron</td>
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Gainful Employment and Financial Aid Eligibility

Process for Adding Programs to UNCG’s Participation Agreement for Title IV Financial Aid Eligibility

Students enrolled either in a degree program or in a teacher licensure program that does not award a certificate (students pursue licensure only) are eligible for Title IV federal financial aid. However, in order for students enrolled solely in a certificate program to qualify for Title IV financial aid, the academic department must first seek and secure approval under “Gainful Employment” regulations. The U.S. Department of Education (DOE) has instituted guidelines for adding “new Gainful Employment programs” to the Participation Agreement, and the term “new program” refers to any certificate program (historically existing or newly proposed) that does not have current approval.

A gainful employment program is defined by the DOE as follows for Domestic Public and Domestic Nonprofit Institutions, and the following educational programs offered by these institutions are Gainful Employment Programs subject to the regulations:

- Non-degree programs, including all certificate programs. Certificate programs include undergraduate certificate programs, post-baccalaureate certificate programs, graduate certificate programs, and postgraduate certificate programs. Note that awarding students one or more certificates as part of a degree program does not create GE programs based upon the awarding of the certificate(s).
- Teacher certification programs that result in a certificate awarded by the institution.
- Approved “Comprehensive Transition Programs” for students with intellectual disabilities also fall under this category. (At UNCG this applies to the Beyond Academics Program.)

Most graduate students admitted into a degree or eligible certificate program are eligible for Federal Student Aid Loans (FSA) only. A list of eligible certificate and licensure programs is available online at fia.uncg.edu/graduate/.

Process to seek approval

If your department’s certificate program(s) do not currently participate in eligibility for Title IV financial aid and wish to do so, the first step in the approval process is to provide a “Notice of Intent” to The Graduate School, which is sent forward for DOE approval by UNCG’s Financial Aid Officer. A complete “Notice of Intent” package provides descriptive information on:

- How the institution determined the need for the program (market analysis)
- How the program was designed to meet market needs
- Any wage analysis conducted
- How the program was reviewed or approved by, or developed in conjunction with, business advisory committees, program integrity boards, regulatory agencies, or businesses that would likely employ graduates of the program
- Date of the first day of class
- Date requesting to begin Title IV disbursements to students

Your “Notice of Intent” should be a narrative that includes complete details of the items stated above. References to other documents, or submission of documents prepared for another purpose, will not be accepted. Please be specific to the program in question. Quoting The Graduate School Bulletin or your curriculum approval documentation is not sufficient. If the program is currently taught at the institution, it is helpful to mention actual placement rates for certificate graduates. Please focus on the benefit to students and employers: make a clear connection between the program, the occupation(s) for which it prepares students, and the local, regional, or national market need for employees in that occupation.
Department of Education Criteria for Evaluation of New Gainful Employment Program

- Accreditor and state approval matches Electronic Application for Approval to Participate in Federal Student Financial Aid Programs (E-App) in name and program length
- Classification of Instructional Program (CIP Code) consistent with name of program
- Meets minimum weeks and credit hours
- Leads to gainful employment (it is helpful to provide Standard Occupational Code or codes for career options for your certificate graduates, available by keyword search at: http://www.onetonline.org/)
- Notification includes sufficient detail to support that program will lead to gainful employment in a recognized occupation
- Meets placement and completion rates, and has been in existence for 1 year
- Program meets special requirements if Comprehensive Transition and Postsecondary (CTP) Program

The Financial Aid Officer manages communication with the Department of Education and the electronic submission of required application components.

**Ongoing, Annual Responsibilities of the Academic Department**

Please note that once a certificate program is approved for Title IV eligibility, the program administrators must comply with other ongoing regulatory requirements. These include disclosure of certain information to prospective students using the Gainful Employment Program Disclosure Template found online at http://ope.ed.gov/GainfulEmployment/ (on all referencing websites, printed materials, and social media).

Detailed information on this topic is available at http://ifap.ed.gov/GainfulEmploymentInfo/indexV2.html
Appendix: Best Practices in Advising and Mentoring Graduate Students

Best Practices in Advising and Mentoring Graduate Students
[Also an Appendix in The Graduate School Bulletin]

Relationships between faculty advisors/mentors and graduate students are integral to graduate education at UNCG. The University has recognized this by adopting formal policies and procedures that govern these relationships, which convey general expectations for both faculty and graduate students. Many departments have also developed their own guidelines. In addition, there are policies that govern particular dimensions of these relationships:

Academic progress, grade appeals, or any other issue related to a graduate student’s formal academic program. See the Graduate School Bulletin.
Academic misconduct. See the Dean of Students website.
Protected-class discrimination, sexual harassment, or undue favoritism. Such grievances follow the University Policy Manual and are filed with the Dean of Students.

Since many elements of the advising and mentoring relationship are too complex and differentiated to be effectively codified on a campus-wide basis, the Vice Provost of the Graduate School requested that the Graduate Studies Committee and the Graduate Student Association develop and endorse a set of “Best Practices” aimed specifically at faculty in their roles as advisors and mentors to Graduate Students. These are intended to supplement and clarify, rather than replace, existing policies at the College and departmental levels.

One goal of the document is to inform faculty of the behaviors and attitudes that the University community endorses and expects them to aspire to in their roles as advisors and mentors. The document does not enumerate faculty requirements or responsibilities in these activities, however, because the effective implementation of best practices is often specific to departments and/or disciplines and therefore should be tailored to each individual situation. The document is designed, instead, to elicit reflection and discussion that leads to improvement in the quality and effectiveness of faculty advising and mentorship of graduate students within the UNCG community.

A second goal is to provide graduate students with a realistic and balanced view of the behaviors and attitudes they should expect from a faculty advisor or mentor as well as behaviors and attitudes that should be expected of graduate students themselves. A careful reading of the document will reveal that there are often inherent trade-offs between individual elements of best practices; that different combinations of best practices must be implemented for different students; and that advising and mentoring is only one of many claims on a faculty member’s scarce time and resources. Graduate students should also learn that these best practices can be effective only when advisees and mentees are responsive and responsible in their own behaviors and attitudes towards their faculty counterparts.

Despite all efforts to the contrary, problems, tensions, and misunderstanding will sometimes arise between faculty advisors/mentors and graduate students. A third goal of this document is to provide a general set of guidelines that can be used by both faculty and graduate students to identify, discuss, and resolve issues that arise between an individual faculty advisor/mentor and an individual student. UNCG provides a framework to assist in the resolution of these matters that is described in the Student Grievance and Appeals Policies and Procedures.

The best practices described here are divided into five areas:

Best practices in the general conduct of mentors and advisors.
Best practices for mentors and advisors within thesis and dissertation committees.
Best practices for mentors and advisors in the professional development of students.
Best practices for mentors and advisors when administering financial support.
Best practices for graduate students when interacting with mentors and advisors.
This structure has been adopted to provide clarity and focus. Some relationships between advisors or mentors and graduate students involve all four dimensions; in other cases only one or two will pertain. But faculty should recognize and embrace their collective responsibility to assure that each relevant dimension is recognized and addressed for every student.

A. Best Practices in the General Conduct of Mentors and Advisors

In academic units, faculty advisors support the academic promise of graduate students in their program. In some cases, academic advisors are assigned to entering graduate students to assist them in academic advising and other matters. In other cases, students select faculty advisors in accordance with disciplinary interest or research expertise. Advising is manifold in its scope and breadth and may be accomplished in many ways. A student’s academic performance and a faculty member’s scholarly interests may coincide during the course of instruction and research. While advisors help guide students to choose appropriate coursework and assist them in understanding the requirements of the university, a mentor takes a more holistic approach to assisting the student. This includes helping the student assimilate into the culture of the profession by engaging in activities that might not be a formal part of the curriculum of the program. The mentor helps the student plan a trajectory that will lead to a professional identity that will culminate in successful placement in the job market. Often this may lead to a life-long interest in the graduate’s professional career. Through interaction with the student during his or her academic career, advisors often transition into becoming mentors. Students are encouraged to seek out mentoring relationships with faculty as they progress through their academic studies. Often a circle of mentors is needed to guide the student through the various stages of academic and professional development and may include persons outside the university along with family.

Investment of Time

The consensus among excellent mentors is that mentoring requires a significant time commitment on the part of both the mentor and the mentee. Faculty should develop reasonable expectations for themselves in terms of time and effort. By making a commitment to devote time to their students, they are helping to ensure success. Faculty should strive to find ways that maximize efficiency and thus save time but not at the expense of a student’s progress. Also, faculty should expect mutual commitment: time put into advising and mentoring should correspond with the time the student devotes to his/her work. If a faculty member believes an issue is beyond his or her capability or training, he or she should refer a student to an appropriate person or service or work together to investigate possible solutions. Faculty should not impede a graduate student’s progress toward the degree in order to benefit from the student’s proficiency as a teaching or research assistant. They should refrain from requesting that students do personal work (mowing lawns, baby-sitting, typing papers, etc.) without appropriate compensation. In the classroom, lab, or studio, faculty should strive to create supervisory relations with students that stimulate and encourage them to learn creatively and independently.

Frequent and Consistent Communication

1. Faculty should communicate face-to-face with students as much as possible, especially for difficult conversations. For communication between regular meetings or on last-minute issues, email and phone conversations are entirely acceptable, but there is no substitute for face-to-face communication. It is prudent for both parties to follow-up “in-person” meetings with written summaries and confirmations. This technique allows both parties to clarify, summarize, and document all important interactions.

2. Faculty should clarify expectations and requirements early and explicitly, preferably in writing, including relevant department procedures. Students should acknowledge expectations and requirements. Faculty should provide clear maps of the requirements that each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, and they should help students to delineate the amount of time expected to complete each step.
3. Faculty should be as transparent as possible as often as possible, explaining to students the context of their progress within the program and how their progress affects or is affected by departmental decisions, especially regarding budget considerations, appointments, and long-term strategic planning. Such transparency can avoid misunderstandings based on assumptions and can help a student plan and be motivated to make progress.

4. Faculty should acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.

5. Faculty should stay in contact with their colleagues about graduate students. The graduate studies committee chair, department chair, and TA supervisors or administrators may have valuable information about a student or an important process that can save time.

6. Faculty should address problems when they arise. The mentoring relationship is a relationship like any other, involving both satisfying and difficult interactions. Sometimes a face-to-face conversation between regular meetings is necessary and useful to address specific problems, real or perceived.

7. Early communication regarding potential problems and written documentation of all related interactions is essential. All communication, especially written, should be deliberate and considerate. Remember that email is a public record. Do not hesitate to contact The Graduate School (336-334-5596) or University Counsel (336-334-3067) with questions or concerns.

**Intellectual ownership**

Intellectual ownership of joint projects, particularly between faculty members and students, should be clear and explicit to everyone involved in a project before the project is undertaken. As the faculty-graduate student relationship matures and intensifies, direct collaborations may evolve that entail the sharing of authorship or rights to intellectual property developed in research or other creative or artistic activity. Such collaborations are encouraged and are a desired outcome of the mentoring process.

**Clear goals and reasonable expectations**

Faculty should set clear goals and outline reasonable expectations. In order to help predict and monitor a student’s academic progress, faculty should consider what work will need to be done for a student to complete his or her program, and students should be encouraged to break this work down into the number of years, then semesters, then months, that it will take to finish in a timely manner.

**Cultural differences**

Cultural differences can easily and unexpectedly lead to miscommunication about expectations and procedures. Contact The Graduate School (336-334-5596), the Office of Multicultural Affairs (336-334-5090) or the International Programs Center (336-334-5404) for assistance.

**Varieties of student goals**

Students come into graduate programs because they want to contribute something to the discipline and to society. Faculty should be aware of these external motivations and should be prepared to help students identify a variety of paths that are not limited to careers in academia.

**Valuing commitment to graduate advising and mentoring**

If programs wish to improve their advising and mentoring practices, formal recognition of the time and effort faculty spend on these duties is recommended. No matter how obvious the inherent value of good advising and mentoring, it can be difficult to make such time- and energy-intensive practices a priority if they are unrecognized by departments or administration or if they take time away from other, more professionally visible activities. However, the long-term benefits of quality mentoring to the progress of the field, to the competitiveness of the program, and to the development of individual UNCG faculty as scholars and educators are worth the investment.
1. Faculty are encouraged to start conversation in their departments about how better to inform colleagues of advising responsibilities and how to recognize and support one another in these major commitments.

2. Faculty should be sure to include all stakeholders in these conversations. There is often a lack of communication between the TA supervisors and faculty advisors, even when both parties are mentoring the same graduate students. Faculty should look for ways to work together closely with staff, individual advisors, TA supervisors, and Graduate Studies Committee Chairs when communicating about students.

3. Faculty should encourage a departmental culture of recognition for excellence in advising and mentoring, recognizing the time and effort required to be a good advisor or mentor through such activities as departmental or college-level awards and documented consideration of mentoring and advising activities in tenure, promotion, and hiring decisions.

B. Best Practices for Mentors and Advisors within Thesis and Dissertation Committees

**Structured and predictable environments**

Faculty can best foster effective communication, efficient use of time, and consistent progress by developing and maintaining a structured and predictable environment for their graduate students. When both parties have a clear idea of what to expect and when, it is easier to prepare for exchanges. Faculty should familiarize themselves with policies that affect their graduate students.

1. Faculty should hold regular, frequent meetings.

2. Faculty should set students’ expectations for regular meetings explicitly and from the beginning, making it clear that if a student wants him or her as an advisor, the student must commit to regular meetings as standard procedure. Faculty should explain and demonstrate the rationale and usefulness of such meetings, and gather feedback and assess their relevance and usefulness.

3. With input from the student, faculty should develop a written plan or progress agreement document that clearly outlines goals, deadlines for each goal, and steps for achieving them.

4. Faculty should help students divide larger goals and projects into small manageable tasks. For instance, students may find it useful to divide large projects into units of time worked (i.e. 2 hour blocks with a 10 minute break in between) rather than by task (i.e. finish chapter 2).

5. At the end of each semester, faculty and students together should review the written plan and discuss which goals were met and unmet. Based on that discussion, they should adapt and develop goals for the next semester’s progress.

6. Faculty should excuse themselves from serving on graduate committees when circumstances of undue favoritism exist (see [University Policy Manual](#)) that could result in a conflict of interest.

7. Faculty should serve on graduate student committees and impartially evaluate student progress and performance in regular and informative ways consistent with the practice of the field, regardless of religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.

**Timely and consistent written feedback**

Predictable, consistent feedback encourages students to maintain an active level of production and accountability. The lack of regular and timely feedback can slow the student’s momentum and disrupt his or her progress toward the degree. Faculty should communicate clearly the turnaround time students
should expect for feedback on written work; for example, four weeks is not an uncommon turnaround period for a standard dissertation chapter.

Writing groups and sponsored “boot camps”

Faculty should encourage students to seek information about Graduate School boot camps, which take place over several days or a week and offer graduate students the opportunity to write at a dedicated time and place for an extended period. Faculty mentors as well as colleagues are available to discuss writing with students. The Graduate School and a number of the academic programs also support formal and informal peer writing support groups on an ongoing basis. For more information, contact The Graduate School.

C. Best Practices for Mentors and Advisors of Students’ Professional Development

Demonstrating interest

Faculty should demonstrate interest in graduate student projects and research activities. If faculty devote time to students and communicate with them clearly and regularly, this interest will be evident. There are other things faculty can do to help advisees become well-rounded and competitive colleagues.

1. Faculty should model and maintain professional and ethical standards of conduct with students, colleagues, and staff at all times. Unethical behavior such as discrimination, harassment, special relationships unduly influencing advising or committee composition, personal rivalries, or lack of civility is unacceptable under any circumstances.
   a. Review UNC’s Policy Manual
   b. The UNCG Office of Research Integrity web site helps faculty and students stay current on issues of conducting ethical research.

2. Faculty should help students locate the best resources for their graduate education progress. The following are important resources:
   b. Graduation Application and Information;
   c. Teaching Assistant Handbook;
   d. Health Insurance;
   e. On-Campus Employment; and
   f. Workshops and Forums.

3. Faculty should help teach students about the importance of networking outside the lab, outside the subfield, and outside the department.

4. Faculty should encourage students to avoid becoming too compartmentalized and isolated during their graduate studies both in a personal and in a disciplinary sense by encouraging them to find appropriate professional and community networks and support groups. These groups may be within their graduate student cohort or department or a student or community group.

Professional development

Faculty should encourage and support the professional development of graduate students, providing them with as much information and assistance as possible regarding programmatic and professional opportunities and decisions. Such support includes networking and document/skill development. The Graduate School, University Teaching and Learning Commons, Career Services Center, and The Counseling and Testing Center regularly offer free workshops and services for graduate students. If faculty are interested in similar workshops focused on a department or college’s specific needs, they should contact The Graduate School. Faculty should also:

- When appropriate, encourage graduate students to participate in professional meetings or perform or display their work in public settings.
- Stimulate in each graduate student an appreciation of teaching.
- Create an ethos of collegiality so that learning takes place within a community of scholars.
- Prepare students to be competitive for employment that includes portraying a realistic view of the field and the market at any given time and making use of professional contacts for the benefit of their students, as appropriate.
- Assist graduate students to develop grant-writing skills, where appropriate.
- Help students develop artistic, interpretive, writing, verbal, and quantitative skills, when appropriate, in accordance with the expectations of the discipline.

**Identifying areas for improvement**

Although it can be difficult to discern and confront the line between (1) appropriately providing resources and help and (2) identifying a student who may lack the ability to succeed in a program, sometimes perceived shortcomings can be related to cultural or other differences. In such cases, faculty should try to identify areas that need improvement and help build up a student’s skills in those areas specifically.

1. Writing style and ability is a common area of concern. The Writing Center offers support for writers at all levels to address writing development. However, every advisor/mentor should be able to assess writing “problems” and determine whether the issue involves editing and proofreading or, more broadly, the student’s ability to think and write successfully at the graduate level.

2. Writing Groups offered through the Graduate School are open to master’s and doctoral students and candidates in any discipline. Each group, led by a doctoral student, will be composed of approximately eight writers who will meet for three hours per week at an appointed time determined by their availability. These regular, collaborative, and collegial meetings are a great way to encourage motivation, keep in contact with other graduate students, and maintain steady progress. For more information, students look online, register online at the beginning of the fall or spring semester, or contact The Graduate School.

Resources for professional development at UNCG:

The Graduate School’s Graduate Student Life and Professional Development Page: (workshops, programs, and resources for graduate students and faculty on topics related to the dissertation process, academic career development, careers outside academia, publication and other scholarly pursuits, Institutional Review Board guidelines, etc.)

1. University Teaching and Learning Commons: assessment and consultation services for faculty and TAs; workshops and services on teaching techniques and portfolio development and documentation.

2. Career Services Center: online tools; resources and personal consultation services for self and career exploration; academic and non-academic job searches; document development; interviewing and negotiation.

3. Counseling Center: stress management workshops; personal and group psychological and psychiatric counseling.

4. Human Resources: insurance; benefits; leave policies.

5. Preparing Future Leaders Program: Preparing Future Faculty and Preparing Future Professionals prepare students for careers in academia or in business, industry, government and non-profit agencies.
D. Best Practices for Mentors and Advisors in Administering Financial Support

**Clarity about funding**

Faculty should inform students about how funding in individual departments operates. Graduate students should be made aware that financial support can come in the form of assistantships, scholarships, fellowships, and student loans. Financial support here refers to funding available through departments such as assistantships, fellowships, scholarships, and travel funds. Faculty members who administer financial aid should explain to students when a financial award is contingent for any reason and emphasize that these contingencies need to be taken into account in a student’s personal financial planning. Departments and faculty members should provide students with prompt notice of funding availability and awards.

When funding is initially offered to graduate students, departments should communicate:

1. How much funding is being offered?
2. How long this funding should be available (i.e., for one semester, for one year).
3. Expectations for receiving or continuing to receive this funding, including performance expectations and any evaluations of work that can be expected. Departments should also carefully differentiate between the expectations for different types of funding (e.g. fellowships, scholarships, assistantships, etc.).
4. How stable the funding is (e.g., does it come from a relatively stable endowment or grant? Is it contingent on state funding?).

This information may be difficult to provide because of fluctuating state and university budgets, but departments should be as transparent as possible with students about both the current and the anticipated future funding situations.

**Timely information about funding**

Faculty should provide information about funding as soon as possible. Faculty should be cautious, however, not to offer funding to students that is not yet approved by the university. Once funding is approved and departments know how it will be allocated, students should be promptly notified via the appropriate channels.

E. Best Practices for Graduate Students When Interacting with Mentors and Advisors

**Graduate student conduct**

It is essential that graduate students conduct themselves in a mature, professional, and civil manner in all interactions with faculty and staff. They should recognize that

1. The faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
2. Faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.
3. The faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student’s research. Careful, well-conceived research reflects favorably on the student, the faculty advisor, and the University.
Students must exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data. They should acknowledge the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations, and maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline. Graduate students should also take primary responsibility to inform themselves of regulations and policies governing their graduate studies.

Graduate education is structured around the transmission of knowledge at the highest level. In many cases, graduate students depend on faculty advisors to assist them in identifying and gaining access to financial and/or intellectual resources which support their graduate programs. In some academic units, the student's specific advisor may change during the course of the student's program. The role of advising may also change and become a mentoring relationship. The reward of finding a faculty mentor implies that the student has achieved a level of excellence and sophistication in the field, or exhibits sufficient promise to merit the more intensive interest, instruction, and counsel of faculty.

To this end, it is important that graduate students:

- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative in asking questions that promote understanding of the academic subjects and advance the field.
- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate programs.

*Endorsed by the Graduate Studies Committee, March 28, 2014*