Department of XXX

Master's Program in XXX Handbook

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
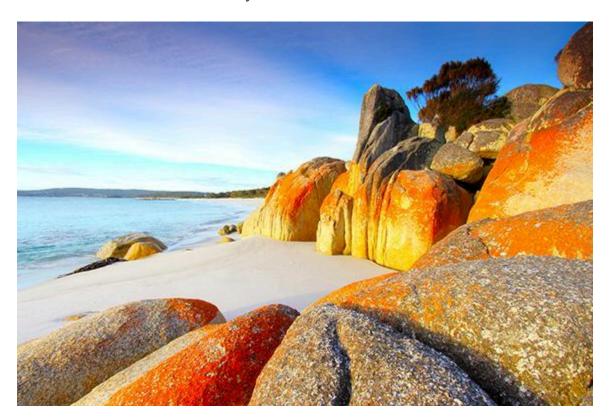
Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Want to put your own picture here? You got it! Click on the pretty picture of rocks. Then click the insert tab on the ribbon and select Pictures. Your picture will replace the pretty rocks.

Master's Program in XXX Handbook

Introduction

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Relationship of the UNCG Catalog to Program Handbooks

The Academic Catalog is the publication that documents all academic policies, regulations, and program requirements for a given academic year for all Graduate students and programs. The student's Catalog Year determines their curriculum requirements. Generally, students are subject to the University policies in effect when they first matriculate into your graduate program. Minor changes in policy that will not impact progress toward degree completion may be implemented immediately when it is determined to be in the best interest of students and/or the University, or if the changes are required by a legislative or regulatory body.

Official Program Communication

Email is the official method of university communications. *Students must use their assigned UNCG email address at the uncg.edu domain or they will miss important program communications.* Please include your nine-digit UNCG ID# in all emailed communications with the Graduate School.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
- Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
- Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.
- Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.
- Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Roles and Responsibilities

The Student

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

The Initial Advisor

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

The Graduate Program Director

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

The Graduate Studies Committee (if you have one)

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Master's Program in XXX Handbook

About the Program
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.
Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

Program Goals/ Learning Outcomes
- Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
- Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.
- Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.
- Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.
- Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Curriculum
Add link to your page in CAT (I recommend creating a permanent Golink)
https://catalog.uncg.edu/arts-sciences/chemistry-biochemistry/chemistry-ms/

Explain anything that is not obvious by looking at the Catalog. I strongly recommend the following for programs with multiple entry points.

The XXX program is designed to be completed in XXX years when entering with a bachelor's degree in a closely related field; this includes the final capstone experience.

Students entering who require pre-requisite courses . . . . . . should expect to complete the degree . . . . .

Student entering through the Accelerated Master's Program (AMP), should expect to complete the degree . . .

If you allow for any of these possibilities, add your descriptions to your handbook
Changing from master's program into direct entry PhD program

For Research-Based Programs
Certification for Research must be taken care of before any research can begin. Please require this as part of your orientation.
Research Involving Human Participants
https://integrity.uncg.edu/institutional-review-board/

Research Involving Animal Subjects
https://integrity.uncg.edu/institutional-animal-care-and-use-committee/

If you have academic advisory committees instead of a single advisor, this would be a good place to mention it.

I also recommend you develop a mechanism to meet with students who receive a C or lower in any course to assess suitability to remain in the doctoral program.

Recommending Dismissal

Recommending dismissal of a student from a program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve probation.

Provide your performance standards on which a recommended dismissal could be based.
- These standards may be found in a variety of sources internal and external to the program.
- Internal program documents include course syllabi, evaluation criteria, program milestone deadlines, and comprehensive examination standards. (please provide your expectations!)
- Documents external to the program include university regulations concerning academic or scientific misconduct, and federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board.
- Documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them.

Below is a recommendation of how to handle dismissal recommendations. Remember, you recommend dismissal to the Graduate School, only the Graduate School can officially dismiss a student.
1. The dismissal discussion is confidential.
2. The student may, but is not required to, appear before the faculty, or provide the faculty with a written statement, or both. Any oral or written statement by the student is expected to focus solely on the behavior at issue. (Decide how you want to handle this)
3. The dismissal recommendation is made by the graduate faculty as a whole on a majority vote, based on examination of the evidence. (Decide what works for your program)
4. If the faculty's decision is in favor of dismissal, the recommendation to dismiss the student is communicated in writing to the student and to Graduate School. The Dean of the Graduate School makes the final determination.

Appeals

It is strongly recommended that you have an appeals policy, process, and committee. Please adhere to the Policy Handbook procedures.

Sequence & Timeline (program trajectory)

Supply full-time and part-time if you allow both options

Milestones (include any program milestones I have not listed here, e.g. language requirement)

Diagnostic Exams
- If you require these, describe them

Capstone Experience
- All master's programs require a capstone experience. Research based programs generally require a thesis, applied programs typically require an applied experience.
- Capstone's should be devised to earn graduate credit and a letter grade.
- Describe the capstone options in your program, adhere to the guidelines in the policy handbook.
- If you program requires a comprehensive exam or thesis defence, consider the following language

Planning in advance for comprehensive exams or a thesis defense
- Allow 10 working days for committee chair(s) and members to read and respond to submitted materials.
- Most faculty members are employed from August until May. Students preparing for their directed research, preliminary exam, proposal defense, or dissertation defense should plan accordingly.

Department Funding Opportunities

If you have funding for students, how do students apply for it?

Master's Program in XXX Handbook

Establishing In-State Residency for Tuition Purposes. (all supported graduate students are expected to make a good faith effort to become residents of North Carolina as a condition of support renewal)
As a state supported institution, the tuition rate for legal residents of North Carolina is less than the tuition rate for nonresidents. After 12 months of continuous residence in NC, out-of-state students are expected to apply for NC residency in order to qualify for in-state tuition and to be considered for continued support by the Department. All students wishing to claim North Carolina residency must file through the State's Residency Determination Service at https://ncresidency.cfnc.org/residencyInfo/.
In order to qualify as a resident of North Carolina for tuition purposes you must have established legal residence ("domicile") in North Carolina and maintained that legal residence for at least twelve months before you apply for classification as a North Carolina resident. In addition to this twelve-month physical presence requirement, there are numerous other factors that must be considered in determining whether or not an individual is a resident for tuition purposes.

Domicile is a legal term defined as a place where a person intends to remain and live permanently, and the place a person intends to return to after any absence. Permanency is the key. Thus, a person who lives in a place for a temporary purpose, for a vacation or to attend college and who intends to live elsewhere when that purpose is accomplished, is not considered to be a legal resident for tuition purposes.

In order to obtain an in-state residency status for tuition purposes, State Administrators must be able to conclude from the information you provide them that your intent is to make North Carolina your permanent dwelling place. Rather than a single action, it is a cluster of events that must produce a preponderance of circumstantial evidence suggesting your intent to remain in North Carolina permanently. In other words, have you done the kinds of things that a permanent resident would do, or have you been acting like a temporary visitor? Each case has its own set of facts and there is no set checklist of items that will guarantee that you will be classified as a resident for tuition purposes.

However, some important information that you are likely to be asked to supply is the following:
- When did you sign your lease, or purchase a home?
- Have you lived there for 365 days? (or somewhere in NC for that length of time)
- When did you obtain North Carolina Driver's License?
- When did you register your vehicle in North Carolina?
- When did you register to vote in North Carolina?
- Where and when did you last vote?
- Where do you keep your personal property?
- Have you filed a North Carolina Income Tax return indicating that you were a resident during the last tax year?
- Which community or volunteer activities are you involved with off-campus?
- Where did you live before moving to North Carolina
- How much do others provide for you financially and how much do you provide on your own, either through savings, loans, scholarships, tuition support, stipends, etc?
- Were you recruited to work as a graduate assistant through our highly-competitive process and are you currently working as a graduate assistant?

There will likely be other questions, but these should give you an indication of the types of questions that will be asked on your residency application.

Extension Status.
Permission to enroll in extension courses requires verification by the committee chair that the student is making satisfactory progress. Students in extension status are ineligible for state-funded support; they may purchase NC Blue Health Insurance.

Master's Program in XXX Handbook

Policy on Length of Departmental Stipend and In-State/Out-Of-State Waiver Support.
If your practice is less than that of the graduate school (most programs are) you must state your policy.

Policies/Rules for your particular Department/Program
       Policy on Professional Impairment
       Dispositional / Professional Requirements
       Lab Safety
       Office Spaces, Computers, Social Spaces, Keys, etc.
       Guidelines for Authorship and Ownership of Research Data
       Data and Safety Monitoring
       Intellectual Property Rights. https://policy.uncg.edu/university-policies/research_data/

Grading:
I noted that many handbooks include a section on grading. Please link to the Catalog instead.

If your Grading Scale is further nuanced than that in the Catalog, you should describe that, but do not repeat what is in the Catalog.
For example:
Although the Graduate Schools allows + and – grades, they are not used in the XXX program.