

Graduate Program Directors & Coordinators Handbook

The Graduate School
Division of Academic Affairs
August 21, 2018



CAPTURE YOUR HORIZON

Founding Graduate Handbook Committee

Tom McConnell, editor

Robin Armstrong

Jim Decker

Monica Hough

Derrick Isler

George Kasperek

Belinda Patterson

Heather Ries

Amy Tripp

Terry West

Dedication

This handbook is dedicated to the past deans of the Graduate School at East Carolina University who served the graduate education enterprise for 37 years. They are: Dean John O. Reynolds (1968-1970), Dean John M. Howell (1971-1973), Dean Joseph G. Boyette (1974-1989), Dean Diane M. Jacobs (1990-1993), Interim Dean Therese G. Lawler (1994-1995), Dean Thomas L. Feldbush (1996-2001), Interim Dean Paul D. Tschetter (2002-2006), and Dean Patrick Pellicane (2006-2008).

Assembling and editing this handbook has been the responsibility of the Graduate Handbook Committee authorized by the Dean of the Graduate School and the Graduate Council (GC). The GC has provided valuable insight and input to the committee, and contributions have also been received from the members of the Graduate School Assembly and the Associate Dean's Council. The committee is indebted to these entities and the individual faculty for their participation in drafting the final document.

Thomas J McConnell, PhD
Associate Dean
The Graduate School

Forward

Dear Graduate Program Directors & Coordinators,

Thank you for your willingness to serve East Carolina University in your role as a Graduate Program Director. The services you provide are essential to the success of your students and your graduate program. In partnership with you, the Graduate School strives to enhance the quality of life in the region, state, and world through a shared commitment to excellence in graduate teaching, scholarship, and service. The Graduate School works with Graduate Program Directors and graduate faculty to provide high-quality leadership and best practices by:

- Promoting recruitment and retention of high-quality students
- Distributing resources strategically and equitably
- Assuring graduate program quality
- Facilitating the development of new and existing programs
- Establishing and implementing effective policy

Your knowledge, expertise and input are essential to the effective functioning of graduate education at East Carolina University. The graduate school maintains an “open door policy” and invites you to contact us with any questions or suggestions you might have. I look forward to collaborating with you in a manner that enhances excellence, promotes integrity and respect, creates opportunities for innovation in graduate education, and is inclusive in how we provide services to graduate programs and graduate students.

Paul J. Gemperline, PhD
Dean of Graduate Studies
The Graduate School

Dear Graduate Program Directors & Coordinators,

East Carolina University can be quite proud of graduate programming at both the master's and doctoral levels. We provide excellent opportunities ranging from professionally-oriented to research intensive opportunities. The steep slope of our ascent is attributable to, at least in part, to well-informed and dedicated Graduate Program Directors and Coordinators (GPDCs). Our graduate faculty and students owe a great deal to your creativity and commitment.

The principles, processes and policies that are needed by a knowledgeable GPDC are included in this handbook. The handbook reflects not only what has guided graduate education at ECU in the past, but also recently instituted procedures and operations designed to meet the challenges of the thriving scholarly activity that now prevails on our campus. The handbook is essential for experienced GPDCs and graduate leaders who are developing, administering and managing new graduate programs.

I express personal thanks to all those who participated in the compiling, editing, writing and assembling of this essential information source. We know that it will be a valuable resource for our community of scholars.

Ron Mitchelson
Provost, East Carolina University

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Chapter I: The Graduate School

1.1. Introduction

Congratulations on your appointment as a Graduate Program Director or Coordinator at East Carolina University. The Graduate School works with Graduate Program Directors & Coordinators (GPDC) to administer the University's graduate programs, as well as to support the graduate students, graduate faculty, and other academic, research and service entities of ECU. The primary purpose of this handbook is to provide a concise guideline document while also providing immediate access through links to current Graduate School policies and procedures, with an inherent emphasis on the process of administering graduate programs. The handbook is designed to be used as a supplementary source to accompany the official policies in the ECU Graduate Catalog and the unit program handbook that most campus units now have in their respective graduate programs. This GPDC handbook, as found posted on The Graduate School [website](#), will be updated continuously.

Research and creative activity programs on the East Carolina University campus are proliferating, and many units are now developing new and building upon existing graduate programs. It is hoped that this handbook will be a valuable resource as these programs continue to grow and prosper.

The following guidelines provided in this handbook are to assist GPDCs in the administration of their programs. The primary source for policies and procedures are the (a) [on-line Graduate Catalog](#), (b) the [Faculty Manual, Part II, section IV](#), and (c) the [Graduate School's website](#). The information included here can also be found distributed among various websites including other university unit websites, the Graduate Curriculum Committee website, the Council of Graduate Schools website, and other ECU and external agency websites. Therefore, the secondary purpose of this handbook is to serve as a means of bringing the information together in one central location that is readily available and easily accessible for the GPDC. The guidelines included herein have been approved by the administrative board of the Graduate School and approved by the Dean of the Graduate School.

1.2. The Graduate School

The Graduate School, in conjunction with the Graduate Council, administers graduate education at East Carolina University. The Graduate School provides support to GPDCs in their daily activities. This support is utilized in the areas of policies and procedures, business transactions, statistical data

reporting, staff/customer training, and dissemination of student and faculty information. Types of information include (but are not necessarily limited to) the following: admissions, prospecting for data, graduate student personnel issues, financial support, appointment of Graduate Faculty, and program reviews.

GPDCs and graduate program staff have easy access to this information through the interactive website (www.ecu.edu/gradschool). This handbook also serves to facilitate access to these types of information, in a concise and convenient format.

The GPDCs are also actively involved in evaluating and improving the instruction given to and provided by graduate students at ECU, as well as participating in national efforts in graduate education. The university conducts reviews of each graduate program every seven years, which can be superseded by the university accreditation cycle. The Graduate School is committed to high quality instruction and mentorship.

The Graduate School conducts workshops for GPDCs and other unit program administrative staff to update them on current developments in policy and procedural changes related to the graduate programs at East Carolina University.

1.3. Graduate Council

The [Graduate Council](#) is responsible for consideration, debate, and voting on all graduate academic policies. Upon recommendation of the Graduate Curriculum Committee (GCC), the Graduate Council also approves graduate curriculum and degree programs. The Graduate Council consists of elected graduate faculty (20 elected coordinators of graduate programs plus 4 members elected by the Faculty Senate), 3 at-large appointments by the Dean of the Graduate School, and 4 ex-officio members, all with vote, and the Dean of the Graduate School (without vote) (See [ECU Faculty Manual, Part II, Section IV](#)). The Graduate Council elects a chair and vice-chair from the elected members. The results of Graduate Council decisions will be made in the form of recommendations to the Dean of the Graduate School, who may concur or not. All decisions made by the Graduate Council and the Dean are forwarded to the Academic Council and Chancellor for final consideration.

The Graduate Council will:

- approve the membership of the GCC;
- approve the GCC recommendations;
- participate in the review of all existing graduate programs;
- review all unit appeals of negative decisions made by the Dean of the Graduate School regarding graduate faculty appointments;
- review and develop Graduate School policy including requirements for admission, retention of students, permissible course loads, transfer credit, grading, thesis and dissertation requirements and examinations, and standards for graduate faculty appointment;
- make recommendations relating to graduate education to the Dean, Academic Council, and the Chancellor;
- report its actions to the coordinators of graduate programs, graduate faculty, and the Faculty Senate.

The Graduate School Administrative Board was the previous administrative body of the Graduate School, and archived records can be found on the Graduate School web site ([GSAB](#)).

1.3.1. Graduate Council Executive Committee (GCEC)

The [GCEC](#) (then click on GCEC tab) is comprised of the Graduate School Dean, the GC Chair, Vice-Chair, the GCC Chair (see below), and four elected-GC members from the Graduate Council. All members other than the Dean are elected annually. The GCEC will review and approve admissions by exception that are under appeal, requests for exceptions to transfer credit policy, requests for exceptions to the time-to-degree requirements; set the Graduate Council agenda; prepare draft policies for consideration by the Graduate Council; and review the GC meeting minutes for presentation to the Graduate Council.

1.4. The Graduate Curriculum Committee (GCC)

The [GCC](#) consists of ten graduate faculty members nominated by college deans through a process established by each college. The Graduate Council will review the credentials of the nominees and approve members to serve on the GCC. Members will serve staggered three-year terms. The chair

of the GCC will be elected to serve a one-year term by and from the membership of the GCC. GCC members will be limited to serving three consecutive terms.

The GCC will:

- Review and consider proposals for new graduate programs, certificates, concentrations, degree title changes, and moving or discontinuing graduate programs;
- Review and consider proposals for new and revised graduate courses;
- Review and consider degree-related graduate catalog changes;
- Review and consider requests to delete, bank, and unbank graduate courses;
- Make recommendations on other graduate curriculum related matters;
- Recommend changes to its charge.

All recommendations of the GCC will be reported to the Graduate Council. Recommendations on new programs, new certificates, new concentrations, degree title changes, and moving or discontinuing programs will be reviewed by both the Graduate Council and the EPPC. Both negative and positive recommendations will be reported to the Graduate Council and forwarded to the Academic Council and the Chancellor.

1.5. Graduate Program Directors & Coordinators (GPDC)

[Graduate Program Directors & Coordinators \(GPDC\)](#) (then click on GPDC tab) implement Graduate School policies on recruitment, application, enrollment, and graduation of students, and make recommendations to the Dean of the Graduate School on policy issues. The Graduate Assembly ([GA](#)) was an officially defined body that included one graduate program director from each academic unit. The Graduate Assembly has been replaced by more informal meetings of the GPDC, which includes all graduate directors and all graduate coordinators. The GPDC as a group was first convened on September 1, 2011 and assumes the responsibilities and duties held by the recently dissolved Graduate Assembly. This group will meet twice a semester, or as needed, with the Dean of the Graduate School.

1.6. Educational Policies and Planning Committee (EPPC)

The role of the [Educational Policies and Planning Committee \(EPPC\)](#) in graduate education includes the review of new degree programs (notification of intent to plan proposals and request for

authorization to establish proposals). The EPPC reviews new program proposals after the Graduate Council has voted on these new programs, reporting to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs. The Faculty Senate votes on the EPPC reports, before forwarding the items being considered to the Chancellor.

The EPPC reviews all new graduate curricula that constitute concentrations, certificates, and new graduate minors, and academic policies, or revisions to all existing policies, prior to the implementation of such proposals. The EPPC is also empowered to directly advise the Chancellor on the “adequacy, balance, and excellence of the University’s graduate (and undergraduate) programs relative to accepted academic standards.”

1.7. Graduate School Deans and Staff

Dean: Dr. Paul J. Gemperline

Associate Dean: Dr. Thomas J. McConnell

Associate Dean and Residency Officer: Dr. Kathy Cox

Assistant Dean and Director of Admissions: Dr. Heidi Terry

Executive Assistant to the Dean: Ms. Tania Alvarez

Student Services and International Students Specialist: Ms. Colleen Roland

Liaison Processors (Administrative Support Specialists) and listing of initial letter of last name of applicants for which each Liaison person is responsible for processing applications.

Ms. Anyah Born (borna15@ecu.edu) – 328-2769 (Letters A-D)

Ms. Jessica Day-Brinkley (daybrinkleyje15@ecu.edu) – 328-5426 (Letters E-K)

Ms. Rayenelle Strong (strongr15@ecu.edu) – (Letters L-R)

Ms. Theresa Cartwright (cartwrightt@ecu.edu) – 328-1461 (Letters S-Z, Physical Therapy & Physician Assistant applications)

Ms. Lynn Couturier (couturierl@ecu.edu) – 328-6507 (EPAFs)

Technical Support Analyst: Mr. Derrick Isler (737-2784)

Administrative Support Associate and Thesis/Dissertation Editor: Ms. Marquerite Latham (328-5792)

Receptionist (Administrative Support Specialist): Shukita Daniels (328-6012)

Business Services Coordinator: Ms. Alexis Morris (328-1465)

1.8. Topical Web-Sites

Council of Graduate Schools (<http://www.cgsnet.org/>)

ECU Faculty Manual (<http://www.ecu.edu/fsonline/customcf/currentfacultymanual/manual.pdf>)

Graduate School, ECU (<http://www.ecu.edu/gradschool/>)

Graduate Curriculum Committee (<http://www.ecu.edu/cs-acad/gcc/index.cfm>)

University of North Carolina General Administration (www.northcarolina.edu)

1.9. Who to call/email list - General

Application questions	Application Processor or Heidi Terry (terryh18@ecu.edu)	328-6013 or 328-5400
AppReview	Derrick Isler (islerd@ecu.edu) or Heidi Terry (terry18@ecu.edu)	737-2784 or 328-5400
Reenrollment	Application Processor or Heidi Terry (terryh18@ecu.edu)	328-6013 or 328-5400
Academic Probation/Termination	Kathy Cox/Colleen Roland (coxka@ecu.edu / rolandc@ecu.edu)	328-1466 328-1464
Banner	Colleen Roland (rolandc@ecu.edu); Registrar's Office (regis@ecu.edu)	328-1464 328-6747
Dean's correspondence	Tania Alvarez (alvarezt@ecu.edu)	328-6073
ECU BIC reports	Derrick Isler (islerd@ecu.edu)	737-2784
Financial assistance	Financial Aid Office Counselors	328-6610
Graduate Assistantship Contracts & EPAFs	Alexis Morris (morrisal@ecu.edu) or Lynn Couturier (couturier@ecu.edu)	328-1465 or 328-6507
Graduate Faculty Rank/Status	Tom McConnell (mcconnellt@ecu.edu) or Marquerite Latham (bassm@ecu.edu)	328-2956 or 328-5792
Graduation – graduate students	Dede Smalls (smallsd@ecu.edu) or Karen Rupp (ruppk14@ecu.edu)	328-6527 or 328-1721
Nonresident Tuition Remissions	Alexis Morris (morrisal@ecu.edu)	328-1465
Radius (Admissions related)	Heidi Terry (terryh18@ecu.edu) & Derrick Isler (islerd@ecu.edu)	328-5400 737-2784
Registration – graduate students	Colleen Roland (rolandc@ecu.edu) or Kathy Cox (coxka@ecu.edu)	328-1464 or 328-1466
Residency for Tuition Purposes	Colleen Roland (rolandc@ecu.edu) or Kathy Cox (coxka@ecu.edu)	328-1464 or 328-1466
SharePoint – graduate school site	Heidi Terry (terryh18@ecu.edu) and Derrick Isler (islerd@ecu.edu)	328-5400 737-2784
Thesis & Dissertation Formatting & Submission	Marquerite Latham (bassm@ecu.edu) or Tom McConnell (mcconnellt@ecu.edu)	328-5792 or 328-2956
Transfer, Non-degree Credit; Time Extension Requests	Colleen Roland (rolandc@ecu.edu) or Kathy Cox (coxka@ecu.edu)	328-1464 328-1466
Xtender	Theresa Cartwright (cartwrightt@ecu.edu)	328-1461
Vireo	Marquerite Latham (bassm@ecu.edu) or Tom McConnell (mcconnellt@ecu.edu)	328-5792 328-2956
Website – Graduate School	Derrick Isler (islerd@ecu.edu)	737-2784

1.10. Who to email - Financial Aid Counselors (328-6610)

Financial Aid Administrators are assigned student files for review and processing based on the students last name. The first letter of the students' last name and the corresponding Financial Aid Administrator are listed on the Financial Aid Contact Us page of their website.

The link directly to the Contact Us page of the ECU Financial Aid website:

<http://www.ecu.edu/cs-acad/financial/contactus.cfm>

Also:

Alphabetical assignments to student last names		
Barco, Jaquila	M, N, O	Barcoj16@ecu.edu
Battle, LaToya	C, F, G, T	BattleL16@ecu.edu
Collins, J. Doug	Y & Federal Programs	CollinsJoh@ecu.edu
Dant, Roselyne	U, X	DantR@ecu.edu
Earlosky, Jaryd	B, D, L, P	Earloskyj@ecu.edu
Evans, Jeff	A, R, S	EvansJe@ecu.edu
Harris, Sherell	I & Study Abroad	HarrisY@ecu.edu
Jarman, Laura	K & Scholarships	JarmanL14@ecu.edu
Jones, Ginger	J, V	JonesGi@ecu.edu
Purvis, Marian	E, H, W	PurvisMa@ecu.edu
Summerlin, Deana	Q, Z, & Med/Dental Programs	Summerlind@ecu.edu
White, Brandon	New Counselor	WhiteB17@ecu.edu

1.11. Banner Term Codes

In Banner, each term is represented by a unique six-digit code comprised of the year and a semester code. Semester codes are as follows:

30 – Spring

40 – 1st Summer

50 – 11 – Week Summer

60 – 2nd Summer

80 – Fall

Therefore, Fall 2015 is represented as 201580; Spring 2016 is 201630.

1.12. Patent and Copyright Policies for Graduate Students

The Patent and Copyright Policies of the University of North Carolina and East Carolina University apply to all employees and students of East Carolina University, including but not limited to faculty, staff, professional employees, undergraduate and **graduate students**. These policies relate to ownership, disposition and management of intellectual property rights (such as patents and copyrights). To learn more about the patent policy go to facultymanual/part7/72.htm. To learn more about the copyright policy go to facultymanual/part7/73.htm (also in the [Faculty Manual](#), Part VII, Section II, part V for patent policy, part VI for copyright policy).

Chapter 2: Graduate Director Duties and Responsibilities

2.1. Duties and Responsibilities of the Director – Administration of unit graduate program

Each Graduate Program and Graduate Certificate will have a designated Graduate Program Director or Coordinator who must be a Graduate or Associate Graduate Faculty member, approved by the unit chair and college dean and qualified to lead development and review of the program's curriculum. In some professionally oriented disciplines, Graduate Program Directors and Coordinators whose job is to manage a graduate program may be approved by the Graduate School without Associate or full Graduate Faculty status. In such cases, an Associate or full Graduate Faculty member must also be designated to provide academic oversight and lead curriculum development of the graduate program.

The Graduate Program Director or Coordinator (GPDC), with assistance of the graduate faculty members of the unit, is responsible for the administration of the unit graduate program(s). Many of these responsibilities are governed by the Faculty Manual, Part II, Section IV, and also subsection part IIA.

The general duties of the GPDC include, but are not limited to:

- Oversight and review of the unit program's graduate curriculum
- Overseeing recruitment and unit admissibility decisions in consultation with unit graduate faculty or graduate faculty committees, as may be specified by the unit code
- Administering the admission of applicants to the program and responding to routine requests for program information and applications
- Serving as liaison between the department, college, graduate school, and any other such agencies with which the graduate program comes into contact
- Scheduling and overseeing advising, qualifying examinations (written and oral, as appropriate), and conflict resolutions involving graduate students
- Scheduling and conducting graduate faculty and/or graduate committee meetings

- Responding to routine requests for program information and applications
- Maintaining files for each graduate student
- Assisting the unit chair and working with (graduate) faculty/ graduate committee in program review, program assessment, allocation of resources, curriculum development, student assessment, and graduate faculty rank/status
- Coordinating publication on the availability of graduate scholarships and the selection of awardees
- Reviewing and signing official forms required by the Graduate School
- Certifying final degree checks
- Attending the Graduate School's meetings of the Graduate Program Directors and Coordinators

Graduate Program Director duties are often further delineated in unit codes. Therefore, all GPDCs should consult his/her unit code in this regard.

2.2. Recruitment, Admission Decisions, Retention, Graduation

Recruitment of students and admission-related decisions, in a timely and fair manner, are led by the GPDC. The specifics of these processes are often dependent upon the unit, but these are the earliest critical actions of the GPDC and the unit graduate faculty/committee with each incoming graduate student class. Early communication by the GPDC with the Graduate School is essential for recruitment and admissions (see chapter 1, section on liaison processors, and chapter 3, Applications and Admissions). As recruited students move from admitted applicants to enrolled graduate students, the GPDC advises newly enrolled students, in consultation with the student's mentor when one has been identified, on a plan of study and course selection.

The GPDC may review and update unit-specific templates available for students interested in specific concentrations of study and is, in fact, a lead advisor to unit graduate students in matters of curriculum, degree requirements, and graduate policy. The GPDC should also, in conjunction with the graduate student's mentor if applicable, closely monitor the student's progress towards degree

completion, to implement corrective action should a significant academic or other impediment to expected progress arise. The unit should consider yearly progress forms for graduate students for the above stated purpose. Students should apply for graduation at least one semester prior to completion of the requirements of the degree or certificate. During the semester of graduation, the GPDC is responsible for reviewing each applicant's Degree Work's audit to verify all degree requirements have been met. If substitutions or exceptions are needed, the GPDC should submit those electronically to the Registrar's Office. If the student is not eligible for graduation in the term in which he/she has applied, the student or GPDC should contact the Registrar's office (regis@ecu.edu) to have the application amended to a future term.

2.3. Award, Scholarship, Assistantship, Remission Decisions

Oversight of allocation of awards of graduate student support (scholarships, graduate assistantships, nonresident tuition remissions) is another major responsibility of the GPDC, one that begins with recruitment. The overall planning to achieve effective utilization of resources for graduate education in the unit necessitates careful planning and balancing of financial support packages, including assistantships and remissions. The GPDC, in consultation with the unit chair and the unit graduate faculty/graduate committee (dependent upon unit code) will decide on allocation of assistantships and tuition remissions. The GPDC's office will maintain the records and balances of these financial support packages. Allocations for assistantships and tuition remissions are distributed from the Graduate School at the direction of the dean of the Graduate School. The Business Services Coordinator of the Graduate School maintains records and initiates distributions of these resources to the colleges, which then allocate these resources to the individual units. The Graduate School is involved in all steps of this process.

2.4. Required Sections of Workshops for Graduate Students

Workshops on plans of study or on teaching methods and responsibilities are typically organized by the GPDC. For those units where graduate students will be involved in teaching or assisting with teaching undergraduate courses, the workshops must include a section on the Family Education Rights and Privacy Act (FERPA), also known as the Buckley Amendment. Graduate students involved in teaching, just as for faculty members, have a legal responsibility under FERPA to protect confidentiality of student records in their possession. The GPDC and their respective office must

also maintain complete and confidential academic records of the students in the program. Additional topics for introductory workshops include education on academic honesty/plagiarism in teaching situations and for the graduate students' own research/creative activity endeavors. <http://www.ecu.edu/PRR/11/30/01>.

2.5. Student Conduct and Conflict Issues

While graduate student code-of-conduct topics are introduced at unit workshops, the GPDC may need to deal with these matters throughout the academic year. The GPDC is among the first line of advocacy in support of graduate students, while balancing the implementation of quality standards and enforcement of academic policies and procedures of ECU and the Graduate School. Conflicts that arise between undergraduate students and graduate students, and conflicts that arise between graduate students and faculty members, come before the GPDC as a first step when a conflict is not immediately resolved.

The unit chair should be notified of all such conflicts that reach the GPDC, and the unit graduate committee may be consulted for final decisions, dependent upon the unit code. The GPDC should serve as an advocate for the rights of graduate students in general and attempt to mediate a resolution among the affected parties. Dependent upon the type of conflict, resolution may depend upon an interpretation or implementation of the student code of conduct (<http://www.ecu.edu/PRR/11/30/01>), Graduate Student Grade Appeals procedure (<http://catalog.ecu.edu/content.php?catoid=6&navoid=378>) or the Graduate School Appeals Procedure for grievances (<http://catalog.ecu.edu/content.php?catoid=6&navoid=378>). The college in which the unit resides may have a faculty member/administrator (often an associate dean) that needs to become involved if the conflict is not resolved at the unit level.

2.6. Graduate Course and Curriculum Development

Graduate program curricula frequently undergo changes. The GPDC is responsible for oversight of course and curriculum development. Typically, a graduate committee is also involved in this process, in consultation with the unit chair. Any faculty member proposing a new course or any changes to established curriculum should first consult with the GPDC. Course and curriculum proposals will be voted on by the unit graduate faculty, and all graduate courses must be taught by

individuals with ECU graduate faculty credentials (minimum of graduate teaching faculty as well as being ECU faculty members). The Graduate Curriculum Committee (GCC) (<http://www.ecu.edu/cs-acad/gcc/index.cfm>) has resource persons appointed from each college to assist with the preparation of course and/or curriculum proposals. Graduate academic program development also involves and is guided by the GPDC. These resource persons should be consulted before submission of any graduate material to the GCC to ensure proper university permissions, justifications, and formatting are in place for consideration of the proposal by GCC. The [Office of Academic Program Planning and Development](#) is the resource for initiating and refining new and revised academic programs.

2.7. Additional Duties

2.7.1. Graduate Faculty Appointments and Rank

Additional duties of the GPDC include overseeing processes of unit graduate faculty requests and unit graduate program evaluation and assessment. ECU faculty directly involved in graduate education must be members of the ECU graduate faculty. Appointment requires meeting unit qualifications that are set forth in accord with processes dictated by the Faculty Manual ([ECU Faculty Manual, Part II, Section IV](#), was Appendix F). This section of the Faculty Manual also defines the graduate faculty ranks, and delineates the terms and schedule for reappointment to the graduate faculty, as well as for determination of unit criteria for membership in the graduate faculty when new or revised criteria are needed. Both processes are overseen by the GPDC. Faculty chairing or serving on thesis or dissertation committees must have appropriate graduate faculty rank (see [ECU Faculty Manual, Part II, Section IV](#)). All members of a thesis or dissertation committee must have either associate graduate faculty status or full graduate faculty status except for the additional conditions described in detail in the Faculty Manual ([ECU Faculty Manual, Part II, Section IV](#)) and outlined below.

Briefly, the process for appointing an ECU faculty member to graduate faculty rank is initiated at the unit level. For individuals with permanent tenure, the appointment to the graduate faculty is for five years. Upon recommendation of the graduate faculty of the code unit, typically accomplished by vote, the nomination is forwarded to the dean of the Graduate School, along with documentation such as a curriculum vita and a checklist or other unit-approved method of determining appropriate

graduate faculty rank. Often the associate dean for research and/or graduate studies of your respective college must also be notified. Please check with your respective college concerning possible college/school notification requirements (see last paragraph in this section). The letter of nomination from the appropriate unit administrator states the requested graduate faculty rank and that this request has been approved by the graduate faculty of the unit. The dean of the Graduate School will review the recommendation and documentation sent by the academic unit to determine if it is consistent with the unit's criteria and appointment procedures.

All tenure-track faculty holding the appropriate terminal degree for the discipline in which they hold their appointments are deemed to be members of the graduate teaching faculty upon their initial appointments. The Graduate School needs to be notified of these individuals as they begin their contracts at ECU, along with documentation such as a curriculum vita, to initiate the graduate (teaching) faculty appointment. These faculty members may be nominated for higher graduate faculty rank if meeting unit code and faculty manual guidelines, following the described procedures. Tenure track faculty should be re-nominated for the graduate faculty as part of the contract renewal process immediately prior to the expiration of their term on the graduate faculty. For faculty on probationary appointments, the term on the graduate faculty is coterminous with the length of that appointment or four years, whichever is longer.

Individuals external to ECU with demonstrated expertise in a student's topic for their thesis or dissertation may serve as a fourth member, but not chair a thesis or dissertation committee. The external member should have a terminal degree in an appropriate discipline or extensive professional experience. This appointment must be approved by the Dean of the Graduate School. The procedure for appointing a person to serve as an external thesis/dissertation advisory committee member to a student will require approval by the Graduate Program Director and the unit graduate faculty members who are serving on the thesis or dissertation committee. The Graduate Program Director will submit a letter of request to the Dean of the Graduate School outlining the person's credentials (academic CV or resume) as related to the specific thesis or dissertation.

Individuals appointed to major administrative assignments (department chairs and above) who are members or associate members of the graduate faculty at the time of their appointment are exempt

from the re-nomination process until five years after the expiration of the administrative appointment. Individuals with other administrative appointments may be considered for a waiver by the Administrative Board of the Graduate School upon nomination by their code units, see [ECU Faculty Manual, Part II, Section IV](#) for details.

Individual colleges may require notification of an associate dean of research and/or graduate studies of the respective college when requesting graduate faculty appointments of any rank, as well as external thesis/dissertation committee members, as part of the process. Note that external thesis/dissertation committee members are not in the BIC database due to technical limitations. Please check with your appropriate college associate dean about the respective college processes for all graduate faculty appointments for your college.

2.7.2. Academic Program Review and GPDCs

Graduate programs, as with undergraduate programs, undergo periodic review. At ECU, these reviews are coordinated by the Office of Academic Programs (<http://www.ecu.edu/cs-acad/acadprograms/>) and tied to credentialing of the Southern Association of Colleges and Schools (SACS) (<https://collab.ecu.edu/cmte/sacs/default.aspx>). East Carolina University is accredited by SACS. Some units, including most professional programs, have their own specialized accrediting bodies. Where applicable, accreditation of a graduate program by an external accrediting body may be substituted for ECU's periodic internal program review. ECU conducts graduate program review, at both internal and external levels, approximately every seven years. The GPDC participates in the planning and conducting of the graduate portions of these reviews, as well as the supervision and authoring of the graduate portion of these reviews.

Chapter 3: Applications and Admissions

3.1. Requirements

To be considered for admission to the Graduate School, an applicant must have a bachelor's degree from a regionally accredited college or university. If a student does not have a regionally accredited bachelor's degree, but has a regionally accredited master's degree, then this is sufficient to be considered for admission. A list of regional accrediting bodies is available at <http://www.chea.org/Directories/regional.asp>. Exceptions on standard accreditation may be granted for applicants with international degrees, including applicants with three-year degrees from institutions in Europe participating in the [Bologna Process](#).

Applications are not complete until the Graduate School receives the following documents:

Completed online application: <https://www.ecu.edu/gradschool/apply>

Non-refundable application fee: \$75 payable by credit card at the time of application submission

Official transcripts: required for any earned post-secondary degree (bachelor's and higher) and all post-secondary coursework completed within the last 5 years. Additional transcripts are required for transfer credits in excess of 50% of the credits required for the post-secondary degree. If the applicant is currently enrolled in a college or university, they must submit an official transcript showing the current enrollment, as well as a final official transcript with grades and/or the awarded degree. Applicants who attended ECU do not need to request an ECU transcript. Unless they have a hold on their account, the Graduate School will receive this document automatically.

Official standardized test scores: GRE/MAT/GMAT scores must be sent directly to the Graduate School from the testing service. If the program does not require test scores for holders of a previously-earned graduate degree, this must be communicated to the Graduate School so the requirement can be waived.

The Graduate School also collects program-specific requirements to complete an application:

1. Recommendations submitted electronically from people who know the prospective student's academic record and potential for graduate study.

2. Statement of purpose – essay describing his/her academic interests and how they would intend to pursue them in the graduate program at ECU. The applicants state their academic interests as clearly as possible and include reasons why ECU is the best opportunity for them to pursue these interests.
3. Resume.
4. Supplemental Application, where applicable.
5. North Carolina Licensure, where applicable.
6. TOEFL, IELTS, or Pearson Test of English scores, where applicable.

3.2. Deadlines

The application deadline is the date by which the Graduate School should receive the online application, application fee, supporting documents, and official test scores (if required). Programs can have earlier deadline dates and only admit students to specific academic terms. The Graduate School's cut-off deadlines, international deadlines, and the early deadlines for specific programs are published on [Graduate Admissions](#) and [Find Your Program](#).

The Graduate School will continue to process applications for programs until such time that individual programs notify us that they have reached their enrollment capacity for a given term. Regardless of your program's published deadline, please contact the Graduate School to notify us when you no longer wish to have students apply for the term. The International Priority deadline is to encourage international applicants to complete the application process early. The Cut-Off Deadline is the last day an application and fee can be submitted for new Degree, Certificate, and Non-Degree applications. For international applications, programs should return their decision to the Graduate School by June 15th for fall semesters and by November 15th for spring semesters, to ensure paperwork can be processed in time for a student to arrive in the US.

3.2.1. Graduate School Application Deadlines

	Fall	Spring	Summer I/11-week	Summer II
International Priority	February 1	September 1	December 15	December 15
Cut-off	August 15	December 20	May 5	June 15

3.3. Application Process

3.3.1. Application Submission and Fee Payment

Applicants must create an application account at <https://www.ecu.edu/gradschool/apply> . They should retain this information in order to access the system and check the status of their application.

Upon accessing the application website, applicants must select a degree type:

Certificate: for application to post-baccalaureate and post-master's certificate program

Doctoral: for application to doctoral program (PhD, EdD, DPT, AuD, DNP, and includes nondoctoral advanced EdS)

Master's: for application to traditional Master's degree program

Non-degree: for students interested in taking graduate courses, but not interested in obtaining a graduate degree or certificate. Typical applicants may include visiting students, individuals taking courses for personal/professional enrichment, or individuals taking prerequisite courses.

Applicants are then directed to select an academic program and concentration, if applicable, and an anticipated entry term.

After selecting the program and term, the applicant must choose “new application” or “re-applying.”

An applicant may select “re-applying” if they are applying to the same program and meet any of the following criteria:

1. Took a leave of absence within the last 3 years

2. Admitted to a program within the last year but did not enroll
3. Submitted an application but did not complete it
4. Completed an application but did not receive an admission decision

All other applicants must select “new application.”

If an applicant selects “re-applying,” they will be provided information on the possibility of qualifying to re-use the application fee submitted with the previous application. Additionally, applicable materials previously submitted will be applied to the new application.

Applicants will complete the rest of the required information, including demographic details, academic background, residency information, and campus safety/conduct information. Program-specific requirements may be submitted when the online application is submitted or after the initial online application is submitted. Following submission of the online application document, applicants will receive information on logging into their Self-Service Center to upload required material. They will also receive materials on paying the application fee.

An applicant can apply for admission to only one program per application. To be considered for an additional program, the applicant must submit an additional application (and fee) for that program, however the same supplemental materials can be utilized for both applications.

3.3.2. Application Materials Received by Graduate School

Applicants upload applicable required supplemental items to their application account. Supplemental application materials must be received electronically through the application account. Applicants will also have the opportunity to add the name and email addresses of recommenders, who will receive an email notification to submit an electronic recommendation letter for the applicant.

GPDCs have access to all materials submitted by the applicants and the recommenders in Radius throughout the application process and in AppReview when the application is complete.

GPA is calculated for applicants using the following guidelines:

Undergraduate GPA

- GPA at the time of graduation with first undergraduate degree using the final GPA from the transcript of degree-granting institution

Post-Baccalaureate GPA

- Courses completed for an earned graduate degree
- 18 hours or more of post-baccalaureate courses, graduate or undergraduate
- Second undergraduate degree
- Post-baccalaureate undergraduate and graduate courses less than 9 hours are not counted in either GPA

Straight-through programs (RN-MSN, Doctorate with no Bachelor's degree)

- Courses separated into undergraduate and graduate based on level
- If the course is level 100(0), 200(0), 300(0), or 400(0), it is considered to be undergraduate. If the course is 500(0) or higher, then it is considered a graduate course

3.3.3. Application Complete and Routed to Program

Once the application is complete, the application materials are routed for review via AppReview. Reviewers received notifications when there are new applications ready for review.

3.4. Admission Decisions

Admissions to a graduate program at East Carolina University is based on an evaluation of an applicant's overall record, experience, personal qualifications, and proposed area of study.

Applications and supporting credentials are reviewed by the Office of Graduate Admissions and by the graduate program to which the applicant is seeking admission. The criteria used for admission decisions vary according to programs and schools/colleges and reflect an evaluation of the applicant's potential for graduate work.

The program reviews the application materials for the admission or rejection decisions; each graduate program decides on the admissibility of its students, although Graduate School regulations govern the criteria for the classification of graduate student status. The program's decision is submitted via AppReview. The Graduate School enters the decision into Radius and any related holds are placed on the applicant's record. An electronic admission letter is generated that notifies

the applicant of the Admission or Rejection decision recommended by the program. Subsequent emails are sent with the student's Pirate ID, Banner ID, email address, and additional information about setting up their student account.

Prospective students may apply simultaneously for more than one graduate program, but a separate application is required for each degree program. Any transcripts and test scores submitted will be used toward both applications; duplicates are not required.

3.4.1. Regular Admission

The Graduate Council has established guidelines for regular admission and allows for admission by exception for students not meeting those guidelines. When considering students for admission, a holistic approach must be taken with no cutoff thresholds for test scores or GPA stated on websites or materials distributed to students, as applicants may be considered for both regular and by admit-by-exception admission. This approach follows national best practices for graduate schools. The Educational Testing Service (ETS) recommends, if reporting or advertising scores, using a range of scores (highest and lowest score) rather than means or medians. They state in their [GRE Guide to the Use of Scores](#) that "A cut-off score (i.e., a minimum score) should never be used as the only criterion for denial of admission or awarding of a fellowship. No single GRE score or GPA should be used to judge the ability of a student to succeed in graduate education. Multiple factors must be considered including but not limited to senior level GPA, work experience, letters of recommendation, and personal statements.

To qualify for regular admission to a degree program, an applicant must have a standardized test score at or above the 30th percentile (applies for [GRE](#), MAT, and GMAT) **AND** either an overall GPA of 2.7 on a 4.0 scale on all undergraduate work or a graduate GPA of 3.0 on a 4.0 scale. Applicants may also be considered for Admit-by-Exception (section 3.4.2).

Certificate programs require a 2.5 GPA for regular admission and may not require a standardized test.

Regarding entrance exam requirements for degree programs, the verbal and quantitative percentiles of the GRE are averaged and must be equal to or greater than the 30th percentile. The general test of the GRE is accepted by all Master's and Doctoral programs. The MAT is accepted by

all programs within the College of Education and others as noted. A score equal to the 30th percentile must be achieved and submitted for regular admission. The GMAT is accepted (and preferred) for graduate programs in accounting and business administration. A GMAT score of 500 must be submitted for regular admission.

Individual programs are encouraged to submit permanent entrance exam waiver proposals for review to the Dean of the Graduate School and the Director of Admissions. The proposal must include the justification for the request. It must also include the specific information that will be considered in place of the exam requirement and qualify an applicant for the waiver.

For example:

- Applicants who earned an ECU undergraduate degree with a specific GPA in an identified major that is relevant to the graduate program
- Applicants who are members of a national honor society related to the program of study
- Applicants who complete the related certificate with a specific GPA
- Applicants in good standing in the ECU Honors College

Once the program has received approval for the use of the exam waiver, they are welcome to promote it within the current ECU undergraduate population, on the website, in recruitment materials, etc.

To facilitate the use of the test waiver for an applicant, the program director must send an email to the Director of Admissions to request that the waiver be added to the applicant's record. The Graduate School does not make this determination, nor do we notify the program if we believe someone may qualify. The Graduate School provides the appropriate information for programs to make admission decisions, but we do not make admission decisions or waive required documents.

International applicants are required to submit a TOEFL, IELTS, or PTE with a qualifying score. Applicants must earn a score of 78, with at least 18 on each part, on the TOEFL. Applicants must earn a score of 6.5 on the IELTS. Applicants must earn a total score of 65, with 60 on each section for the PTE. Individual programs may establish standards that are more stringent.

Admission decisions are based on a multitude of factors beyond GPA and test scores and may vary by program. The Graduate School requests that programs communicate their admission criteria and individual requirements (excluding test scores and GPA unless it is shown as a range for students accepted into your specific program over the past two to three years) directly to applicants, not referring them to the Graduate School for this purpose.

3.4.2. Admission by Exception

Some programs may recommend admission by exception (AE) for a limited number of applicants who do not qualify academically for regular admission, but have other offsetting strengths. The program must provide a brief justification for the admission recommendation on the review sheet in AppReview. If the Graduate School is not in agreement with the program's recommendation, the student will be rejected. The program may appeal the Graduate School's decision to the Graduate Council. Admission by exception requires the student to earn a minimum of 3.0 GPA in the first 9 or more completed hours to remain in the program. A hold is placed on the student's registration for the subsequent term until grades are posted and can be evaluated by the Graduate School. Students who are admitted by exception (AE) will be eligible for assistantship support at a reduced number of hours equivalent to ½ the full-time work load (up to 10 hours per week). Program directors may request an exception, for a full-time work load (up to 20 hours per week) on a case-by-case basis for individual students close to the cut-off with a suitable justification. Students admitted by exception can attain full graduate standing after completion of 9 or more graduate credit hours with a minimum GPA of 3.0. Programs may establish higher or additional academic standards for continuation for students that are admitted by exception.

3.4.3. Provisional Admission

Applicants also may be admitted under provisional admission status, indicating that one or more required final documents have not been received by the Graduate School at the time of admission. These documents may include official final transcripts with degree and conferral date posted, a copy of license required by the program, and a transcript evaluation for an international transcript, among other documents. The student is allowed to register for the first term of admission and is able to apply for financial aid, but the aid will not be applied until the required document(s) are received by the Graduate School. Registration for future terms is restricted pending receipt of the

final document(s). The credentials that have been received must be strong enough to warrant a decision pending receipt of the final document. Provisional admission is used either to recruit highly qualified students or to admit students who have not yet completed their undergraduate degree or required licensure. Provisional admission is not automatic and therefore must be requested for a student if the program decides it would like the student to be admitted.

3.4.4. Professional Admission

GPDCs may review applicants for Professional Track admission consideration. Applicants whose undergraduate degree is approximately 5-7 years old and/or have extensive professional experience related to the intended program of study may be eligible to seek admission through the professional admissions policy upon recommendation of the GPDC. These requirements can be somewhat flexible with appropriate justification. GPDCs must provide justification, including a resume, to the Director of Graduate Admissions for approval. The Graduate School reserves the right to request additional clarification/information prior to final approval and waiving of the exam requirement.

3.4.5. Conditional Admission

International applicants may be considered for conditional admission without the submission of a TOEFL or IELTS score. Conditional admission requires successful completion of a language academy or program in the US prior to full admission to ECU. Applicants pursuing conditional admission still must submit all other required items to be reviewed, such as GRE or GMAT scores. Upon completion of a language academy, the applicant will receive full admission and may begin taking graduate courses at ECU. Information about ECU's Language Academy (ECULA) may be found at the following link: <http://www.ecu.edu/ecula>.

3.4.6. Other Admission Decision Types

Reject

Withdrawn by Student – Select this decision in AppReview when a student contacts you and advises that they are no longer considering your program. If a student contacts you after they have already been offered admission to tell you that they are declining your offer, please send this information to the Graduate School via email.

Change Term – If you or the student request a deferral or change of term, submit this information to the Graduate School via the Change Term form located at the following site:

<https://ecu.teamdynamix.com/TDClient/Requests/ServiceCatalog?CategoryID=7722> .

3.5. Certificate Programs

The admissions requirements for graduate certificate programs vary depending upon the program. Some certificate programs require that the applicant be enrolled in a graduate degree program while other certificate programs are designed for any person holding a baccalaureate degree. Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the department offering the degree program.

If a student is currently enrolled in a graduate program and would like to add a certificate, they must fill out the “Request to Add Certificate” form at <http://www.ecu.edu/cs-acad/gradschool/Academic-Policies-and-Forms.cfm>. This form must be approved by both the degree and certificate program directors and reviewed by the Graduate School. To graduate with the certificate, the student must complete a Graduate Certificate Graduation Application. If the degree and certificate programs are not completed concurrently, the student must submit a Request to Add a Certificate form to have the certificate added to their record.

A maximum of one third of the required semester credit hours from another institution may be counted toward the completion of a certificate program at ECU. Exceptions may be made with the permission of the program director and the Dean of the Graduate School.

3.6. Non-Degree Students

The non-degree student classification is a graduate classification for students interested in taking graduate courses but not interested in obtaining a graduate degree or certificate at the time. Typical applicants may include visiting students, individuals taking courses for personal/professional enrichment, or individuals taking prerequisite course work for later application to a degree program. To be allowed to enroll in the non-degree classification, a student must submit a non-degree application, application fee, and a transcript showing a bachelor’s degree from a regionally accredited institution.

3.6.1. Policies Regarding Non-Degree Students

Non-degree students are not eligible to take graduate courses in all programs. Non-degree students should seek the permission of the GPDC in the department offering the course(s) prior to applying. A maximum of 9 semester hours of course work taken as a non-degree student may apply toward the credit requirement of the degree program.

Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the unit offering the degree program.

Requests for degree credit for courses completed as a non-degree student are considered after admission to a graduate degree program. All non-degree course work accepted for degree credit must be approved by the program director of the student's department. All requests for degree credit must be approved by the Dean of the Graduate School.

If credit for course work taken as a non-degree student is to be applied to a degree program, it must be satisfactorily incorporated within the applicable time frame for completion of all degree requirements. Furthermore, it should be identified in the student's proposed program of study during his/her first term of matriculation.

Course work taken as a non-degree student carries with it no implication that the student will be admitted to a degree program in the Graduate School.

3.7. Deferred Admission, Continuous Enrollment, and Readmission

A student's record becomes inactive when they do not enroll for the semester for which they received admission. Additionally, if the student does not enroll for a Fall or Spring semester, the record becomes inactive. In each instance, the student must submit a readmission application to resume courses. In certain instances, there is no fee for filing this readmission application. These applications should be presented to the Graduate School by the priority deadline for the semester or summer term in which the student wishes to resume graduate work. Readmission for degree and certificate programs requires approval from the academic program. If the student has attended at least one term since being admitted to a certificate or degree program then sits out for three or more years, the student will be required to submit a new application for admission, with application

fee and any documents not on file with the Graduate School. Official policy on Leave of Absence and Readmission can be found in the Graduate Catalog:

[http://catalog.ecu.edu/content.php?catoid=3&navoid=146#Leave of Absence and Readmission](http://catalog.ecu.edu/content.php?catoid=3&navoid=146#Leave_of_Absence_and_Readmission)

An applicant can defer their admission up to one year (also referred to as a change of term). This request must come to the Graduate School from the GPDC prior to census day for that term. After census day, the student may be required to submit a readmission application.

If an applicant is denied admission into a graduate program, he may be reconsidered for admission to that same program at a later time by reapplying.

3.8. International Student Requirements

International applicants must submit the online application. For applications for Summer 2018 through Summer 2019 semesters, transcripts in the student's native language as well as an official, notarized, or certified copy of the transcript is required at the time of application. Following admission, a third-party document-by-document evaluation of the transcript from the student's degree granting institution(s) is required. Instead of the student's native language and official certified or notarized transcripts, the international student may submit a third-party course-by-course credential evaluation at the time of application as described below.

3.8.1. Transcript Requirements

For applicants for the Fall 2019 semester and thereafter, the Graduate School will require a third-party course-by-course credential evaluation from the international student's degree-granting institution at the time of application. We accept evaluations by World Education Services (WES), Educational Credential Evaluators (ECE), and International Education Evaluations, Inc. (IEE) and other firms accredited by [NACES](#). The evaluation must be a course-by-course evaluation and must indicate that, at a minimum, the US equivalent of a bachelor's degree has been awarded by an accredited college or university. The grade point equivalent for each course on the transcript must be included in the evaluation. The international student's application will not be complete or reviewed for an admission until the evaluation of your transcript (by WES, ECE, or IEE) is received in the Graduate School. The student must request this evaluation be delivered directly to ECU.

3.8.2. English Language Proficiency

Standard American English is the language of instruction at East Carolina University, except in certain foreign language programs. Adequate knowledge of that language is expected of all students. The various departments generally evaluate students in this regard, and they may require students to secure remedial instruction if necessary. If English is not the applicant's native language and they have not completed at least one year of education (minimum of 18 credit hours) at a post-secondary institution in the United States, they are required to take a standardized English language exam or successfully complete the language academy. The Graduate School accepts the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Pearson Test of English (PTE), and scores must be forwarded to the Graduate School by the testing service. A TOEFL score of 78 with a minimum of score of 18 on each section, IELTS score of 6.5, or PTE score of 65 (with 60 on each section) is required to meet the language exam requirement. Successful completion of level 5 of the ECU Language Academy is required for admission without TOEFL, IELTS, or PTE scores. An international applicant can be considered for conditional admission without the TOEFL, IELTS, or PTE score. The applicant must attend and successfully complete the Language Academy before admission is granted and they begin classes. More information on the ECU Language Academy, including the ECULA application, is available at <http://ecula.ecu.edu>. Individual programs may have higher minimum requirements.

3.8.3. Financial Responsibility and the CFR

Once an international student is admitted by a program, additional information is needed from the student. Before an international applicant's admission can be finalized, he/she must submit a completed Certificate of Financial Responsibility (CFR). Once the CFR is approved, the applicant will receive a Certificate of Eligibility (Form I-20 or DS-2019).

The CFR requires the candidate to provide evidence of ability to cover all expenses, including those of any accompanying dependents, for either 9 or 12 months. Commitments of financial support from ECU in the form of tuition remissions, graduate assistantships, etc., are included in the calculations to determine the student's ability to cover expenses. Students must return the complete CFR to the Graduate School.

3.8.4. Visas

Under immigration law, international students are divided according to their immigration classification. Each visa type has its own eligibility requirements and restrictions.

F-1 Student - An F-1 student is a resident of a foreign country who plans to return to their home country and is coming to the U.S. temporarily and solely for the purpose of attending a school previously determined by the student. An F-1 student is required to demonstrate full financial support to obtain the F-1 visa and be admitted to the U.S. as a student.

J-1 Exchange Visitor - The J-1 Exchange Visitor classification serves a variety of educational purposes. Under this status, students, scholars, professors, and researchers may come to the U.S. temporarily for the purpose of educational exchanges under the sponsorship of an approved organization or institution. Students entering the country under the J-1 Exchange Visitor class of visa may be sponsored by ECU or other outside agencies such as the Fulbright program.

Other Visa Types - In addition to F-1 and J-1 visas, there are other visa types represented among the international student population at East Carolina University, such as H-1B, H-4, TN, TD, J-2, O, and E visas. Because processing times at the U.S. Citizenship and Immigration Services are sometimes long and there are many factors that must be taken in to consideration when deciding to change one's status, applicants are encouraged to begin the process early.

International students in F-1 or J-1 status must carry a full course load in each regular semester to comply with the [US Citizenship and Immigration Services](#) (USCIS) regulations. International students in F-1 or J-1 status may not hold full-time assistantships or a combination of assistantships that exceed 20 hours of service.

The Office of International Affairs provides assistance, information, and referrals to international students regarding financial, personal, cultural, and academic concerns. Advisors assist international students in maintaining their legal status while within the United States. This office also provides expert advice regarding United States immigration regulations and helps with any problems relating to visa status. For complete information, visit the [ECU Office of International Affairs website](#).

3.9. Early Admission Programs

There are a variety of ways that ECU undergraduate students may be admitted to take graduate courses before completing the requirements for their undergraduate degree. These programs include the integrated bachelor's and master's program, the accelerated master's programs, the undergraduate/non-degree dual enrollment program, and the six-hour rule.

3.9.1. Integrated Bachelor's and Master's Programs

This program (<http://catalog.ecu.edu/content.php?catoid=13&navoid=974#integrated-bachelor-s-graduate-program>) allows ECU undergraduates with at least an overall GPA of 3.0 to apply as juniors to an integrated bachelor's/graduate program. Upon admission to the graduate degree program, the student can count up to 15 s.h. of graduate credit toward completion of the bachelor's degree. Graduate-level course work taken during the senior year may be counted towards the graduate degree and also towards the undergraduate course work needed to complete the bachelor's degree. Students participating in an integrated program earn the bachelor's degree prior to completion of the graduate degree. An integrated bachelor's/graduate program must meet or exceed the credit hour thresholds in the standard for the two degrees awarded, (e.g., a combination baccalaureate and master's degree should include a combined minimum of 150 semester credit hours).

Students interested in the integrated bachelor's/master's programs should discuss their goals with their advisors and the Graduate School.

3.9.2. Early Assurance Programs

The undergraduate Honors College features [Early Assurance programs](#) to Physical Therapy (DPT), Nursing (PhD), Occupational Therapy (MSOT), and Audiology (AuD/PhD). Under these programs, selected students are guaranteed entry into these graduate programs upon completion of their undergraduate degree, provided they satisfy program requirements. These programs are restricted to North Carolina residents. See link above for additional details from the Honors College.

3.9.3. Undergraduate /Non-Degree Graduate Dual Enrollment

Senior undergraduate students at ECU who possesses at least a 3.5 GPA in their last 30 semester hours of undergraduate ECU course work are eligible to enroll in the Graduate School as a non-

degree student and complete up to 9 semester hours of graduate-level course work. Graduate courses taken under the dual enrollment arrangement do not count toward completion of the undergraduate degree. These courses are eligible to count towards the graduate degree upon approval of the department offering the degree program. This form of dual enrollment is intended to give a student contemplating future admission to a graduate program the opportunity to take graduate courses while still an undergraduate. Permission must be obtained from the student's undergraduate advisor, the GPDC, and the Graduate School prior to admission into the Graduate School.

3.9.4. Six-Hour Rule

ECU seniors who are within 6 semester hours or less of completion of all undergraduate degree requirements may apply for admission to graduate degree programs. If admitted prior to the semester or summer term during which 6 semester hours or less and any remaining requirements must be completed, they may enroll in 5000- or 6000-level courses applicable to graduate degree requirements. Graduate courses taken under the "six-hour rule" do not double count toward completion of the undergraduate degree.

Successful applicants must complete all remaining undergraduate degree requirements during the semester or summer term to which they are admitted. Failure to fulfill this requirement will result in cancellation of admission to graduate degree study and enrollment in any 6000-level courses will be invalidated.

3.10. Withdrawal

When a graduate student drops all university courses in a semester in which he or she is enrolled, the student must officially withdraw from the university. Students seeking to withdraw for reasons other than extenuating circumstances must notify the Office of Registrar of their official withdrawal (regis@ecu.edu). A graduate student withdrawing from the university by the last day for graduate students to drop courses without grades as set forth in the university calendar will not receive grades in university courses for the semester. A graduate student withdrawing after the last day for graduate students to drop courses without grades will receive a grade of F for all university classes which he or she is failing at the time. The last day for a graduate student to drop a class without

grades will be 5:00 PM on the class day after 60% of the class days are completed for the term. No retroactive withdrawals will be granted after classes have ended for the semester in which the student was enrolled.

Students withdrawing for extenuating circumstances must apply for an extenuating circumstances withdrawal to the Office of the Dean of Students (http://www.ecu.edu/cs-studentaffairs/dos/medical_Withdrawals.cfm). No retroactive extenuating circumstances withdrawals will be granted after classes have ended for the semester in which the student was enrolled, except in the case of extraordinary medical, personal or family emergency, in the judgment of the dean of the Graduate School.

3.11. New Student Information

Students are provided with instructions on getting started as a new student following the receipt of their admission letter.

3.11.1. Student Health

All new students must complete the report of medical history form, which includes a record of required immunizations. The form is available and processed online, see this link for more information on this form and other related matters, including consideration for health insurance and “opting out”: <http://www.ecu.edu/cs-studentaffairs/studenthealth/students/checklist.cfm>. These forms for immunization must be processed before beginning. Students will not be allowed to attend classes if an up-to-date record of immunizations is not on file with Student Health Service. The medical history form and student health checklist are available at: (<http://www.ecu.edu/cs-studentaffairs/studenthealth/>).

Online/off-campus/satellite students or students taking four credit hours or less are exempt from the immunization requirement. The exemption is automatically taken care of at the time of registration.

3.11.2. Health Insurance

East Carolina University students in on-campus classes are required to have health insurance. Health insurance is not required for online students. If students are covered by an existing health plan, they can waive out of the plan by providing policy information from a current,

valid health insurance carrier. For students without coverage from an existing health plan, they must enroll in the health policy adopted by East Carolina University. To waive-out or enroll, visit [StudentBlue for ECU](#). Please contact Student Health Services, 252-328-6841, with any questions regarding waiving and enrolling, have them email studentinsurance@ecu.edu, or direct them to http://www.ecu.edu/cs-studentaffairs/studenthealth/payment_info/student-health-insurance.cfm for more information in general about student health insurance.

Eligibility criteria for student health insurance:

Graduate students must be:

- in degree seeking programs AND
- enrolled in 3 or more credit hours on campus AND
- pay the health fee with tuition

All students meeting eligibility criteria will be automatically billed for SHIP. It is the student's responsibility to submit their current insurance information to opt out/waive out of SHIP and have the charge credited back to their tuition bill.

3.11.3. Registration Information

Information about Registration and Schedule changes can be found at <http://www.ecu.edu/registrar/>. The “Students” link is on the left side of the web page, with “General Registration Information” link included for detailed registration instructions. The “Registration Schedule” link under “Students,” includes details for dates, times, and hours needed for student registration schedules. Some programs prefer to register their students for courses and do not allow students to use the online registration system.

3.11.4. Tuition Information

East Carolina University’s Electronic Billing (eBill) system is the official means of generating tuition bills to enrolled students. ECU does not mail paper bills to a student’s permanent home address. Students will receive email notifications from cashier@ecu.edu to their ECU email address when a new billing statement is available for review online. Students can gain access to the eBill

system through PiratePort at <http://pirateport.ecu.edu>. Once logged in, students will be able to make online payments, view and/or print billing statements, and review current account activity.

If additional charges are incurred after an eBill statement has been generated, it is the student's responsibility to monitor their financial account through the eBill system to ensure that there are sufficient financial aid/resources and/or payment to cover all charges on the account. A partial payment will not secure any of a student's class schedule. Important dates for late fees and schedule cancellations are given below in the University Calendar section.

Visit www.ecu.edu/cashier for information about the Cashier's Office including Tuition and Fees and Important Information about Methods of Payment.

3.11.5. University Calendar

View ECU's Academic Calendars for important deadlines regarding registration and tuition payment. The calendar is available at <http://www.ecu.edu/fsonline/senate/fscalend.cfm>.

Chapter 4: Academic Regulations

4.1. Course Credits

Only courses numbered 5000 or higher can be counted toward completion of graduate degrees or CAS programs. At least one-half of the credit for a master's degree must be earned in courses for graduates only, numbering 6000 or above. Three semester hour courses meet one and a half hours daily; five semester hour courses meet two and one-half hours daily. Other courses meet for the appropriate times to meet the total contact hour requirement. The university offers many graduate courses, workshops, conferences, and short courses during the summer session. Graduate degree credit can be earned only at the rate of one semester hour of credit for each calendar week of attendance.

Graduate students who seek and obtain permission to take courses at other institutions for subsequent transfer to degree programs at East Carolina University may obtain credit only at the rate of one semester hour of credit for each calendar week of course attendance. Degree or CAS credit cannot be obtained through completion of correspondence courses.

4.1.1. Credit by Examination

Not more than twenty percent of a degree or Certificate of Advanced Study (CAS) program may be earned through credit by examination; credit thus earned will not be counted as residence credit.

Students enrolled or accepted in non-doctoral degree or CAS programs may receive credit by examination for courses in which they have not been enrolled for either credit or audit. This requires approval by the appropriate dean of a college, director of a professional school, or by the chairperson of a department in the Thomas Harriot College of Arts and Sciences, and finally by the Dean of the Graduate School. Appropriate forms are available from the Graduate School web page (<http://www.ecu.edu/gradschool>). A fee is required. The forms, bearing the receipt of the cashier, must be shown to the instructor, who in turn reports the grade to the Office of the Registrar. Some unit programs do not offer credit by examination, the student must check with the unit.

4.1.2. Transfer Credits

With the support of the graduate program director, up to one third of the credit hours in a graduate certificate or degree program may be transferred from a regionally accredited college or university. No credit hours completed as part of a previously earned master's degree can be counted toward a second master's degree. A maximum of one third of credit from another institution may be counted toward the completion of a certificate program at East Carolina University. Exceptions may be made with the permission of the program director and the dean of the Graduate School, but in all cases students must earn at least one half of the credit hours in a graduate certificate or degree program at East Carolina University. Master's degree students in business administration, public administration, and social work and doctoral students are governed by statements in degree requirements. Programs may set lower transfer hour limits. Program directors and students should discuss transfer credit options. For more information about degree requirements, view Curricula.

Graduate-level course work taken elsewhere is not automatically applicable to a graduate degree program at East Carolina University. Applicants for admission must indicate clearly on application forms their attendance at other graduate-level institutions and petition college, school, or departmental advisors to apply such earned credits to their programs. College, school, or departmental petitions for application of transfer credit must be approved by the Graduate School. Ordinarily the Graduate School will approve the application of graduate course transfer credit only if (1) the college, school, or department so recommends; (2) the graduate credit was earned at a regionally accredited institution; (3) the student was admitted to a formal ECU graduate degree program at the time the credit was earned with a minimum final course grade of B; and (4) the credit can be satisfactorily incorporated within the applicable time frame for completion of all degree requirements. The credit cannot have been applied to a previous graduate degree. Official transcripts which will provide adequate evidence to support such petitions must be supplied.

Students who have been admitted to the Graduate School at East Carolina University may enroll at other regionally accredited graduate-level institutions for course work which is applicable to their programs provided they have obtained advance permission from their college, school, or graduate program director and the dean of the Graduate School. Such transfer work is included in the one third maximum application of such credit to degree programs. Transfer credit for short courses or

workshops can be obtained only at the rate of 1 semester hour of credit for each calendar week of course attendance; concurrent enrollment in two or more short courses or workshops is not permitted.

4.2. Registration Procedures

4.2.1. Student Load

No more than 15 semester hours of work may be taken in any fall or spring semester without the written permission of the department or college and the Dean of the Graduate School. A student is considered to be enrolled full-time when registered for a minimum of 9 semester hours during a regular semester. If the program's curriculum requirements for graduation have been met (and the student is registering for thesis or other final project), then 3 semester hours of Thesis for Master's students may be considered full-time for graduate assistantship eligibility purposes for the graduating (final) semester. The 3 semester hour minimum is retained for Master's students in deference to the greater proportion of educational costs and living expenses they are expected to bear relative to doctoral students, who receive substantially greater financial support from the Graduate School, other University sources, and grant funds. Accordingly, the Graduate School advocates a minimum of 9 credit hours as full-time for doctoral students for every semester. Appropriate allowance can be made and equivalent credit can be given if work other than formal courses undertaken by the student contributes to the educational program. No more than 15 semester hours of work may be taken in any fall or spring semester without the written permission of the department or college and the Dean of the Graduate School.

4.2.2. Auditing Courses

Auditing a course consists of attendance at classes and listening, but taking no part in the class. An auditor is not responsible for any assignments, nor is he or she allowed to take any tests or examinations. However, to have the audited course recorded on the official transcript, a student must attend classes regularly. An auditor may not enroll in a participation course (art classes, laboratories, etc.). Under no circumstances will a grade be assigned, evaluations be made, or performance reports be issued on a student auditing a course. Auditing a course or part of a course is contingent upon the approval of the instructor and the appropriate departmental chairperson, school director, or college dean. Students may not register to audit a course until the last day of the

drop/add period. Persons who wish to attend university classes without earning credit must be admitted to the university before seeking approval to audit any course. The applicants shall complete the prescribed procedure for registering through the Office of the Registrar and pay the audit fee to the cashier's office before attendance in classes is permitted.

Students regularly enrolled in the university wishing to audit course(s) must initiate the approval process with their advisor

4.2.3. Registration Procedures

Students who have received a letter of admission (received via email) from the Graduate School are encouraged to reach out to the office of the college, school, or department in which they are enrolled to be assigned an advisor who will assist in scheduling classes and completing registration. Each student, new or continuing, has primary responsibility for assuring that he or she is completing degree requirements. Degree Works is an online tool within Banner Self Service for students to use for monitoring progress and reviewing requirements. Students are allowed to self-register. To register, students should consult with their advisor about course selection and then use Banner Self Service to register. To complete the process and be officially registered and entered on the class roll, students must pay tuition and fees to the cashier's office according to the deadlines provided by the Cashier's Office. No person will be admitted to any class unless officially registered either for audit or for credit.

Students are expected to complete registration (including the payment of all required fees) on the dates prescribed in the university calendar. Students who register during the early registration period are required to pay their fees and secure their official schedules during a stipulated period prior to registration day. Students who fail to pay fees by this date will have their schedules canceled.

4.2.4. Schedule Changes and Last Day for Course Withdrawals

A graduate student may add a course or courses through the last day to register for the semester (fall/spring semesters this is the fifth class day), also called the course adjustment period. The student should utilize Self-Service Banner for schedule changes during this course adjustment period.

A graduate student may drop a course via Self-Service banner if dropped by the last day of the course adjustment period. Drops after the course adjustment period are called course or term withdrawals. Students who experience a medical emergency or other serious emergency of such a serious nature that it is impossible or extraordinarily difficult to withdraw prior to the last day to drop a course should consult with the Dean of Students about an [Extenuating Circumstances Withdrawal](#). If after the deadline for course withdrawals as published in the academic calendar, the dean of the Graduate School will review the request for extenuating circumstances withdrawals. If it is determined that such an emergency existed, approval will be given for the student to be withdrawn from all courses taken during that semester. As a matter of policy, it is not possible to select and retroactively drop individual courses.

The last day for a graduate student to withdraw from a course is the same date for both undergraduates and graduate students. Please consult the current academic calendar for this date. A “W” will appear on the student’s transcript (the reason it is not referred to as a drop). A “drop” is eliminated from the schedule and does not appear on the transcript while a withdrawal remains visible on the transcript. After the last day in the semester for course withdrawal, the designation on the student’s transcript will either be a “W” if passing the course, or a “WF” if the student was failing the course, at the time of the request.

4.3. Grading System

In the Graduate School, grades consist of A, AU, B, C, F, I, NR, S, U and W. The Graduate School has not adopted a plus/minus grading system. Grades for graduate students in 5000 level courses should not include any plus/minus grades.

4.3.1. Course Repetition

Certain graduate courses may be repeated for credit and are identified in the course descriptions of the graduate catalog. Repetition of any graduate courses other than these is subject to approval by the student’s graduate program. Degree credit for repeated courses will be given only once, but the grade assigned for each enrollment shall be permanently recorded. Both the original grade and the grade received in the repetition will be used in calculating the overall GPA. When granting a time extension (see Time Limits for Completing Graduate Degrees) the Dean of the Graduate School or

his/her designee may specify that out-of-date courses be repeated for credit with written justification by the student's graduate program director to assure the currency of a student's coursework falling outside the allowed time limit.

4.3.2. Change of Grade

A change of grade, other than I, for any reason, must be made within one year from the date the original grade was received.

4.3.3. Definition of Grades

1. A - Excellent
2. AU – Audit
3. B – Good
4. C – Passed
5. F - Failure
6. I - Incomplete – The grade of I is given for a deficiency in the quantity of work done in a course, as opposed to the quality of work done in a course. It may only be awarded in extenuating circumstances. A student must have completed a substantial proportion of the course work and be passing the class. The grade is considered temporary. "I" grades must be resolved within one calendar year or a grade of "F" will automatically be assigned; instructors have the prerogative to require a shorter period of time to complete the remaining requirements. No student will be allowed to graduate with an incomplete in their program of study. The grade of "I" cannot be given for theses or dissertations. No exceptions to this policy will be granted.
7. NR – Not Reported by faculty
8. S - Satisfactory progress – A special grade reserved for thesis and dissertation research, internships, practica, and similar courses. The 7000 and 9000 courses for theses and dissertations are not connected to each other by semester. Also, the grade of "S" in these courses are not included in meeting the cumulative grade point average of 3.0 required for graduation. The grade of "S" or "U" (see below) is awarded immediately upon completion of the term. If the catalog description for your program states that a student must have 6 hours of 7000 thesis credit to graduate, then they need 6 credits of "S" grades. Each course

should have a syllabus stipulating grading for these courses (e.g. 7000 and 9000 courses).

See below for how a grade of “U” affects a student.

9. U –Unsatisfactory progress – A special grade reserved for thesis and dissertation research, internships, practica, and similar courses where the student is NOT making satisfactory progress (very different from normal progression). The grades in these courses are not included in meeting the cumulative grade point average of 3.0 required for graduation. The graduate school does not have a blanket policy other than “U” grades do not count towards degree requirements or towards graduation. Your unit/department should develop and publish a process, e.g. in your student handbook, stating consequences after the first or second “U” grade, depending on the decision of the graduate faculty in that unit. As long as the student has the requisite number of thesis or dissertation hours (e.g. six hours of 7000/Thesis), they can graduate with “U” hours on their record. The grade of “U” is not typically subject to a grade change, and should remain on the student’s record, as the grade they earned for that term.
10. W - Withdrawn

4.3.4. Graduate Student Grade Appeals

The Graduate School does not receive or process grade appeals, as these appeals are to be received and processed at the departmental and home college level. The policy for grade appeals may be found at: <http://catalog.ecu.edu/content.php?catoid=13&navoid=1011#graduate-student-grade-appeals>.

4.4. Academic Eligibility Standards

To meet the requirements for graduation or awarding of a graduate certificate and to remain in good academic standing, a student must demonstrate acceptable performance in course work after being admitted to a graduate degree program. This requires a cumulative 3.00 GPA in all course work related to the student’s program of study.

In addition to the expectations for successful performance of course work described in the previous paragraph, good academic standing requires satisfactory progress in the overall graduate program. The students’ advisor or graduate advisory committees may render judgments as to whether

satisfactory progress is being made toward the degree, considering all aspects of academic performance and promise, not necessarily course work alone. A positive judgment is required to remain in good academic standing. For students involved in research-oriented programs, the student's department and individual advisory committee are responsible for evaluating the student's skills with respect to performing quality research. Failure to meet programmatic/departmental standards may result in program termination.

For the purpose of meeting the minimum GPA requirement of 3.0 for graduation, students who are admitted to a different graduate program after a full year's absence resulting from withdrawal or dismissal from a prior ECU graduate program may request that only the courses taken since readmission to the new graduate program be counted towards the minimum required GPA. The request with written justification must be made by the student's graduate program director for approval by the Dean of the Graduate School or his/her designee. If approved, the student will have nine credit hours attempted to establish a GPA of 3.0 and courses taken prior to readmission will not be counted towards the completion of the new graduate degree. Failure to establish a GPA of 3.0 after nine credits attempted after readmission will result in immediate dismissal from the new graduate program and the University.

Students who are readmitted to a graduate program three years after withdrawal or dismissal from the same graduate program and who agree not to have any prior credit earned count toward their initial degree may request that only the courses taken since readmission to the new graduate program be counted towards the minimum required GPA. The request with written justification must be made by the student's graduate program director for approval by the Dean of the Graduate School or his/her designee. If approved, the student will have nine credit hours attempted to establish a GPA of 3.0 and courses taken prior to readmission will not be counted towards the completion of the new graduate degree. Failure to establish a GPA of 3.0 after nine credit hours attempted after readmission will result in immediate dismissal from the new graduate program and the University.

4.4.1. Probation and Termination Policy

To remain in good academic standing, graduate students must maintain a minimum cumulative GPA of 3.0 once they have a total of 9 credit hours attempted* and any additional or higher academic

standards established by their program of study. Students who fail to meet their program's criteria may be placed on probation or dismissed from the program.

Students who fail to remain in good academic standing, in accordance with the paragraph above, will be automatically placed on academic probation by the Graduate School, during which time they will have an opportunity to correct their academic deficiencies. The probationary period will last for the term(s) in which the next nine credit hours are attempted. Enrollment in the Graduate School will be automatically terminated for students who fail to correct their academic deficiencies by the end of the probationary period. Graduate students will not be allowed to take classes once it becomes mathematically impossible to achieve an overall cumulative GPA of 3.00 by the end of the remaining probationary period.

Students may appeal dismissal decisions by following the process outlined in the Graduate School Appeals Procedure

*Total credit hours attempted is the sum of credit hours for all graduate courses in which a graduate student is enrolled as of the tenth day of each semester (the Official University Enrollment Report Date or "Census Date"). Courses with a grade of "I" (incomplete) or dropped after census date are included in the calculation of credit hours attempted. Thesis and dissertation courses are not included as they may be repeated multiple times and no grade is assigned until the thesis or dissertation is defended.

4.4.2. Graduate School Appeals Procedure

Graduate students may appeal adverse academic actions and decisions taken or made by graduate faculty or graduate program directors concerning unsatisfactory performance on comprehensive assessments, imposition of academic probation for reasons other than insufficient grade point average, application of Graduate School or university academic policies, refusal to readmit a student previously enrolled in the graduate program or academic dismissal from the graduate program for reasons other than insufficient grade point average.

This policy does not apply to actions, decisions, complaints, grievances or appeals that are disciplinary in nature or that are covered by other Graduate School or university policies or

procedures including, but not limited to, decisions regarding (a) course grades, (b) student disciplinary matters, and (c) discrimination or harassment.

Informal resolution of appeals is always the most desirable approach and encouraged whenever possible. Before initiating a formal appeal, the student shall discuss the problem with the person or persons whose actions are being challenged, henceforth referred to as the 'academic officer(s)', in a face to face meeting within fourteen calendar days after the student receives notice of the adverse action or decision. Unless they are the "academic officers" whose actions or decisions are being challenged, the student should keep both the head/chair of the department in which the student's program resides and the student's academic advisor apprised of the situation and progress of these informal discussions.

If the matter is not resolved to the student's satisfaction through informal means, the student may initiate a formal appeal by submitting the matter in writing to the Dean of the Graduate School. The formal written appeal must be received by the dean no more than 4 calendar weeks following the conclusion of the informal discussion between the student and the academic officer(s), or no more than 6 calendar weeks after the student receives notice of the adverse action or decision, whichever deadline occurs first. In the written appeal, the student must clearly address the following important aspects: 1) the action(s) or decision(s) being challenged, 2) the academic officer(s) against whom the complaint is being made, 3) any rules, policies or procedures that were allegedly violated, and 4) the redress sought. If the Dean of the Graduate School is an "academic officer" in the case, the provost will appoint another university official to fulfill all the duties of the Dean of the Graduate School under this procedure. A decision shall be deemed final on the expiration of the period for filing an appeal, or if an appeal is filed, upon issuance of a dismissal or a final decision in such an appeal, whichever is later. The adverse decision or action being challenged by the student will remain in effect during the appeal process and until such date that a final decision is made. No further graduate enrollment is permitted until a final decision has been reached.

Details of the Review Panel makeup and the Review Panel Process may be found in the Graduate Catalog (Academic Regulations, <http://catalog.ecu.edu/content.php?catoid=6&navoid=378>).

4.4.3. Readmission Following Academic Dismissal

A student dismissed from the Graduate School for poor academic performance must wait one year (including summers) before being considered for readmission. A new complete application will be required for readmission. Readmission to a graduate program is not guaranteed. If the student is accepted for readmission in the same graduate program, credits earned while previously enrolled will be included for the purpose of determining academic standing and meeting graduation requirements. If the student is accepted into a different program, grades and credits earned in the previous degree program from which the student was dismissed will not be included for the purpose of determining academic standing and graduation in the new program; however, the student's transcript will show all courses and grades including those earned in the previous program.

4.4.4. Leave of Absence and Readmission

Students enrolled in graduate degree programs who take a leave of absence of one or more semesters (excluding summer terms) must notify their graduate program director and file a readmission application prior to returning. During a leave of absence students will not be permitted to utilize university resources. Readmission to a graduate program is not guaranteed.

Students who take a leave of less than three years may file an application for readmission online at www.ecu.edu/gradschool/. Students wishing to change graduate degree or certificate programs after a leave of absence must submit a new admissions application.

Students who take a leave of absence of three or more years must submit a new complete application to be considered for admission to their former program or any other graduate program within the university. Students readmitted after a leave of absence of three years or more will be required to meet new or changed degree requirements. ECU course credit will be evaluated for applicability towards degree requirements in accordance with established time limits.

4.5. Continuous Enrollment (or Registration)

Graduate students who have previously registered for all credits in a graduate degree program but who have not completed all requirements (e.g., thesis, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. Students must be enrolled for at least one credit hour during

the semester of graduation except summer, if registered for the prior spring semester. Students who complete all degree requirements prior to the first day of the term of graduation may petition the Graduate School for an exception to the registration requirement for that term.

In special circumstances, students may request a leave of absence from their program of study. They must notify their GPDC and file a readmission application prior to returning. During a leave of absence, students will not be permitted to utilize university resources. Students readmitted after a leave of absence will be required to meet the continuous enrollment requirement. For more information on leave of absence, view [Leave of Absence and Readmission Policy](#).

Chapter 5: Degree Requirements

5.1. Time Limitations

The time limit for completing all degree requirements (including transfer credit) in nondoctoral programs is six calendar years, unless a more restrictive time limit has been established by the degree program. All students in research based doctoral programs must achieve candidacy for the degree within five calendar years or 72 credit hours attempted, whichever occurs first, and complete all requirements of the degree within ten calendar years unless a more restrictive time limit has been established by the program (see [Advancing to Doctoral Candidacy](#) for more information).

A student's time limit for completion starts with the first course approved for inclusion in the degree plan (including transfer credits) or the date of admission to the program, whichever occurs first, and includes planned and unplanned leaves of absence. Students who do not achieve candidacy or do not complete their degrees within the required time limits will be dismissed from their degree program and the Graduate School unless a time extension is granted. All requests for time-extensions must be received by the Graduate School prior to expiration of the degree program's time limit and must use the official [Request for Time Extension to Complete Graduate Degree Requirements](#) form.

5.1.1. Time Limit Extensions

The Graduate School may grant extensions to the above time limits for a period of up to one year. Requests for extensions (<http://www.ecu.edu/cs-acad/gradschool/upload/Time-Extension-Request-form.pdf>) must be submitted by the graduate program director to the Graduate School on behalf of, and signed by the student, setting forth the applicable time limit, the extenuating circumstances which caused the student to be unable to meet the time limit, the tasks remaining to complete the degree and a realistic work plan and time frame during which those tasks will be completed and eligibility for award of the degree achieved. Requests for extensions will be reviewed and acted upon by the Graduate School. The Graduate School, in its discretion, may request additional relevant information before making its decision. Factors the Graduate School will consider in making its decision include, but are not limited to, 1) the strength, or lack thereof, of any extenuating circumstances offered for the student's failure to meet the time limit; 2) currency of the coursework

and/or research effort falling outside the allowed time limit window; and 3) the likelihood that the student will be able to complete any required work within the next year. Requests for extensions longer than one year will not be considered. If approved, the student will be bound by the terms of completion outlined in the request. In the alternative, the Graduate School may condition its approval on written modification(s) to the request, in which case the request shall not be deemed granted until the student signifies acceptance by signing the written modification(s). Failure to follow any approved plan and meet the deadlines therein will result in dismissal from the degree program and the Graduate School.

A request for a second one-year time-extension may be granted only under extraordinary circumstances, and must be approved by a majority vote of the Graduate Council Executive Committee (GCEC). Requests for second one-year extensions must be signed by the student, submitted on the student's behalf by the graduate program director to the Graduate School and received prior to expiration of the first one-year time extension. In order to be considered by the GCEC, the request for a second time-limit extension must contain all of the following: 1) a statement of support from the graduate program director and thesis or dissertation committee, where applicable; 2) the extenuating circumstances which caused the student to be unable to meet the one year extension; 3) the tasks remaining to complete the degree; and 4) a realistic work plan and time frame during which those tasks will be completed and eligibility for award of the degree achieved. The GCEC, in its discretion, may request additional relevant information before making its decision. Factors the GCEC will consider in making its decision include, but are not limited to 1) the strength, or lack thereof, of any statements of support with from the graduate program director, and, where applicable, the thesis or dissertation committee; 2) the strength, or lack thereof, of any extenuating circumstances offered for the student's failure to meet the one year extension; 3) currency of the coursework and/or research effort falling outside the allowed time limit window; 4) the likelihood that the student will be able to complete any required work within the next year; and 5) the impact the proposed extension would have on the student's knowledge and research. If approved, the student will be bound by the terms of completion outlined in the request. In the alternative, the GCEC may condition its approval on written modification(s) to the request, in which case the request shall not be deemed granted until the student signifies acceptance by signing the written modification(s). Failure to follow any approved plan and meet the deadlines therein will

result in dismissal from the degree program and the Graduate School. Except under extraordinary circumstances, the GCEC will not consider a second one-year extension. A second, and any subsequent, request for a one year extension shall be subject to the same requirements as set forth above in this paragraph.

5.2. Comprehensive Assessments

All graduate programs require students to successfully complete a comprehensive assessment. The assessment may include a comprehensive examination (written and/or oral), a research project, thesis, capstone course, portfolio, and/or equivalent. The specific requirements may be found in descriptions of degree programs. For more information about degree requirements, view [Curricula](#).

5.3. Advancing to Doctoral Candidacy

Candidacy is defined as that period in a doctoral student's studies when she or he is deemed ready to undertake independent and original research. Advancing to doctoral candidacy status is a significant milestone with rigorous standards that must be completed within program specific time limits (see [Time Limits for Completing Graduate Programs](#)). Students who fail the program's candidacy exam process or do not achieve candidacy within required time limits are dismissed from the doctoral program and the Graduate School. Subject to any program specific requirements and compliance with applicable Graduate School and university rules, policies, and procedures, the basic requirements for doctoral candidacy are as follows:

1. Successful completion of sufficient course work to sit for candidacy exam.
2. Successful completion of candidacy exam (written, oral, or combination of this or other requirements appropriate to the discipline).
3. Successful selection of a dissertation research advisor and a dissertation committee.
4. Successful preparation of a dissertation research plan, approved by the dissertation advisor, graduate program director, and/or dissertation committee.
5. Completion and submission of the [Advancement to Doctoral Candidacy](#) form (under **Forms**) and subsequent approval from the Graduate School.

Students are expected to consult with their program director or graduate coordinator to receive copies of the relevant materials and learn the program specific details of the requirements for advancement to candidacy, the nature and format of any comprehensive exams, the committee(s) involved in administering the comprehensive assessments and conferring candidacy status, and the allowable time line for the process of advancement. Final responsibility for successful advancement to candidacy lies with the student.

Please note: all dissertation and thesis research must be approved by the thesis or dissertation director and the Unit GPDC. All students whose dissertation or thesis projects involve human subjects, animals, radiation, and/or biohazards must have their proposed research approved by the appropriate ECU committee (see above) before beginning their research, and a copy of the appropriate approval form must be submitted with the Pre-Thesis/-Dissertation Research Approval form, and a copy of the IACUC or IRB approval letter must be included in the Appendix of the completed dissertation or thesis.

5.4. Master of Arts and Master of Science

The detailed course requirements for each program are designed by the graduate faculty in the department(s) hosting the degree program and approved by the GCC. The decision on elective courses and other elements of the individual student's program is to be made by the Student's Advisory Committee in consultation with the student. The thesis represents extended research in some area of the major field. Only 5000 level courses and higher graduate-level courses apply toward master's degrees or Certificate of Advanced Study (CAS) programs. At least fifty percent of the credit earned for the master's degree must be earned in courses numbering 6000 or higher.

1. Some MA and MS programs do not require a thesis. For those who pursue a thesis, three to six semester hours of credit are required for the thesis itself, which may be a part of the semester hours from the major field.
2. A minimum of 30 semester hours of graduate work is required in the MA and MS degree programs. Many programs require more than 30 semester hours.
3. All master's programs require a comprehensive assessment. This may include a comprehensive examination (written or oral), a research project, thesis, capstone course, portfolio, and/or equivalent. Specific requirements are determined by the unit programs.

NOTE: Requirements for ALL Master's degrees must be completed within six (6) calendar years.

5.5. Professional Master's Degrees

Practitioner and career-focused degrees prepare students for careers in business, government, non-profit organizations, and licensure in regulated fields. Examples of these degrees provided at ECU are: MBA (business), MFA (fine arts), MSW (social work), MAT (education), MSOT (occupational therapy), MPA (public administration), and MPH (public health). Some master's degrees in education are offered by units outside of the College of Education, in conjunction with the College of Education.

5.6. Professional Doctoral Degree

Professional doctoral students are expected to emphasize didactic and clinical studies and include a basic structure of coursework, qualifying experiences, and capstone experiences. Often, professional doctoral students participate in a practicum experience as well. The practicum culminates in an extensive written report that demonstrates a command of the relevant scholarly literature and links it to the specific clinical or practical experience. The written report is subject to a final defense.

The following are the general minimum requirements for a professional doctoral degree:

1. Baccalaureate or master's degree from accredited institutions.
2. A minimum number of specified semester hours beyond the master's degree or a minimum number of semester hours beyond the baccalaureate degree.
3. Successful completion of written and oral examinations.
4. Research concentrations with experiences in a discipline content-area, research ethics, research internship, and a dissertation (or capstone experience); or
5. Clinical concentrations with various clinical placements and a clinical examination defense.

NOTE: All professional doctoral students must attain candidacy for the degree within six (6) calendar years. All degree requirements must be completed within ten (10) calendar years.

5.7. Doctor of Philosophy

PhD students must demonstrate their ability to undertake scholarly research by writing a dissertation reporting the results of an original investigation, by passing a series of written and oral candidacy examinations in the field of specialization and related areas of knowledge, and by successfully defending the dissertation.

Graduate students cannot take 4000-level courses or lower as part of the credit-hour requirement.

A successful preliminary comprehensive assessment (written and oral components) must be passed.

NOTE: All PhD students must attain candidacy for the degree within six (6) calendar years. All degree requirements must be completed within ten (10) calendar years.

5.8. Dual Degrees

Dual degree programs are those in which a student can enroll concurrently in two degree programs offered in two academic units. A limited number of student credit hours may be counted toward both degrees, generally at the Master's degree level, however exceptions such as the MD/MBA are possible. Note that a Master's degree student continuing to a PhD in the same academic program is not considered a dual degree student under these guidelines. Many dual degree programs have been formalized and appear in the Graduate Catalog; however, individualized dual degree programs may be designed in response to student requests. Only academic programs have the authority to propose and receive approval from the Graduate School for these new dual degree programs.

Individualized dual degree proposals should first be created and approved by the appropriate hierarchy in each participating unit. Materials should include a description of the participating units/degrees, an overview of the existing academic course of studies, the rationale for the new dual degree, guidelines for academic eligibility and meeting Graduate School regulations, and other supporting materials to assist with a thorough review of the request. A letter of support from the chair or director of each participating unit must also accompany the proposal.

Dual Degree Programs require the following:

1. A student must either be admitted to both programs at the same time or must be in the first year of the initial program into which they were admitted, to apply for a dual degree.
2. A dual degree proposal listing courses required for completion of both programs and courses to be shared by both programs must be signed by the GPD of each program and submitted to the Graduate School for approval.
3. An application and admission to both programs are required although an application fee will not be required for the second application. Supplemental items, i.e. reference letters, SOP, resume, etc., can be waived for the second program at that program's request. An email to the application processor is required regarding the waiving of supplemental items.

In cases where the double-counting of courses involves less than 20%, Graduate School senior staff will review the proposal and approve it. In cases where the course credit exchange is greater than 20% but less than 30%, the GCC will also review and approve the proposal. In cases where the exchange is greater than 30%, the GCC and GCEC will also review and approve the proposal.

5.9. Graduate Certificate Programs

A Graduate Certificate Program (GCP) is a prescribed set of regular graduate-level academic courses, designed by an academic department or program and taken for credit by lifelong education students and/or current degree program students. Upon completion, the GCP will be designated on the student's transcript and the student shall receive a certificate from the Office of the Registrar.

The graduate certificate is not defined as a degree by the Graduate School. Rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. The graduate certificate is not viewed as a guaranteed means of entry into a graduate degree program.

Certificate programs provide focused graduate coursework. Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the chair of the unit offering the degree program.

A graduate certificate student may enroll on either a part-time or a full-time basis, as determined by the certificate program coordinator. Graduate certificate students enrolled as non-degree students

will not be eligible for graduate assistantships. Some, but not all, certificates are eligible for Federal Financial Aid.

5.9.1. Minimum Requirements for Graduate Certificate Programs (GCP)

Below are the minimum requirements for GCPs. Individual programs may develop additional requirements.

1. An appropriate number of credit hours must comprise the certificate program. The number of graduate credits may not be less than 9 semester hours or more than one-half of the semester hours necessary for a related graduate degree from the Graduate School.
2. To receive a Graduate Certificate, a student must have a minimum 3.00 GPA on all certificate course work.
3. The minimum grade to receive certificate credit should be established by the department/program but can be no lower than a grade of "C".
4. Up to one third of required credit hours for a Graduate Certificate Program can be transferred from an outside institution.

Admission to and completion of a certificate program does not supersede the admission requirements to a degree program should they subsequently apply to a graduate degree program. Each graduate program must decide which, if any, certificate courses can be counted toward the graduate degree after admission of a certificate student into the graduate degree program.

5.10. Graduation

The student should apply for graduation within Banner Self Service at least one semester prior to the intended semester of graduation. Students should meet with their advisor and Graduate Program Director at least one semester before graduation. At this meeting, the student's Degree Works audit will be reviewed to determine any remaining requirements. Any exceptions needed will be processed at this time by the program director or advisor using the [SharePoint request form](#) provided by the Registrar's Office. Review of the Degree Works audit ensures that all requirements have been or will be met by the time of graduation and will eliminate last minute errors. The catalog the student is following will be used to determine the requirements for graduation. The official review of the Degree Works audit will be processed by the Graduation Services

office/Registrar at 207 East Fifth Street. If there is an error or omission, the student and department will be notified. Questions can be referred to the Graduation Services office at regis@ecu.edu.

The same process should be followed for students graduating with a certificate. The student must apply online to Graduate with the Certificate. Students must apply for graduation with a degree and a certificate separately, even if they will be graduated in the same semester for both credentials. Information on this process is available at <http://www.ecu.edu/cs-acad/registrar/Graduation-Information.cfm> down the page under “Graduates” and “Instructions on How to Apply for Graduation Using Banner Self Service (PDF).

The final responsibility for meeting all academic requirements for the degree rests with the student. In order to ensure timely progress, the GPDC should advise the student to:

1. Review the required courses remaining for degree/certificate completion with the student.
2. Remind the student to apply for graduation.
3. Verify the courses the student should register for in the graduation semester. **Ensure the student is aware that it is their responsibility to enroll in courses.**
4. Verify the receipt of transcripts from other Universities to ensure accurate transfer credit. Ensure the completion of the Request for Transfer Credit form and ensure it is immediately submitted to the Graduate School (if not already done).
5. Check the Graduate School website (<http://www.ecu.edu/cs-acad/gradschool/Academic-Policies-and-Forms.cfm>) including the “Request for Transfer Credit...” form, among others.

Graduating students should be encouraged to visit <http://www.ecu.edu/commencement/> for graduation ceremony information including reservations, tickets (if needed), dates and times of the university ceremony and/or unit recognition ceremonies, and any university ceremony updates (e.g. weather-related).

5.10.1. Policy on Completion of Degree Requirements and Graduation

Graduate students who have previously registered for all credits in a graduate degree program but who have not completed all requirements (e.g., thesis, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. Students must be enrolled for at least one credit hour during

the semester of graduation except summer, if registered for the prior spring semester. Students may request a leave of absence for special circumstances, but are not permitted to use university resources during the period of their leave of absence. Students may petition the Graduate School for an exception to the continuous registration requirement if all degree requirements are completed prior to the first day of class in the next term, in which case they would not pay tuition and fees for that term, though they will officially graduate at the end of that term. GRAD 6999 is available for registration **if a student is in a non-thesis/non-thesis-option Master's degree program** and is required to be registered but has no additional courses to complete for degree requirements. Departments can contact the Graduate School if they have questions about the use of GRAD 6999.

Chapter 6: Best Practices for Graduate Theses or Dissertation Advising

(modified only to fit within the outline and chapter format of this handbook)

This statement was adopted by the Graduate Council on 13 April 2015. Its purpose is to provide best practice guidelines for graduate programs in adopting or revising their procedures for advising students in the preparation of their theses and dissertations. The recommendations were compiled by examining a survey of the practices of all ECU Graduate Programs in guiding their graduate students for Masters and Doctoral Theses or Dissertations and Defenses. There is substantial variation among the programs for how a thesis or dissertation is done, and who is involved in the advising and decision-making steps. The repository of “best practice” information, informed by responses by individual ECU program to the Survey, is intended to make it easier for the various graduate programs, Graduate Council, the Graduate Council’s Executive Committee, and the Dean of the Graduate School to evaluate instances where there is a problem for a student and recommend possible revisions.

These “best practices” will be published in the Graduate Director’s Handbook and available through the ECU Graduate School website.

The Policies of each individual Degree Program regarding Thesis or Dissertation Advising shall be available in writing and communicated to students. The guidelines outlined below should be implemented consistent with all stipulations in the Graduate Faculty Manual.

6.1. Initial Advisor or Committee

Right attention and advising from the very beginning of a masters or doctoral students’ enrollment in a thesis- or dissertation-based program is critically important as a student prepares to launch into a well-conceived, well-monitored program of study and research. It is a best practice that each student will have an Initial Advisor or advisory committee to guide him or her during his or her early stages in the program prior to selecting a Thesis or Dissertation Advisor. The initial advisor may be

the graduate program director or other graduate faculty as deemed appropriate by the program. The initial advisor or advisory committee helps the student select a graduate faculty member whose research expertise aligns well with the student's intended area research to serve as his or her thesis or dissertation advisor. The thesis or dissertation advisor chairs the student's Thesis or Dissertation Committee, which may or may not be the same as the student's Initial Advisor or advisory committee.

6.2 Thesis or Dissertation Advisor and Committee

6.2.a. Composition of the Thesis or Dissertation Committee

- i. Thesis or Dissertation Advisor (Mentor) should act as chair
- ii. Selection of the Thesis or Dissertation Committee should be by the Student in consultation with the Thesis or Dissertation Advisor prior to an attempt at Candidacy by the Student.
- iii. At least one additional graduate faculty member from within the degree program
- iv. Membership should complement the direction or aims of the Thesis or Dissertation project planned by the Student.
- v. Doctoral: At least one member external to the degree program or Dissertation Advisor's department is strongly recommended.
- vi. Doctoral: minimum of four (4) graduate faculty members in total
- vii. Masters: minimum of three (3) graduate faculty members in total
- viii. Wherever feasible, there should be continuity in the composition of a student's Committee (from Advisory to Candidacy to Thesis).
 1. Provides consistency of expectations of the Student
 2. Allows early and comprehensive evaluation of Student's progress toward the degree
- ix. It is preferable that a single committee advise the Student throughout the degree. In cases where programs allow two or more distinct Committees at different stages of the degree process (e.g. during the coursework phase or during research phase; or prior to or following candidacy), the Committees are expected to relate information about the students' progress to one another at regular intervals (at least annually).

6.2.b. Timing of forming the Thesis or Dissertation Committee

- i. Selection of Thesis or Dissertation Committee members should precede any formal preparation for Candidacy
- ii. The Thesis or Dissertation Committee should be formed by the Student in consultation with the Thesis or Dissertation Advisor immediately following initial planning of the Thesis or Dissertation or project
- iii. Prior to selection of the Thesis or Dissertation Advisor, the graduate program director or designated Initial Advisor(s) will act as the Advisory Committee for each new student.

6.2.c. Qualifications of Members

- i. All internal Thesis or Dissertation Committee members must have ECU graduate faculty status (added note: at least 3 members must be full or associate graduate faculty).
- ii. External members may be from industry, government, community organizations or other universities, and must have been approved by the Graduate School by the process described in the Faculty Manual.
- iii. Each member is expected to have a terminal degree equivalent to or beyond the degree being sought by the student. The terminal degree requirement may be waived for an outside member from an agency, industry, government, or community organizations who serves to provide novel expertise to the committee.

6.2.d. Frequency of student meetings with Thesis or Dissertation Committee

- i. A required first organizational Thesis or Dissertation Committee meeting should occur as soon as is feasible after selection by the Student and Thesis or Dissertation Advisor.
- ii. At least once per semester for Masters students.
- iii. An organizational meeting with a doctoral student must occur prior to the Assessment for Candidacy status.
- iv. At least once per year for Doctoral students
- v. Meetings may occasionally be substituted with a formal, written update to the entire Thesis or Dissertation Committee, as allowed by the Program guidelines.

- vi. Programs should consider including in their written documentation a description of the frequency of occurrence of formal Thesis or Dissertation Committee meetings and their outcomes.
- vii. Face to face meetings or video conferences with students are expected for at least one of the annual meetings.

6.3 Advancement to Candidacy Status

6.3.a. Programs should clearly define in writing the steps required for Advancement to Candidacy or the program equivalent and the expected timeline to achieve it.

6.3.b. Advancement should precede a Student's entry into the research or project or scholarly activity implementation process.

6.3.c. Form of Assessment (aka Thesis or Dissertation Proposal or Competency Exam or Qualifying Exam or Candidacy Exam or Thesis Prospectus.

- i. May be comprised of a single or multiple components (e.g. written exam, submitted outline or grant proposal or oral presentation)
- ii. All components should be evaluated by the Committee; outcomes reported in a single, documented report to Program Director
- iii. Doctoral Programs: outcome must be formally reported to the Graduate School using the "Advancement to Doctoral Candidacy" form. (Efforts should be made to include this step in the student's electronic academic file.)

6.3.d. Timing of the Assessment

- i. Advancement to Candidacy is essential for Doctoral degrees. Advancement to thesis status is encouraged but not required for Masters degrees.
- ii. When applicable, efforts should be made to administer the Assessment (3c, above) as early in the degree progression as practical. Outcomes should be used by the Thesis or Dissertation Committee to thoughtfully and objectively consider if it is in the student's best interest to continue in the Thesis or Dissertation track.
- iii. Recommended for Master's degree for full-time graduate students: End of 2nd semester; no later than 3rd semester (not including summer)

- iv. Recommended for Doctoral degree for full-time graduate students: End of 4th semester; no later than 6th semester (not including summer)

6.3.e. Failure and Remediation

- i. Programs should have a clearly defined policy communicated in writing to Students on opportunities to repeat the initial Candidacy Assessment. Programs may choose to grant no such opportunity; but it is recommended that no more than two (2) repeat Assessments be allowed.
- ii. Recommendation: If the policy includes an opportunity to repeat the Candidacy Assessment, the committee should provide individualized guidance on what remediation is need and a timeline for completing the next assessment.

6.4 Responsibilities of the Thesis or Dissertation Committee

6.4.a. Role in Committee Meetings.

The Thesis or Dissertation Committee will:

- i. Advise the student in the educational program, as well as the planning, conduct and interpretation of research or scholarly activity.
- ii. Monitor and evaluate the Student's progress toward the degree
- iii. Oversee the Student's intellectual, professional and scholarly development and respond to any difficulties in the Student's performance
- iv. Meet in formal sessions to critically assess progress toward the degree (frequency described above)
 - 1. Meetings may be requested by the Student or Thesis or Dissertation Advisor
 - 2. Or by a member of the Committee.
 - 3. Frequent direct interaction between the Student and Thesis or Dissertation Committee members is essential
 - 4. Thesis or Dissertation Committee must express to the Student and Thesis or Dissertation Advisor any concerns they have regarding the student's performance and quality of work

- v. In the event the Student's performance or progress is insufficient; the Thesis or Dissertation Committee will offer guidelines to aid in the fulfillment of their expectations.

6.4.b. Role in Thesis or Dissertation preparation and defense.

The Thesis or Dissertation Committee will:

- i. Approve of the subject matter and methodology of the Thesis or Dissertation research
- ii. Review and comment on drafts of the Thesis or Dissertation regarding editorial, linguistic and bibliographic quality prior to submission to the Graduate School.
- iii. Verify proper organization, content and formatting of the Thesis or Dissertation for submission to the Graduate School
- iv. Verify, to the best of their ability, the quality of the data collection and evidence, data analysis, and logical reasoning or interpretation in light of the proposal aims
- v. Evaluate whether the Student's Thesis or Dissertation fulfills the requirements of the degree
- vi. Encourage the Student in the submission and revision of manuscripts based on the Thesis or Dissertation for publication in the scholarly literature
- vii. Programs should include an authorization signature for any additional formal readers of the thesis or dissertation, in addition to the Thesis or Dissertation Advisor and Department Chair, on the "Report of Defense" or "Recommendation to Awarded Degree" form to the Graduate School.

Respectfully submitted,

TDO Committee (2014):

<i>Brett D Keiper</i>	<i>Biochem (chair)</i>
<i>Carl Swanson</i>	<i>History</i>
<i>Heather Ries</i>	<i>Math</i>
<i>Marie Pokorny</i>	<i>Nursing (retired)</i>
<i>Andy Morehead</i>	<i>Chemistry</i>
<i>Angela Lamson</i>	<i>Med Family Therapy</i>
<i>Cheryl McFadden</i>	<i>Education Leadership, Higher Ed. (retired)</i>

<i>Terry West</i>	<i>Biology</i>
<i>Jared Stallings</i>	<i>Graduate Assistant</i>
<i>Monica Moore</i>	<i>ITCS</i>

Chapter 7: Financial Aid

Students who qualify can receive financial aid in the following forms: (1) loans, (2) scholarships, and (3) student employment. These financial aid programs are administered by the ECU Office of Student Financial Aid (OSFA) (<http://www.ecu.edu/financial/>) (252-328-6610). The OSFA utilizes all aid programs from all sources for which students are believed to be eligible and designs financial aid packages for them. Specifically, the OSFA is responsible for administering and processing all Federal Title IV financial aid funds for students. The University Cashier's Office (UCO) (http://www.ecu.edu/financial_serv/cashier/) (252-328-6886) serves as the central collection center for student accounts receivable. The UCO processes the billing, receiving, depositing, disbursing, accounting and the financial record keeping of student tuition, fees and related charges. When loans and scholarships are processed, the student can expect to be working with officials from both the OSFA and the UCO, and are encouraged to be in consistent communication with them regarding their financial status as well as their own academic status as they matriculate toward their degree/certificate. More importantly, students should have a complete understanding of what their responsibilities and obligations are as they formalize agreements and arrangements with these two financial entities (OSFA and UCO) on the ECU campus.

7.1. Student Eligibility for Financial Aid

Only a student admitted to a graduate program leading to a master's, doctorate, medical/dental degree, post-baccalaureate certificate, or the equivalent is officially a graduate student. Under some circumstances, non-degree students may be eligible for institutional financial aid. Non-degree students pursuing North Carolina Teacher Licensure are considered undergraduate students. Many other post-graduate certificate students are eligible for federal Title IV program funds (U.S. Department of Education, www.fafsa.ed.gov). A list of certificate programs approved for student financial aid can be obtained from the web site of the ECU OSFA (<http://www.ecu.edu/financial/>). Aside from these specific exceptions listed above, non-degree post baccalaureate students admitted to the Graduate School are not eligible for Title IV (federal) financial aid. In addition, some unit programs allow for eligibility if the non-degree student is taking up to nine hours of prerequisite courses (over the course of two semesters) that are program requirements. Courses taken for enrichment or to improve a student's GPA for admission purposes are NOT eligible for financial aid.

More information concerning the student's preparation and funding opportunities can be obtained at the US Department of Education website: (<https://studentaid.ed.gov/sa/>).

A non-citizen who is in the United States as a permanent resident is eligible for federal student assistance. A non-citizen in the United States on a temporary visa is not eligible for federal aid, but may be eligible for assistance through the University's grants, scholarships, or employment postings.

Financial aid eligibility is specific for the semester or summer term in which the student expects to be enrolled upon admittance to a degree or certificate program. (For example, if the admission is effective for the fall semester, eligibility for financial aid will not be established before that semester).

7.1.1. Changes in a Student's Degree/Certificate-Seeking Status

When a student receiving some form of financial aid makes a "change of status" in regards to their degree or a certificate of record, this is initiated with the applications/admissions staff in the Graduate School, who in turn notifies the Office of the Registrar as well as the OSFA and UCO officials. However, the student must also contact the OSFA and the UCO to understand how this status change impacts their eligibility and their financial aid package. Students must be fully aware of what their responsibilities and obligations are as a result of the change. Graduate Program Directors and Coordinators (GPDCs) responsible for administering graduate programs in their respective units are also encouraged to contact the OSFA and the UCO so that they are also aware of the consequences of this change as they advise the student.

A change in academic status can have a profound and often negative impact on a student's financial aid package. The following scenarios constitute some of those that have been known to significantly affect students' financial aid:

1. An undergraduate enrolled at ECU in a degree program that is receiving financial aid is admitted to a graduate non-degree program where there is no eligibility for financial aid;
2. A graduate degree-seeking ECU student changes status to a non-degree student;
3. A non-resident ECU graduate student (for tuition purposes) is reclassified as a North Carolina resident for tuition purposes.

In some of these scenarios, the student will assume an additional and potentially substantial financial burden, and the student will be solely responsible. The student receiving financial aid is encouraged to consult with a financial counselor in the OSFA and the GPDC in their respective academic units before any change in their status is initiated.

7.2. Disbursement Policies

7.2.1. Financial Aid Disbursements

The UCO bills the student for tuition, required fees, and housing and dining charges. This is the “University billing account”. Financial aid is disbursed directly to the student’s account. The account is a part of an automated system that the UCO uses to manage the billing and payment of tuition and fees, campus housing and dining, and other miscellaneous charges.

Before financial aid is disbursed to an account, all eligibility requirements must be met. The student can check the web site ([PiratePort](#)) to confirm that their aid has been disbursed to his/her account. Charges are billed to the account each semester. Some charges, such as student health charges, are not eligible to be paid automatically with financial aid. The student is encouraged to scrutinize the account and is implored not to ignore the additional balances. Payment of these additional balance charges are the responsibility of the student. Charges can be viewed on [PiratePort](#) and paid on Touchnet (accessed via [PiratePort](#)).

Other financial arrangements can be made in advance to pay for all or a portion of the current semester’s tuition and fee charges in installments. For additional information, the student should contact the UCO (http://www.ecu.edu/financial_serv/cashier/) (252-328-6886) regarding the University approved installment payment plan.

Note: Aid is disbursed for use during a specific term. If a student’s account has charges from a prior term, and aid is received for the current term, only eligible charges for the current term are paid automatically. Charges from prior year (example: summer) cannot be paid with current year (example: fall) aid.

7.2.2. Credit Balances

Any credit balance in a student’s account after all charges owed to the University have been paid will be disbursed to the student. Charges added to the account after a credit balance has been

issued can be viewed on-line via [PiratePort](#) and should be paid immediately to prevent the student's account from being "flagged." Student account "flags" prevent registration and the release of transcripts. Students should ensure that the University receives payment by the due date to avoid possible schedule cancellation, registration delays, and transcript holds.

7.2.3. Refunds and Repayments

Changing one's registration may reduce or cancel eligibility for financial aid. Before making any changes, the student should consult with their GPDC and their ECU Financial Aid Counselor. If a student reduces the number of credit hours for which they are registered below five credit hours, they may be required to repay the financial aid dollars that they have already received. In this case, the student will be notified by email by the OSFA and will have "a hold" placed on their transcript and registration records.

7.3. Billing Cycle

Returning students and those currently admitted and registered will receive a Cashier's billing statement, for both fall and spring semesters, approximately thirty days prior to the published date on which classes begin. Summer billing statements will be received approximately three weeks prior to the first day of classes. Fall and spring payment of tuition and fees will be subject to a late payment charge, if not paid by a published deadline, which usually precedes registration day by about two weeks. To avoid having class schedules canceled, tuition, fees, room and board (if applicable) must be paid no later than the close of business on the last day before registration day. To confirm a class schedule, the remittance stub from the billing statement must be returned by the prescribed deadline to the University Cashier's Office, 105 Old Cafeteria Complex, even if no remittance is required at that time.

7.4. Course Enrollment

Students should be certain that the tuition for the courses in which they enroll is covered by the financial aid they receive, particularly undergraduate courses. Graduate student enrollment in undergraduate courses cannot be covered unless the course can be demonstrated to be a prerequisite for a graduate degree/certificate in the unit or is preparatory in nature for a graduate degree/certificate. Verification of this is usually provided to the OSFA by the GPDC. The student is

encouraged to consult with the GPDC as well as the OSFA financial aid counselor before registering to determine that verification documentation is provided.

7.4.1. Full-Time and Part-Time Enrollment

Students are classified by the number of hours registered each semester. For graduate students, 9+ equals full-time, 6-8 equals three-quarter time, 5 equals half-time, and 1-4 equals less than half-time enrollment. A graduate student must be enrolled at least half-time (5 semester hours) to receive financial aid. If a student is not full-time, that student may be eligible for certain types of aid, providing they do not drop below half-time. In addition, scholarships awarded based on full-time attendance may be reduced or withdrawn. Graduate students must be enrolled in at least five (5) graduate level semester hours to be eligible for aid during summer sessions.

The amount and type of financial aid is based on the student's enrollment at the end of the drop/add period. If the number of credit hours is increased after that period, the student will not receive additional aid.

7.4.2. Taking Classes at Other Institutions

Students interested in taking a class at another university/community college while attending ECU, should schedule an appointment with a financial aid counselor at least one semester prior to taking the class, if the plan is to fund the class by qualifying for financial assistance. Students should contact their graduate program director. A Transfer Request Form must be completed and signed by the Graduate Program Director and submitted to the Graduate School for final approval. Forms are available at www.ecu.edu/gradschool/.

7.5. Refunds and Adjustments of Title IV Funds

A student who withdraws from the University within the first 60% of the semester will receive an adjustment (reduction) to their financial aid. This adjustment to the student's financial aid will be based on a percentage which represents the amount of time completed in the semester and will be applied to the amount of Title IV financial aid applied to the student's account.

The University will assume responsibility for returning funds to the Title IV programs for overpayments to the student, as well as overpayments received by the University. It is the responsibility of the student to pay the University for these overpayments within 45 days of the date

that the student withdrew from the University. Failure to repay the University the amounts of overpayment may jeopardize eligibility for further Title IV financial assistance at East Carolina University as well as other institutions of higher education.

7.6. ECU Satisfactory Academic Progress for Financial Aid Policy

Graduate students at ECU must demonstrate satisfactory academic progress in order to maintain their financial aid eligibility. Satisfactory academic progress is defined at ECU according to the following three criteria:

1. Students must earn a 3.00 grade point average on a 4.00 scale.
2. Students must earn an 80% completion rate (hours completed divided by hours attempted, cumulative).
3. Students must comply with the timeframe maximum, i.e., complete their program within 150% of the hours required to complete the degree program (example: Master of Arts in English = 33 hours, the maximum hours for financial aid purposes will be 49 hours attempted).

Chapter 8: Graduate Assistantships and Tuition Remissions

8.1. Graduate Assistantships and Fellowships: Awards, Assignments, and Terminations

Assistantships may only be awarded to graduate students enrolled in on-campus programs that lead to a graduate degree at East Carolina University. Assistantship funds will be allocated based upon each unit's established rate. Units may opt to pay their assistants at a higher rate per FTE if they deem it appropriate, by using one source or multiple sources of funds. Employees at other state agencies may not hold a graduate assistantship. At a unit's discretion, graduate intern assistantships or off-campus students enrolled in off-campus programs may receive graduate assistantships with unit funds; however, they may not be supported with Graduate School funds. Assistantship eligibility does not extend to students who have been admitted by exception, students on academic probation, non-degree students, or undergraduates.

The monetary award of an assistantship varies also with degree program. A full time graduate assistantship (20 hours per week - fall and spring semesters) for a master's student will be worth a minimum of \$9,000. Doctoral students who teach should receive an assistantship equivalent to the current prevailing rate for other doctoral students in the unit; in addition, tuition and health insurance are paid for by the funding source whether a grant, the Graduate School, the individual college, or some other University source.

Graduate assistants of any type should not work more than twenty hours per week during the academic year. Graduate assistants are limited to twenty-five hours per week ("25"-hour rule, a change from 30 hours previously allowed) in the fall and spring semesters in any combination of appointments – GIA/GRA/GTA, self-help, College Work Study, EPA/SPA. Foreign students are limited to twenty hours per week, no exceptions (this is a federal requirement).

Students are ineligible for assistantships if they are not registered by census day. Census day is defined as the day that enrollment is captured and, concurrently, how ECU's funding is awarded. A good rule of thumb to follow is to make sure that anyone on an assistantship is registered on or before the last day to add classes each semester.

For graduate assistants to be exempt from FICA tax, they must have a minimum registration of 4 semester hours for the fall and spring semesters and 3 semester hours in the summer. If the GA is registered for less than the stated hours, FICA will be withheld. Departments paying students from sources other than state appropriated dollars should note that the university's portion of the FICA (7.65%) will be taken from the funding source used to pay the assistantship and should therefore budget accordingly.

Students in master's programs should not receive assistantship support for more than five semesters (excluding summer sessions). Students in doctoral programs should not receive assistantship support for more than ten semesters (excluding summer sessions). Students must be in good academic standing to be eligible for an assistantship.

Academic standing is a combination of maintaining a minimum level of academic performance in coursework ($GPA \geq 3.0$) and making adequate progress toward meeting their degree requirements as determined by their unit guidelines, faculty advisor or research mentor, and the unit's Graduate Program Director. Full-time equates to a course load of 9 semester hours. If the program's curriculum requirements for graduation have been met (and the student is registering for thesis or other final project), then 3 semester hours of Thesis for Master's students may be considered full-time for graduate assistantship eligibility purposes for the graduating (final) semester only.

However, departments may recommend enrolling for at least 4 semester hours to satisfy federal guidelines relating to minimum full-time enrollment, and the student thereby avoids being subject to FICA taxes. In this case, graduate students must be enrolled for at least 4 credit hours during the fall and spring semesters and for 3 credit hours in the summer. Enrollment for less than the stated hours will result in FICA withholding. To be eligible for the Student Health Insurance Plan the student must be enrolled in 3 or more credit hours **on campus**, be degree-seeking, and pay the health fee. Thus, for master's students, 3 semester hours is the minimum to be eligible for university health insurance (for master's and doctoral students; they will be billed and must "opt-out" if they have alternative coverage for health insurance), 5 semester hours is the minimum to be eligible for financial aid, 4 semester hours is the minimum to avoid FICA taxes, and, only when the student s registering for thesis or final project for their FINAL/graduating semester, 3 semester hours is the minimum to be full-time in absence of financial aid and FICA concerns.

The number of Thesis and Dissertation credit hours qualifying for full-time status has been an item of interest to the Graduate School. The issue is that the traditional credit load of 3 semester hours (or 4, or 5, as described in the paragraph above) for Thesis/Dissertation under represents both the actual time invested in the research and the Departmental and University resources consumed in the process. The 3 semester hour minimum (see paragraph above) was retained for Master's students in deference to the greater proportion of educational costs and living expenses they are expected bear relative to doctoral students, who receive substantially greater financial support from the Graduate School, other University sources, and grant funds. Accordingly, the Graduate School advocates a minimum of 9 credit hours as full-time for doctoral students for every semester.

Departments must issue a signed assistantship/fellowship contract for each graduate assistant or fellowship recipient. For teaching assistants, the contract must state which course(s) they are teaching, name of the individual responsible for the course, name of the supervising faculty, state that the TA has been/will be trained, will be monitored and evaluated, and be signed by the GPDC (as opposed to administrative assistant). All other assistantship contracts must briefly describe the GA's duties using the descriptions listed in the Graduate Assistant Categories (<http://www.ecu.edu/cs-acad/gradschool/Graduate-Assistantship-Descriptions.cfm>) and include the name of the supervising faculty. It is necessary that all units hiring graduate assistants have a copy of the completed agreement in the student's personnel file and forward a copy of the signed contract to the Graduate School office by Census Day.

8.1.1. Admission by Exception and Graduate Assistantships

Some programs may recommend admission by exception (AE) for a limited number of applicants who do not qualify academically for regular admission, but have other offsetting strengths. The program must provide a brief justification for the admission recommendation on the review sheet in AppReview. If the Graduate School is not in agreement with the program's recommendation, the student will be rejected. The program may appeal the Graduate School's decision to the Graduate Council. Admission by exception requires the student to earn a minimum of 3.0 GPA in the first 9 or more completed hours to remain in the program. A hold is placed on the student's registration for the subsequent term until grades are posted and can be evaluated by the Graduate School.

Students who are admitted by exception (AE) will be eligible for assistantship support at a reduced number of hours equivalent to ½ the full-time work load (up to 10 hours per week).

Program directors may request an exception, for a full-time work load (up to 20 hours per week) on a case-by-case basis for individual students close to the cut-off with a suitable justification. Students admitted by exception can attain full graduate standing after completion of 9 or more graduate credit hours with a minimum GPA of 3.0. Programs may establish higher or additional academic standards for continuation for students that are admitted by exception.

8.1.2. Termination, Reassignment, & Reappointment of GA

The student [Graduate Assistantship contract](#) defines the terms and conditions that apply to all graduate students being appointed as graduate assistants at East Carolina University. The end date of the appointment as a Graduate Assistant serves as the notice of termination; therefore, there is no notice of non-reappointment. If the student terminates or withdraws from the graduate degree program, the graduate assistantship may be terminated at the same time and the University is under no obligation to allow transfer to another degree classification or graduate degree program. The graduate program director and/or supervising faculty member retain the right to reassign the Graduate Assistant to new duties commensurate with their prior duties and pay. There is no guarantee for reappointment. If the program wishes to reappoint the student at the termination of their appointment, a new contract must be issued for the new appointment.

8.2. Graduate Teaching Assistants (GTA)

Graduate teaching assistants participate in the education of all levels of undergraduates by being lecturers, lab assistants, exam proctors and graders, facilitators of learning, discussion and study group mentors, and tutors of individuals. They also serve as exemplars for developing scholars, for responsible and ethical behavior both within and outside of the classroom, and for objective and fair treatment of students in their charge. Graduate teaching assistants are therefore critical in aiding the University to fulfill its mission in education and research. It is thus in the best interest of all to ensure that graduate teaching assistants are properly prepared for their instructional roles and their future professional roles. The following sections address issues of responsibilities of teaching assistants, training in instruction and pedagogy, assignment of assistantships, and financial support. The intent of this section is to present recommendations and not be prescriptive.

8.2.1. GTA Responsibilities

The responsibilities of GTAs varies among Departments, but include laboratory assistants, laboratory instructors, course lecturers, course instructors, discussion leaders, exam proctors and graders, and assistants in course development. Regardless of the particular assignment, GTAs are expected to uphold the highest standards of ethical conduct, engage in the honest exchange of ideas and information, and show fair and objective assessment of students.

The Southern Association of Colleges and Schools (SACS) requires that GTAs accumulate a minimum of 18 semester credit hours of graduate coursework in the field of instruction in order to be solely responsible for instructional content and grading. Prior to that time, another qualified individual—a member of the faculty—must serve as instructor of record and provide appropriate oversight and supervision for the student. Such students must also receive in-service training, and be evaluated on a semester-by-semester basis. Departments should clearly delineate the responsibilities and expectations of their teaching assistants. Documents that address these issues should be developed in the unit if none currently exist. Duties should also be explained and enumerated as part of the assistantship contract.

8.2.2. Selection and Assignment of GTAs

Written guidelines for selection and assignment of Teaching Assistantships within the academic unit are recommended to avoid misunderstandings about the selection process and guard against inequities in the allocation of monetary resources. Teaching assignments typically reflect the student's academic training and discipline of interest.

8.2.3. Training for Graduate Teaching Assistants

Training helps students develop skills in integration, synthesis, summarization and presentation of researched material. These skills have broad value so programs in industry and business could also profit by providing similar training. Although the decision regarding the readiness of a graduate student for a specific teaching assignment is made most effectively at the unit level, all units should conform to the following guidelines for the preparation of GTAs for their teaching assignments:

1. The unit sends a letter to each GTA outlining the educational requirements, job requirements, duties, and performance standards.

2. The unit appoints one or more faculty members as supervisors/mentors for the GTA.
3. Each GTA is evaluated formally, in writing, by their mentors and by student evaluations.

It is recommended that the unit request a test of spoken English or personal interview before considering an international GTA for a teaching assignment (unless English is their native language)

A spring 2010 University-wide survey revealed that nearly all units that utilize GTAs also provide training in pedagogy, organization and time management, syllabus preparation, professionalism, communication, course content, and dealing with cheating and plagiarism. Most units initiate training prior to the beginning of classes, and continue on a regular basis throughout the semester for reasons of pedagogy, and to obtain feedback from the GTAs about their teaching effectiveness. Assessment of GTAs should consist of a combination class visitation, peer review instrument, and the Student Opinion Instructional Survey, at a minimum.

Several units who participated in the survey that had established programs in mentoring Teaching Assistants also indicated their willingness to open their dedicated course in pedagogy to students from other units that lack faculty expertise in this area. These include Communications, Recreation and Leisure Studies, and Health Communication and Science Disorders.

The responsibility for developing subject-specific instructional policies and procedures is largely delegated to the individual academic unit. Likewise, safety regulations originate within the ECU Office of Environmental Health and Safety and are administered at the instructional level through a faculty supervisor, unit chair, or other designated faculty member. However, units may adopt additional regulations as deemed necessary to ensure the safe operation of class/laboratory activities in their particular teaching area. In all cases, the communication and interpretation of instructional policies to the teaching staff within a unit is the responsibility of the GPDC or a designated representative.

Some units have developed general instructional guides for their faculty members and GTAs. Others may maintain comprehensive policy manuals, often in loose-leaf form for ease in updating. The GPDC or designated representative is therefore the best source of information regarding the applicability of specific instructional policies or other regulations related to the GTA. The GTA is

responsible for operating within established university policies and procedures, all of which are either administered through or created at the unit level.

8.2.4. Liability Protection

Limited liability protection as provided by state law for all University personnel also applies to GTAs for liability arising in connection with, or as a result of their employment. In certain circumstances, the State may provide for the defense of a civil or criminal action or proceeding brought against the employee in his or her official capacity.

The likelihood of ever needing this representation can be minimized by exercising responsibility, prudence, professional discretion and adherence to established University policies and procedures for instruction. Basic responsibilities of this nature include:

1. Appropriate supervision of students during class time to minimize student risk from criminal, violent, or otherwise threatening or dangerous behavior.
2. Proper and timely instruction of students in safety procedures for laboratory classes and other situations where improper use of supplies or equipment may create dangerous situations.
3. Scrutiny of the learning environment to ensure that furniture and equipment are maintained at a reasonably safe level of repair.
4. Compliance with students' rights to privacy regarding records, grades, and personal information (however, if a student threatens violent or criminal action such as suicide or public peril, call the University Police or the Student Health Service).
5. Discretion and courtesy in handling student problems (e.g. the GTAs should never accuse a student of cheating in front of others and should avoid ridiculing comments about students).

When faced with a difficult situation, GTAs are expected to act as other reasonable, prudent persons within the profession would act under similar circumstances. Any actions or decisions which may adversely affect the records of a student (such as assigning a failing grade or reporting cheating) should have a factual and supportable basis, reflect good judgment and reasonable standards, and be handled in compliance with established University policies and procedures.

8.2.5. Student Rights to Privacy

In accordance with the Family Educational Rights and Privacy Act of 1974 (sometimes referred to as "The Buckley Amendment"), ECU guarantees students certain rights related to their educational records. GTAs need to review the complete policy statement (Academic Regulations of the *ECU Graduate Catalog*, [Student Educational Records](#)) and comply with University policy on student records.

8.2.6. Student Safety

Safety is a 24 hour-a-day concern at ECU. The ECU Police Department (328-6150) oversees concerns about physical safety on campus. The functions of the University Police can be found at the [ECU Police Department](#) website. If the GTA work assignment involves exposing oneself or students to possible hazards, see also [Office of Environmental Health & Safety](#).

8.2.7. Accidental Injuries

Accidental injuries involving students should be reported to the GPDC and to the Office of Environmental Health and Safety. Safety hazards observed on campus should also be reported to the GPDC or to the [Office of Environmental Health and Safety](#).

8.2.8. GTAs and Undergraduate Student Grievance Procedures

If properly understood and used, grievance procedures provide a positive, constructive means to solve misunderstandings and reach fair resolution of grievances. Since many complaints or grievances result from simple misunderstandings which can be resolved to the mutual satisfaction of everyone involved, the first step in any grievance procedure is to attempt to resolve the issue with the concerned individual's immediate supervisor. If a GTA has a complaint relating to his or her teaching function, every effort should be made to resolve the issue with the faculty supervisor. If the supervisor cannot resolve the problem, the matter may then be referred to the GPDC.

8.3. Graduate Research Assistant (GRA)

8.3.1. The Role of the Graduate Research Assistant

In a GRA, financial support is given to a graduate student for performing thesis/dissertation research or other directed research. The student is expected to devote considerable time on research that is academically significant and directed by a faculty advisor. Often the faculty advisor is a principal

investigator working on an externally funded grant/contract. At the unit's discretion, off-campus students enrolled in distance education programs may receive GRAs with unit funds; however, they may not be supported with Graduate School funds.

In general, the GRA works closely with a faculty member on his or her research. This research is usually a component of the faculty advisor/mentors research that is directly supported by external funding. GRAs generally work on a specific research project that often forms the basis for a thesis or dissertation.

8.3.2. Tasks and Responsibilities of a Graduate Research Assistant

The duties will vary by faculty member, project, and discipline. GRAs may perform chemistry or biology laboratory or field experiments, administer surveys, maintain and operate laboratory equipment, or care for animals. Others might code and enter data or write literature reviews. The end goal is to become an independent scholar and to design an independent research program.

General duties include the following:

1. Perform experiments, calculations, and analyzing the results and disseminating new knowledge orally or in written publications.
2. Reflect on the state of the field and propose new research problems.
3. Attend conferences to present results and collaborate with other researchers.
4. Train and supervise less experienced research personnel.
5. Collect data by administering surveys, interviews, or running research protocols.
6. Score, code, and enter data into a spreadsheet or statistical analysis program.
7. Conduct general library research including literature searches, making copies of articles, and ordering unavailable articles and books through interlibrary loan.
8. Develop new research ideas.
9. Use computer skills such as word processing, spreadsheet processing, scheduling and statistical analysis programs.
10. Assist in preparing submissions for local or regional conferences and, if accepted, work on poster or oral presentations for professional conferences.
11. Assist faculty in preparing a manuscript to submit the results of collaborative research to a journal.

Specific assistantship information and instructions can be found at: <http://www.ecu.edu/cs-acad/gradschool/Assistanship.cfm>.

8.4. Tuition Remissions

Certain graduate students may be eligible for an in-state or nonresident tuition remission. Unlike a tuition waiver, which is a forgiveness of the tuition obligation, a tuition remission constitutes a payment of tuition with real dollars from a source that is not the student. For most graduate students, the tuition remission source is the Graduate School, but other academic units, and grant agencies can provide them as well. However, they are all administered through the OFSA. Tuition remissions cover the cost of tuition only, not University fees. Students are responsible for payment of University fees.

A non-resident doctoral/master's student who is awarded an assistantship or fellowship appointment may be eligible for a nonresident tuition remission reducing tuition to in-state rates. In addition, a full-time, non-resident or resident doctoral student in a research-oriented program, who is awarded a full-time assistantship or fellowship appointment, may be eligible for a resident tuition remission. A graduate student qualifying for tuition remissions must be degree-seeking, and must have a full-time (20 hr/wk) appointment.

Students must maintain their eligibility for tuition remissions throughout their matriculation to the degree or certificate. Thus, students who have been determined at any point in the semester to no longer meet the eligibility requirements to receive a tuition remission will have the full amount of their tuition remission rescinded, and as such, they are then personally responsible for paying the full costs of their tuition for that semester.

8.4.1. Nonresident Tuition Remissions

The nonresident tuition remission offered by the Graduate School is designed to attract high-quality graduate students with no prejudice against those from outside of North Carolina. There is an expectation that prospective students will be informed of the limited time for which tuition will be remitted and encouraged upon arrival to review information on establishing legal residency in North Carolina at: <http://www.ecu.edu/cs-acad/gradschool/residency.cfm>, if their intent is to become permanent legal residents of North Carolina. By North Carolina law, students whose primary intent

for moving to the state is to attend school are not eligible for classification as in-state for tuition purposes; however, those that demonstrate a clear intent to become permanent North Carolina residents, may qualify for the in-state classification after at least one year of legal residency in the state.

8.4.2. Resident Tuition Remissions

Fundamental to recruiting quality graduate students are recruitment packages that are competitive. This is especially true in research-intensive doctoral programs. To maintain quality research programs, the highest priority for in-state remissions will be full-time doctoral students that are on a full-time assistantship. It is expected that resident tuition remissions for any student will come from the same source as the student's assistantship.

8.4.3. Eligibility for Resident Tuition Remissions

Students must meet the following criteria to qualify for resident tuition remissions:

1. Students must be degree seeking and on-campus.
2. Doctoral students are the first priority for resident tuition remissions, research and professional master's and MFA students may become eligible as resources allow.
3. Students must have a full-time (20 hr/wk) appointment as a graduate teaching assistant (GTA), a graduate research assistant (GRA), a graduate intern assistant (GIA) or a graduate fellow (fellowship); the appointment must be in effect for a period of not less than two academic semesters for the student to be eligible for and to retain a tuition remission.
4. Students should be in good academic standing as defined in the Graduate School Catalog.

Important note: Students who have been determined at any point in the semester to no longer meet the eligibility requirements to receive a tuition remission will have the full amount of their tuition remission rescinded, and as such, they are then personally responsible for paying the full costs of their tuition for that semester.

8.4.4. Resignation from Appointment

Students who have received a tuition remission and who resign from their University appointment prior to the end of the semester (for personal, financial, medical, or any other reason) will have the

full amount of their tuition remission rescinded, and they are then personally responsible for paying the full costs of tuition for that semester.

8.4.5. Adding a Course

Students who have received a partial tuition remission and add a course before the end of the schedule change period which results in additional tuition charges will be held personally responsible for paying the additional cost, unless the OSFA has received written verification from the student's assigned unit program of payment. Students who add a course after the official schedule change period or, which results in additional tuition charges, will not receive additional tuition remission funds to cover the credit hours added, and are personally responsible for paying the additional cost for the credit hours added.

8.4.6. Dropping a Course

Students who have received a tuition remission and drop a course at any point in the semester will be re-evaluated to ensure that they still meet the eligibility requirements to receive a tuition remission. Students who are determined to still meet the eligibility requirements for the remission should incur no penalty. Students who are determined NOT to be meeting eligibility requirements have their tuition remission (which has been granted to cover the credit hours for the course dropped) rescinded, and personally responsible for paying the tuition costs for the credit hours dropped.

Students are encouraged to refer to the "[Schedule Changes](#)" under Academic Regulations. For further details on the financial consequences of dropping a course after the census date contact the Office of Student Financial Aid: (<http://www.ecu.edu/cs-acad/financial/>).

8.4.7. Final Drop Date

The final drop date can be found on the official University calendar available at <http://www.ecu.edu/fsonline/senate/fscalend.cfm>. Graduate students should be informed of the policies and consequences of dropping a graduate course:

- Dropping a course has Financial Aid implication; if the student is receiving Financial Aid, they need to contact the Financial Aid office to discuss their plans before dropping the course

- If the student is on academic probation, and drops the course after census day of the semester, the dropped course is included in the number of semester hours allowed under probation
- When a student drops a course before the deadline, they will not receive a grade and the drop does not affect their GPA
- If all courses are dropped for a semester, this is a withdrawal from the University, and will be indicated as such on their transcript, but if there is at least one course remaining on their schedule, the dropped course will not appear on their transcript
- There is not a limit on the number of drops allowed

8.4.8. Withdrawal

Students who have received a tuition remission and who withdraw from the University (i.e., drop all classes) prior to the fulfillment of their term commitment (for personal, financial, medical, or any other reason) will have the full amount of their tuition remission rescinded and are therefore personally responsible for paying the full costs of tuition for that semester. Although tuition charges may be prorated according to established policies of the UCO, tuition remissions are not prorated.

8.4.9. Payment Schedule

All students must pay tuition and fees according to the University schedule. Refer to the [University Cashier's](#) Office for current cost of attendance information and Important Dates for payments.

Chapter 9: Residency

Residency status for the purpose of determining tuition charges at a public institution of higher education in the state of NC is governed by the North Carolina General Statutes. Students who are classified as residents for tuition purposes are eligible for a tuition rate lower than that charged to nonresidents because a resident's tuition is subsidized by tax revenue from the state of NC. Resident tuition is, therefore, a benefit offered by the state to its residents under terms in the applicable General Statutes. It is strongly recommended that students review the laws and regulations prior to submitting a Resident and Tuition Status Application.

9.1. NC General Statute 116-143.1, the Basis for Residency Decisions

Decisions of NC residency for tuition purposes are based upon NC General Statute 116-143.1 and regulations in "North Carolina State Residence Classification Manual, A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence" prepared by the General Administration of the University of North Carolina. This "NC Residency Manual" is also available via a link online at <http://www.ecu.edu/cs-acad/registrar/Residency.cfm>. These policies govern the determination of Residency for Tuition Purposes at all 16 campuses of the UNC system, although the decision at one campus is not binding on the decisions of the other campuses.

"To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in NC and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes" (General Statute 116-143.1.b). Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, 12 months' legal residence means more than simple abode in NC. "To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education" (General Statute 116-143.1.c). The burden of establishing facts which justify classification of a student as a resident entitled to resident tuition rates is on the applicant, who must show his or her entitlement by the preponderance of the Residentiary information.

To determine whether an individual can become a legal resident of NC for tuition purposes, that individual must:

Demonstrate financial independence from parent(s) or guardian if the parent(s) or guardian are non-residents of NC;

Demonstrate a visible means of support substantiating the claim of financial independence. If the individual has not been entirely self-supporting during the last 24 months, a completed affidavit may be required from the parent(s) or legal guardian;

Demonstrate intent to make NC the student's permanent dwelling place of indefinite duration by performing Residentiary acts at the beginning of the 12-month period. These acts should be undertaken immediately upon the student's arrival to NC;

Having clearly established the intent and financial independence, the student must maintain NC residency for 12 months immediately prior to the semester for which they are applying for the benefit.

9.2. Military Personnel

A current student who has been deemed to be a NC resident and who is called to serve outside the State in the armed forces does not lose NC residence for tuition purposes simply by reason of such service as long as the student remains continuously enrolled in the degree program. Students from the military may prove retention or establishment of residence by reference, as in other cases, to Residentiary acts accompanied by Residentiary intent.

In addition, a separate NC statute affords tuition rate benefits to certain military personnel, with a permanent duty station in NC, and their dependents even though not qualifying for the resident tuition rate based on the twelve months qualification. A dependent relative of a service member stationed in NC is eligible to be charged the in-state tuition rate while the dependent relative is living in NC with the service member and if the dependent relative has met any requirement of the Selective Service System applicable to the dependent relative. These tuition benefits may be enjoyed only if the applicable requirements for admission have been met. These benefits alone do

not provide the basis for receiving those derivative benefits under the provisions of the residence classification statute reviewed elsewhere in this summary.

9.3. International Students

Some international students may qualify for resident "Residency for Tuition Purposes" if they have the legal capacity to establish a domicile ("permanent dwelling place of indefinite duration") in NC. In these cases, the decision is based on the conditions of the visa held by the individual and the strength of the "ties" the individual is establishing to the state. After establishing capacity, the individual is then subject to all policies governing the determination of "Residency for Tuition Purposes" described above.

If you have any questions about the taxes for international students or visitors, please contact the International Tax Office at internationaltax@ecu.edu.

Note: International students in possession of an F-1, F-2, J-1, or J-2 visa are not eligible for NC residency for tuition purposes.

9.4. Application for Residency Reclassification

Any student, initially classified as a non-resident for tuition purposes may file an application for reclassification using the Residency Determination System (RDS), an NC state mandated system. The student may access the system at <https://ncresidency.cfnc.org/residencyInfo/>. The application should be submitted at any time after the twelve -month waiting period as a legal resident (domiciliary) acquired by any of the means provided by G.S. 116-143.1 have been satisfied. There are no deadlines to complete a reconsideration. Reconsideration requests may be submitted up to three times every ninety days. If a student is reclassified after the Census date of the current semester, the change in status will not be in effect until the following semester.

9.5. Appeal of Residency Classification

You may request an Appeal if you believe that the RDS process has failed to accurately consider important information regarding your residency claim. There are two types of appeal:

9.5.1. RDS Appeal

The RDS appeal is for students who believe their active residency determination is incorrect – either from an initial consideration or a reconsideration. Students can request the RDS Appeal online, submitting additional information and documentation to support their claim, and meet fact-to-face (or via technology) to review their appeal.

9.5.2 SEAA Appeal

The SEAA Appeal is the final administrative step in the residency process. The appeal is conducted by a statewide committee comprised of representatives from the North Carolina Community College System, North Carolina independent Colleges and Universities, State Education Assistance Authority, and The University of North Carolina System. No additional documentation or information is permitted by RDS or the student in this appeal.

You have the right to appeal an RDS appeal decision. To learn more about requesting a second-level SEAA Appeal, go to the Residency Guideline section of <https://ncresidency.cfnc.org/residencyInfo/guidelines>.

Chapter 10: Theses & Dissertation Committees, ETD Submission, & Intellectual Property Rights

In programs where a thesis or dissertation is prepared (ETD: Electronic Theses and Dissertations), the student must comply with the specific regulations of his or her school or department and the general requirements of the Graduate School. These requirements are specified in the Manual of Basic Requirements for Theses and Dissertations, including deadline submission dates for theses and dissertations, which are approved by the Graduate School and available on the Graduate School's web site, www.ecu.edu/gradschool/ under the Current Students tab/Academic Support/Vireo – Theses & Dissertations. The deadline for submission of theses and dissertations is ten business days prior to the last of final exams and is published on the website under “Vireo – Theses & Dissertations” where significant guiding information is published to assist the student in the preparation of their thesis or dissertation.

10.1. Switching from a Thesis Track to NonThesis Track

This switch, when necessary, requires [submitting a form to the Graduate School](#) (click link). The thesis courses do not count towards completion of the degree. Please remind advisors of this policy. Thesis to non-thesis change forms must be submitted prior to the end of the semester (especially if that is the semester for graduation).

10.2. Prior to Beginning Research

Students whose research involves human subjects, animals, biohazards, or radiation must have their research proposals approved by the appropriate compliance committee BEFORE beginning their research. **A copy of the appropriate committee (IRB or IACUC) approval letter must be included in the appendixes of the final thesis or dissertation.** Research involving human subjects, including survey work, must be approved by the University and Medical Center Institutional Review Board (UMCIRB), a part of the Office for Human Research Integrity (OHRI): www.ecu.edu/irb. Research involving animals must be approved by the Institutional Animal Care and Use Committee (IACUC): www.ecu.edu/iacuc. Research involving radiation/biohazards must be reviewed by the Office of Prospective Health to ensure compliance: <http://www.ecu.edu/prospectivehealth/>. Master's

research requires completion of the **Master's Pre-Thesis Research Approval Form**

(<http://www.ecu.edu/cs-acad/gradschool/Academic-Policies-and-Forms.cfm>).

10.2.1. Master's Pre-Thesis Research Approval Form

The [Master's Pre-Thesis Research Approval Form](#) (under **Forms**) available on the Graduate School Web site, should be completed, appropriate signatures obtained, and submitted to the Graduate School BY THE GRADUATE PROGRAM DIRECTOR, prior to beginning research. Please note: all thesis and dissertation research must be approved by the thesis or dissertation director and the Unit GPDC. All students whose thesis or dissertation projects involve human subjects, animals, radiation, and/or biohazards must have their proposed research approved by the appropriate ECU committee (see above) before beginning their research, and a copy of the appropriate approval form must be submitted with the Pre-Thesis/-Dissertation Research Approval form, and must be included in the Appendix of the completed thesis or dissertation.

The [Advancement to Doctoral Candidacy Form](#) is used for doctoral students in place of the Master's Pre-Thesis Research Approval Form.

10.2.2. Thesis or Dissertation Committee Requirements

Faculty chairing or serving on thesis or dissertation committees must have appropriate graduate faculty rank (See [ECU Faculty Manual, Part II, Section IV](#)). In general, all members of a thesis or dissertation committee must have either associate graduate faculty status or full graduate faculty status except for the additional conditions outlined below:

1. Graduate teaching faculty may serve as a fourth member of a committee as provided in the [ECU Faculty Manual, Part II, Section IV](#). The Graduate Council interprets this to mean that at least three members must have associate or full graduate faculty status. Retired and emeritus faculty who are members or associate members of the graduate faculty at the time of their retirement may be reconsidered for reappointment for five-year renewable terms in the manner described in the Faculty Manual, but if chairing the student's advisory committee, an ECU graduate faculty co-chair needs to be appointed.
2. External individuals (external to ECU) with demonstrated expertise in the area of study in a thesis or dissertation may serve as a fourth or fifth member of a thesis or dissertation committee. The external member should have a terminal degree in an appropriate discipline

or extensive professional experience. The terminal degree requirement may be waived by the Graduate Dean for an outside member from an agency, industry, government, or community organization who serves to provide novel expertise to the committee. This appointment must be approved by the Dean of the Graduate School. The procedure for appointing a person to serve in this role will require approval by the Graduate Program Director and the unit graduate faculty members serving on the thesis or dissertation committee. The Graduate Program Director will submit a letter of request to the Dean of the Graduate School outlining the person's credentials (academic CV or resume) as related to the specific thesis or dissertation.

3. An ECU graduate faculty member from a unit/college other than the student's degree-granting unit may serve on that graduate student's advisory committee if the requirements 10.1.2.1 and 10.1.2.2, as listed directly above, apply. Please check unit code requirements for possible additional restrictions or requirements. There is no graduate school requirement for an external committee member for theses or doctoral committees, though several individual units have this requirement.

10.3. Use of Copyrighted Materials in a Thesis/Dissertation

Students must comply with provisions of the Copyright Act when using copyrighted materials in a thesis/dissertation. The fair use doctrine allows limited use of copyrighted material without requiring prior permission from the copyright holder. Explanations of copyright for theses and dissertations can be found on the Graduate School website for [Access, Copyright, and Fair Use Exceptions](#). Documentation that permission has been obtained must be included in the Appendix of the completed thesis or dissertation. Students and advisors may consult [ECU's Copyright Officer](#) [mailto: thomasw@ecu.edu] for assistance, including determination of whether fair use of copyrighted materials applies, and may link to the [UNC System Primer on Copyright Ownership, Primer on Copyright Use, and Fair Use Worksheet](#) and to the [Columbia University web site for a Fair Use Checklist](#) for more information.

10.4. Defense of Thesis/Dissertation

Copies of the thesis/dissertation must be presented by the student to his or her faculty advisor for the use of the examining committee not later than one week prior to the date on which the

examining committee will conduct the oral examination and defense of the thesis. At this oral defense of the thesis, the examining committee may ask the student questions regarding the subject matter in the major field. A student may attempt to defend the thesis or dissertation no more than twice.

After the student has successfully defended their thesis or dissertation and made the changes recommended by their committee, they must obtain committee members' signatures on the signature page and complete the ECU Non-Exclusive Distribution Agreement with their thesis or dissertation chair. See <http://www.ecu.edu/cs-acad/gradschool/upload/Non-Exclusive-Distribution-License.pdf>

10.5. Electronic Submission Process

The Vireo electronic thesis and dissertation submission system is used at ECU. The thesis/dissertation signature page, with all signatures except that of the dean of the graduate school, and the ECU Non-Exclusive Distribution Agreement (NEDL), must both be uploaded to Vireo, as separate documents. These two forms must be uploaded before the student's thesis/dissertation will be reviewed. In terms of the signature page, please note that at the time of electronic submission, the student must 1) include an unsigned signature page with committee members' names typed as an integral part of their PDF thesis/dissertation document, and 2) separately upload the signed (all signatures except for the Dean of the Graduate School), along with the separate upload of the signed NEDL document.

Theses and dissertations must be submitted for Graduate School review no later than ten business days prior to the last day of final exams during the intended semester of graduation. This date applies to all semesters including summer and can be found on here: <http://www.ecu.edu/cs-acad/gradschool/ETD-Vireo.cfm>. Details on document preparation and formatting requirements can be found on the same web page as above.

10.5.1. Selection of Electronic Publishing Options during the Submission Process

At ECU dissertations and theses are published in two electronic databases; (a) the ECU institutional repository, named the ECU [ScholarShip](#) (see the individual descriptions, below), and (b) while submitted through [Vireo](#), a ProQuest database is also used in order to ensure the widest exposure

to the world's scholarly community. More information on Vireo may be found on the [Vireo LibGuide](#) (Library Guide) as well as on the ECU Graduate School Thesis and Dissertation web pages.

10.5.2. Electronic Publishing Options

During the electronic submission process, the student must select a type of publishing agreement; (a) Open Access or (b) Campus Access. In addition, with either of these options, students may elect to have their work made available as soon as it is published or to delay release of their work for a period of time (i.e., an embargo for 6 months, 1 year, or 2 years). No actual signature is needed when choosing from these electronic options (keeping in mind that the NEDL form that is also uploaded, mentioned above, requires the signature of the thesis/dissertation director, ensuring discussion and agreement about any embargo terms) but the student must click to accept the online agreement to continue. The student and the mentor (student's graduate advisory committee chair) should familiarize themselves with these two publishing options and select the one that best fits the student's interests and scholarly publishing obligations. The Graduate School encourages open access and the shortest embargo period possible to further academic knowledge and gain recognition for ECU's graduate scholarly achievements.

10.5.3. ECU Open Access ScholarShip Publishing Options

Electronic theses and dissertations will be automatically published in ECU's open-access institutional repository ([The ScholarShip](#)) either as (a) open access or (b) campus access subject to any embargo period of up to two years, selected by the student. With Open Access, the entire Work is released immediately for free world-wide access. With Campus Access, the entire Work is released immediately for access only by ECU faculty, students and staff (access authenticated by valid PirateID). The student is responsible for requesting any changes in embargo selections for the ProQuest database. Contact information for ProQuest may be obtained when inquiring about embargo options with [The ScholarShip](#) (check link for contact information).

10.5.4. Precautions Regarding Intellectual Property Rights and Electronic Publication

1. Faculty and students are cautioned that electronic publication may disclose intellectual property and thus harm patenting and licensing rights. In these cases, embargos are necessary to protect the intellectual property, but are limited in timespan. The student does retain the copyright for all theses and dissertations published through ECU.

2. Faculty and students planning to publish their theses or dissertations in the future should investigate specific publishers' copyright policies. The Sherpa/RoMEO database collects publishers' copyright policies: <http://www.sherpa.ac.uk/romeo/>.
3. Check "Instructions for Authors" or "Copyright Information" on the specific journal's web site. Faculty and students are also cautioned that electronic publication of theses or dissertations may preclude future publication of creative works such as plays or short stories, though theses and dissertation works are viewed with more flexibility by publishers these days.
4. Please note that ECU never asks or holds the copyright to students' theses and dissertations. Vireo does not ask students to sign over the copyright to their work during the submission process.

If a student's work contains confidential intellectual property, patentable material, or there are concerns about future publications, students may delay the release of their work by choosing to embargo their thesis/dissertation with ECU's Institutional Repository and with ProQuest for a period of 6 months, 1 year, or 2 years. If more time is needed, they may request a one-time extension of the embargo. During the embargo, the full text of the ETD is not made available to the public by the Institutional Repository or ProQuest. Abstracts for work on material being submitted for a patent should be written in such a fashion as to not reveal critical aspects, because the Graduate School does not support removing abstracts which are part of the metadata, even on an embargoed thesis or dissertation.

Students are required to consult with their thesis/dissertation advisor about potential problems concerning any intellectual property disclosure or prior publication issues. The Graduate School will verify that this consultation has taken place by checking the advisor's signature on the mandatory [Non-Exclusive Distribution License Form](#).

10.5.5. Copyright Filing and Information

A copyright is an intangible right granted to the author or originator of certain literary or artistic productions, under which he or she is invested for a limited period with the sole, exclusive privilege of making copies and publishing and selling them. Copyright protection automatically exists from the time the work is created in "fixed, tangible medium." There is no requirement that the work be

published or registered to obtain protection under copyright law. The copyright in the work of authorship immediately becomes the property of the author who created the work unless it is a work-for-hire or unless ownership has been assigned by written agreement.

Copyright registration establishes a public record of your thesis or dissertation and copyright. In the U.S., registration is required before you can file an infringement lawsuit. Registration also allows the author to be awarded damages and attorney fees in an infringement action. Generally, the author must have registered before the infringement occurs to have these benefits. Students may file their own copyright registration, and students submitting their thesis or dissertation via Vireo may choose to file for copyright themselves. Students may file an application with the US Copyright Office, 101 Independence Ave., S.E., Washington, DC 20559-6000, for a fee of \$35. For more information, see the U.S. Copyright Office web site:

<http://www.copyright.gov/forms>. East Carolina University requires that students include a copyright notice following the title page, to protect the student. Typical copyright notices take this form: Copyright 2016, Jane E. Student or © 2016, Jane E Student.

10.5.6. Revising the Submission

After review by the Graduate School, the student will receive an email indicating any necessary formatting corrections. Corrections need to be made in the original Word document, converted to a PDF. The revised PDF should then be resubmitted/re-uploaded.

10.6. Final Approval of Manuscript

The student will be notified by the Graduate School via email upon final approval of their ETD documents. An email notification will be sent to the student and the Registrar's Office. The approved thesis/dissertation document is designated on the Administrator Site as the official copy and is submitted to The ScholarShip. Once the Graduate School accepts/approves the final document, the student's account will be locked, and no revisions or resubmissions are allowed. When the student's manuscript has been approved by the Graduate School, the approved manuscript will be accessible to the ECU institutional repository for publication according to the agreed upon conditions (and the institutional repository will submit to the ProQuest database), at the end of the term upon verification of the student's graduation by the Registrar's Office. If the

student would like to inquire about the status of their submission after it has been submitted to the Graduate School, they may contact Marquerite Latham at bassm@ecu.edu.

10.7. Archives

The Library of Congress' official offsite repository for dissertations and theses in digital format is ProQuest. They are stored as TIFFs and PDF in online electronic vaults. In addition, dissertations and theses are archived on two copies of microform stored in separate vaults.

10.8. Ordering Bound Copies

Students may order bound copies of their theses or dissertations by contacting private companies. The ECU Graduate School is not in the business of binding or ordering bound copies of theses or dissertations. Two companies that have done such binding in the past are thesisondemand.com and printondemand.com (now owned by Lulu.com), but the Graduate School is not making recommendations on commercial binderies.