

was "procedural error" or "discrimination" in the termination decision.

To initiate a Category 2 Appeal of Academic Termination, the student must send a written letter to the Graduate School requesting consideration of his/her case by the UNC Charlotte Graduate School Appeals Committee. In the written request, the student must make his/her case for reinstatement. If the student is alleging "procedural error," the student must specify what procedures were utilized and how the program deviated from the specified procedures. If the basis of the appeal is "discrimination," the student must show how his/her case was handled substantially different from those of other students in similar circumstances. A termination appeal request and the supporting documentation must be received by the Graduate School within 30 days of the date on the letter of termination.

Once the Graduate School receives a Category 2 Appeal of Termination, it will be forwarded to the Chair of the Graduate School Appeals Committee. The Chair of the Appeals Committee will contact the program in question and request a response to allegations of "procedural error" and/or "discrimination." The program will have two weeks to respond to the request of the Appeals Committee Chair. Once all relevant information had been received, the Committee will review the materials and make a recommendation to the Dean of the Graduate School. The Dean of the Graduate School makes the decision on the Appeal of Termination case and his/her decision is final.

Graduate School Appeals Committee

The Graduate School Appeals Committee is authorized to review appeals for reinstatement from graduate students who have been academically terminated. The Committee does not hear grade appeals, for which a separate procedure exists. The Appeals Committee is comprised of four members. The Assistant Dean of the Graduate School serves as the ex officio, non-voting chair of the committee. The three voting members of the Appeals Committee are graduate faculty members named by the Dean of the Graduate School. The Graduate Faculty members serve a staggered three year term.

Master's Degree Requirements

Residence Requirements

No more than six semester hours of transferred credit are accepted toward a master's degree. All other work must be residence credit.

Residence credit is credit that is earned under the conditions specified herein and may be applied toward the attainment of graduate degrees at UNC Charlotte. These conditions must be satisfied regardless of the location (on campus, online, or distance) in which the course is given.

- 1) Instruction: The instructor must be a member of the UNC Charlotte Graduate Faculty.
- Course(s): The content of each course must be approved by regularly established college, Graduate School and University curricular processes before the course is scheduled or offered.

Residence credit may also be awarded by virtue of an examination administered by the Graduate Faculty of the department offering credit. A student also, with the prior approval of the appropriate UNC Charlotte department and the Dean of the Graduate School, may take graduate courses for residence and course credit at other regionally accredited institutions.

Advisory Committee

All students in graduate programs must have a graduate advisor who is a regular member of the Graduate Faculty in the student's major program. The graduate program coordinator/director appoints the graduate advisor. In the case of master's programs requiring theses and/or final oral examinations, the graduate advisor serves as chair or co-chair of the committee.

In all master's programs requiring a committee, the committee will consist of at least three graduate faculty members, one of whom is designated as chair. In programs not requiring a committee, only a major advisor is necessary.

Program Approval

Each student's individual program of study must be approved by his/her department/college. A maximum of six hours of transferred credit may be included in the approved program of study.

Admission to Candidacy

Upon successful completion of a minimum of 18 semester hours of graduate work and in no case later than the eighth instructional day of the semester in which he/she expects to complete all requisites for the degree, a student should file for admission to candidacy on a form supplied by the Graduate School. This application is a check sheet approved by the student's graduate coordinator/director, listing all course work to be offered for the degree (including transferred credit and courses in progress).

Minimum Hours and Quality

A student is expected to satisfactorily complete a minimum of 30 to 60 semester hours of approved graduate level

courses, depending upon his/her individual program, with an overall GPA of 3.0 or better in courses on the degree plan of study. Grades in all courses attempted, whether or not on the plan of study, will remain on the transcript and will be included in the calculation of the student's GPA as it is reported on the transcript. No more than six hours evaluated as C may be counted toward the minimum hours required for the master's degree.

Culminating Experience

Each student must pass a graduate culminating experience which may take the form of a comprehensive exam, thesis defense, project presentation, or other appropriate capstone evaluation. If a comprehensive exam is given, the examination may be written, oral, or both, depending upon the student's specific program requirements. Generally, a student is allowed to take the comprehensive exam two times. A student who fails the comprehensive exam the second time is terminated from the master's degree program. Students must be enrolled during the semester in which they take the comprehensive examination or any other type of culminating experience.

Time Limit

University policy requires that no course listed on a master's student's candidacy form be older than six years at the time of graduation. This policy is in place because of the University's interest in a degree being current when it is awarded. Courses that exceed this time limit must be revalidated or retaken, whichever the graduate program decides necessary, if they are to count in a degree program.

To revalidate a course, the student, along with the program coordinator and the course instructor, prepare a revalidation plan that must be reviewed and approved by the Dean of the Graduate School. This plan often involves taking a special examination designed by the faculty of the graduate program. Once the plan has been completed, the program coordinator must notify the Dean of the Graduate School in writing. The Revalidation Form is available on the "Forms" page of the Graduate School website at www.uncc.edu/gradmiss/gforms.html.

Students may not revalidate courses with a grade of C or lower, courses that are internships or other forms of practica, or courses taken at other institutions. **Additionally, no more than 25% of the courses on a student's program of study may be revalidated and for master's students no course older than eight years may be revalidated.**

Thesis

The plan of study for a master's degree may or may not include completion of a thesis. The thesis and non-thesis approaches are designed to meet the needs of students preparing for different types of careers and represent qualitatively different educational experiences. Consequently,

the academic departments and the Dean of the Graduate School discourage any switching from one plan to another. If a switch from a thesis to non-thesis plan is approved, the grade of I for the thesis work will be changed to W on the transcript with no refund of tuition for the course(s). At the time that the graduate program approves the student's thesis topic, the Petition for Topic Approval must be filed with the Graduate School. This form is available in the Graduate School and online at the Graduate School website.

The thesis should be submitted for final approval by the student's thesis committee at least three weeks before the date of the oral examination in which the thesis is defended. Following the successful completion of this defense, the master's candidate must submit three unbound copies of the approved and error-free thesis to the Graduate School no later than the filing date indicated in the University Calendar. Guidelines for the preparation of the thesis are available from the Graduate School and online at www.uncc.edu/gradmiss/manual.pdf.

Courses and Other Requirements

The courses and other requirements for specific degree programs are presented in each of their individual sections throughout this *Catalog*.

Ph.D. Degree Requirements

A doctoral degree is conferred by the University after the student has demonstrated outstanding scholarship in an approved program of study. Candidates must satisfy all University degree requirements in addition to all standards established by the doctoral faculty of their particular program. Specific program degree requirements are listed under the respective doctoral programs in this *Catalog*. In some cases, requirements in a given program are more stringent than the minimum requirements established by the Graduate School.

Ordinarily, a student must complete at least 72 post-baccalaureate credit hours in order to earn the Ph.D.

Advisory Committees

All students in graduate programs must have a graduate advisor who is a regular member of the Graduate Faculty in the student's major program. The graduate program coordinator/director appoints the graduate advisor.