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To: Dr. Concepcion Godev, Chair, Graduate Council

From: Sandra Krause, Assistant Dean for Graduate Academic Services

Date: January 27, 2020

RE: Master’s Degree Requirements/Thesis research course grade mode options

**Proposal: Revise the multi-semester grading scheme for Thesis research coursework to be graded each semester using either the standard letter grade option or SP/UP grade option**

**Location: Degree Requirements and Academic Policies/Master’s Degree Requirements**

**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 student must submit a graduate academic petition to withdraw from the thesis credit. The grade of IP for the thesis work will be changed to W on the transcript with no refund of tuition for the course(s). Students pursuing the thesis option must successfully defend a proposal of their thesis topic. It is expected that all thesis committee members be present for both the thesis proposal defense and for the thesis final defense. Upon successful defense of the proposal, students should submit the Proposal Defense for Doctoral Dissertation and/or Master’s thesis form to the Graduate School. This form is available on the Graduate School website.

Master’s research courses can be graded using either the standard letter grade or SP/UP grade mode option, in either case the course must be graded each semester.

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 a copy of the approved and error-free thesis to the Graduate School (via ProQuest) no later than the filing date indicated in the University Calendar. Guidelines for the preparation of the thesis are available online on the Graduate School website under Current Students. Additionally, the student must submit the Defense Report for Doctoral Dissertation and/or Master’s thesis form and the original thesis title page to the Graduate School (with original signatures).

As a research university, UNC Charlotte contributes to the scholarly community through the work of faculty and graduate students. Students are required to submit their dissertation or thesis to ProQuest, an online repository for scholarly work. Although the author of the work

retains the copyright, open access may impact the likelihood of publication in some journals. More information is available at www.ProQuest.com.

Under certain circumstances, research may need to be temporarily withheld from publications or “embargoed.” Such restrictions may be requested when a:

a) patent application is expected

b) publication has been submitted to a journal and the publisher’s copyright excludes publication of the work in ProQuest. In this case, a screen shot of the journal policy must be included.

c) contract with an outside entity, such as a government agency, requires that the research be embargoed temporarily.

To request an embargo of a dissertation or thesis, the student and the advisor must submit a request to the Graduate School, which will include supporting documentation. Embargoes may be requested for up to one year, after which time the document will be made available through ProQuest. In extraordinary circumstances, an extension to the embargo may be requested. This form is available on the Graduate School website under Current Students. Embargo requests should be submitted three weeks prior to the final defense date, when possible.