

# Graduate Program Directors & Coordinators Handbook

The Graduate School  
Division of Research and Graduate Studies  
March 16, 2012

TOMORROW STARTS HERE

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## **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 School Administrative Board (GSAB). The GSAB 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 all of these entities as well as 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 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 resource 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  
Division of Research and Graduate Studies

Dear Graduate Program Directors & Coordinators,

East Carolina University is on an upward trajectory in enhancing graduate education both at the master's and doctoral levels. The steep slope of this curve can only be maintained if we have well informed and dedicated Graduate Program Directors (GPDCs). The standards, 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 research and creative activity enterprise that now prevails. The handbook is essential for GPDCs and faculty who are developing, administering and managing new graduate programs. We also envision that it will serve as a foundation of content in future Graduate School workshops that are to be conducted for the inexperienced GPDCs and faculty. Our thanks goes out to all those who participated in the compiling, editing, writing and assembling this greatly-needed information source. We know that it will be a valuable and cherished resource for our research and creative activity community of scholars.

Deirdre Mageean, PhD  
Vice Chancellor  
Division of Research and Graduate Studies

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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 that provides immediate access to current Graduate School policies and procedures and to assure the understanding of the process of administering graduate programs. The handbook is designed to be used as a supplementary source to accompany the unit program handbook that most campus units now have in their respective graduate programs. This 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 information and guidance 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 is the (a) [on-line Graduate Catalog](#) and (b) 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 handbook can also be used by graduate students as a guideline document. It should be understood that these materials are supplements to the ECU Graduate Catalog and the Handbook Policies and Conduct Codes. As such, these two documents take precedence in all cases of conflicts.

The guidelines included herein have been approved by the administrative board of the Graduate School and approved by the Dean of the Graduate School.

The Graduate School resides within the Division of Research and Graduate Studies.

## **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 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](http://www.ecu.edu/gradschool)). This handbook also serves to facilitate access to these types of information, in a concise and convenient format.

The Deans 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 the area of graduate education. The university conducts reviews of each graduate program every seven years, and 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 unit program clerical 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, Appendix F](#)). 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 is comprised of the Graduate School Dean, the Graduate Council Chair and Vice-Chair, and 4 members elected by and from the Graduate Council, and meets at least once a month. The GCEC will review and approve all admissions by exception, 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**

Graduate Program Directors & Coordinators (GPDC) 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 representatives. The Graduate Assembly has been replaced by the more informal GPDC, which includes all graduate directors and all graduate coordinators. The GPDC is 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**

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. Belinda Patterson

Director of Admissions: Ms. Robin Armstrong

Executive Assistant to the dean: Ms. Sondra Bland

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 the corresponding graduate school applications.

Deborah Robinson (Letters A-D)

Tasha Vaughn (Letters E-K)

Farah Sharifi (Letters L-R)

Theresa Cartwright (Letters S-Z)

Lynn Couturier (Non-Degree Applications, EPAFs)

Technical Support Analyst: Mr. Derrick Isler

Administrative Support Associate and Thesis/Dissertation Editor: Ms. Amy E. Tripp

Administrative Support Specialist/Xtender Specialist: Ms. Renita Harley

Receptionist (Administrative Support Specialist): Mrs. Camilla King

Business Services Coordinator: Ms. Alexis Morris

## **1.8. Topical Web-Sites**

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

ECU Faculty Manual (<http://www.ecu.edu/cs-acad/fsonline/manual/facultymanual.cfm>)

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](http://www.northcarolina.edu))

## 1.9. Who to call/email list - General

Application status	First review the ECU BIC Incomplete Applications Report. Contact the processor with additional questions.	328-6013
Application questions	Robin Armstrong ( <a href="mailto:armstrongr@ecu.edu">armstrongr@ecu.edu</a> ) or Application Processor	328-5400 or 328-6013
Reenrollment	Robin Armstrong ( <a href="mailto:armstrongr@ecu.edu">armstrongr@ecu.edu</a> ) or Application Processor	328-5400 or 328-6013
Academic Probation/Termination	Belinda Patterson ( <a href="mailto:pattersonb@ecu.edu">pattersonb@ecu.edu</a> )	328-5792
Banner	Robin Armstrong ( <a href="mailto:armstrongr@ecu.edu">armstrongr@ecu.edu</a> )	328-5400
Dean's correspondence	Sondra Bland( <a href="mailto:blandso@ecu.edu">blandso@ecu.edu</a> )	328-6073
ECU BIC reports	Robin Armstrong ( <a href="mailto:armstrongr@ecu.edu">armstrongr@ecu.edu</a> )	328-5400
ETD Formatting and Submission Process	Amy Tripp ( <a href="mailto:trippam@ecu.edu">trippam@ecu.edu</a> ) or Belinda Patterson ( <a href="mailto:pattersonb@ecu.edu">pattersonb@ecu.edu</a> )	328-5792
Financial assistance	Financial Aid Counselors	328-6610
Graduate Assistantship Contracts	Alexis Morris ( <a href="mailto:morrisal@ecu.edu">morrisal@ecu.edu</a> ) or Lynn Couturier ( <a href="mailto:couturier@ecu.edu">couturier@ecu.edu</a> )	328-1465 or 328-6013
Graduate Faculty Rank/Status	Tom McConnell ( <a href="mailto:mcconnellt@ecu.edu">mcconnellt@ecu.edu</a> ) or Amy Tripp ( <a href="mailto:trippam@ecu.edu">trippam@ecu.edu</a> )	328-2956 or 328-5792
Graduation – graduate students	Dede Smalls ( <a href="mailto:smallsd@ecu.edu">smallsd@ecu.edu</a> ) or Natasha Shepard ( <a href="mailto:shepardn@ecu.edu">shepardn@ecu.edu</a> )	328-6527 or 328-1728
Nonresident Tuition Remissions	Alexis Morris ( <a href="mailto:morrisal@ecu.edu">morrisal@ecu.edu</a> )	328-6073
Registration – graduate students	Colleen Roland ( <a href="mailto:rolandc@ecu.edu">rolandc@ecu.edu</a> ) or Belinda Patterson ( <a href="mailto:pattersonb@ecu.edu">pattersonb@ecu.edu</a> )	328-6012 or 328-1466
Residency for Tuition Purposes	Colleen Roland ( <a href="mailto:rolandc@ecu.edu">rolandc@ecu.edu</a> ) or Belinda Patterson ( <a href="mailto:pattersonb@ecu.edu">pattersonb@ecu.edu</a> )	328-6012 or 328-1466
SharePoint – graduate school site	Robin Armstrong ( <a href="mailto:armstrongr@ecu.edu">armstrongr@ecu.edu</a> )	328-5400
Transfer, Non-degree Credit; Time Extension Requests	Belinda Patterson ( <a href="mailto:pattersonb@ecu.edu">pattersonb@ecu.edu</a> )	328-1466
Xtender	Renita Harley ( <a href="mailto:harleyr@ecu.edu">harleyr@ecu.edu</a> )	328-1465

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

Alphabetical assignments to student last names		
Camille Cooper	A, B	<a href="mailto:CooperC@ecu.edu">CooperC@ecu.edu</a>
Sherell Harris	E, J	<a href="mailto:HarrisY@ecu.edu">HarrisY@ecu.edu</a>
Myesha Swinson	D, W	<a href="mailto:SwinsonMy@ecu.edu">SwinsonMy@ecu.edu</a>
Kristy Ashley	C, G	<a href="mailto:AshleyK@ecu.edu">AshleyK@ecu.edu</a>
Lisa Clark	K, O	<a href="mailto:ClarkLis@ecu.edu">ClarkLis@ecu.edu</a>
Deana Summerlin	L, Q, Y	<a href="mailto:SummerlinD@ecu.edu">SummerlinD@ecu.edu</a>
Marian Purvis	M, N	<a href="mailto:PurvisMa@ecu.edu">PurvisMa@ecu.edu</a>
Jeremy Jordan	P	<a href="mailto:JordanJ@ecu.edu">JordanJ@ecu.edu</a>
Ginger Jones	R, V	<a href="mailto:JonesGi@ecu.edu">JonesGi@ecu.edu</a>
Rich Cherry	S, T	<a href="mailto:CherryR@ecu.edu">CherryR@ecu.edu</a>
Roselyn (Roz) Dant	I, U, X, Z	<a href="mailto:DantR@ecu.edu">DantR@ecu.edu</a>
Tomeka Jernigan	F, H	<a href="mailto:Jerniganto@ecu.edu">Jerniganto@ecu.edu</a>

### **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 – 1<sup>st</sup> Summer

50 – 11 – Week Summer

60 – 2<sup>nd</sup> Summer

80 – Fall

Therefore, Fall 2011 is represented as 201180; Spring 2012 is 201230.

### **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).

## **Chapter 2: Graduate Director Duties and Responsibilities**

### **2.1. Duties and Responsibilities of the Director – Administration of unit 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).

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

- 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

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 chapters 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, in order 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. At the time of graduation, the GPDC is responsible for preparing a Graduation Summary for the student and submitting it to the Registrar's Office.

## **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 Executive Assistant 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. 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>) or the Graduate School Appeals Procedure for grievances (<http://www.ecu.edu/cs-acad/gradschool/Student-Grievance-Procedure.cfm>). 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. 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.

## **2.7. Additional Duties**

### **2.7.1. Graduate Faculty Appointments and Rank**

Additional duties of the GPDC include overseeing processes of unit graduate faculty 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 Appendix F of the Faculty Manual (<https://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixf/appendixf.htm>). Appendix F 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 of these processes are overseen by the GPDC.

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. 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 requests to be notified of these individuals as they begin their contracts at ECU, along with documentation such as a curriculum vita. These faculty members will then be recorded as graduate faculty members at that rank, though they may be nominated for higher graduate faculty rank if meeting unit code and faculty senate guidelines, following the described procedures. Tenure track faculty should be renominated for the graduate faculty as part of the contract renewal process immediately prior to the expiration of the 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.

Persons not currently faculty members at ECU may be named to the graduate faculty as adjunct members, if they meet the same qualifications as required for the category to which they are named. Upon recommendation of the graduate faculty of the code unit, typically accomplished by vote, the nomination at adjunct rank is forwarded to the dean of the Graduate School, along with documentation such as a curriculum vita. A checklist or other unit-approved method of determining appropriate graduate faculty rank is also needed for adjunct associate or adjunct full graduate faculty rank, but not for adjunct teaching graduate faculty. The dean of the Graduate School will review the recommendation of the academic unit to determine if it is consistent with the unit's criteria and appointment procedures.

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.

### **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 form: [www.ecu.edu/gradschool](http://www.ecu.edu/gradschool). International applicants may apply online, but they are also required to submit an additional paper application.

Non-refundable application processing fee of \$70.00; to expedite processing the Graduate School encourages applicants to pay all fees by credit card at the time of application, although checks and money orders are also acceptable.

One official, sealed transcript from each college or university previously attended should be mailed or electronically submitted directly to the Graduate School. If an applicant is currently enrolled in a college or university, they must submit an official transcript at the time of application showing current enrollment as well as a final official transcript after graduation showing the awarded degree.

Official standardized test scores (GRE, GMAT, MAT) sent directly to the Graduate School from the testing service. If the program does not require test scores for holders of a master's degree or more advanced degrees, this must be communicated to the Graduate School so the requirement can be waived for all applicants to the program, or the waiver can be communicated on a case-by-case basis.

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, 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 priority application deadlines, cut-off deadlines, and the early deadlines for specific programs are published at [www.ecu.edu/gradschool](http://www.ecu.edu/gradschool).

Applications received after the program's or Graduate School's priority deadlines will be processed and routed to the programs until such time that individual programs notify us that they have reached their enrollment capacity for a given term. After the cut-off deadline, an application can no longer be submitted for that term.

#### ***3.2.1. Graduate School Application Deadlines***

	Fall	Spring	Summer I	Summer II
Domestic Priority	June 1	October 15	March 15	May 1
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***

Student must create a Login ID and PIN at [https://selfservice-banner.ecu.edu/DAD\\_PROD/bwskalog.P\\_DisplloginNon](https://selfservice-banner.ecu.edu/DAD_PROD/bwskalog.P_DisplloginNon) to access the application system. They

should retain this information in order to access the system and check the status of their application.

They will first be required to select their application type from the following options:

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

Doctoral: For application to doctoral program (PhD, EdD, DPT, AuD)

Master's: For application to traditional Master's degree program (either on-campus or online)

Non-degree: For students interested in taking graduate courses but not interested in obtaining a graduate degree or certificate at this 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.

Readmission certificate/doctoral/master's: For those individuals applying to a degree program or certificate in which they were previously enrolled.

Readmission non-degree: For those individuals who have been previously admitted as a non-degree student.

The next step is to complete all required information for the application including Planned Course of Study (program) and concentration option if applicable. After the application is complete, the student is given the option of "Pay Now" or "Pay Later." The "Pay Now" option allows the student to pay online with a credit card. "Pay Later" submits their application without payment and the student must mail in a check, money order, or credit card form. The student's application will not be processed until this fee is received.

An applicant can apply for admission to only one program per application. In order to be evaluated by multiple programs, the applicant must submit an application and fee for each program that will review the application.

### **3.3.2. Application Materials Received by Graduate School**

When the Graduate School receives the online application and the processing fee, an admission record is created for the applicant. Required application materials are received via mail, email, or electronically, matched to the application, and the receipt is recorded in Banner.

### **3.3.3. Application Complete and Routed to Program**

Once the application is complete, an Accept/Reject Letter (A/R) is printed, the applicant's file is digitized, and the A/R is routed to the program via Xtender.

## **3.4. Admission Decisions**

The program reviews the application materials for the admission or rejection decisions; each graduate program decides on the admissibility of its students. The program's decision is then electronically recorded in the A/R and routed back to the Graduate School via Xtender. The Graduate School enters that decision code into Banner along with any associated holds. A letter is generated that notifies the applicant of the Admission or Rejection decision recommended by the program. The Graduate School admits applicants to degree and certificate programs only upon the issuance of a formal letter of admission. The admission letter contains the student's PirateID and a technology resources document. A separate letter is sent with the student's Banner ID. The decision given by the program is applicable only for the program the student applied for; if the student wishes to enter as non-degree, a separate application is required.

### **3.4.1. Regular Admission**

To qualify for regular admission to a degree program, an applicant must have a standardized test score at or above the 30<sup>th</sup> 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. For the GRE, the verbal and quantitative percentiles are averaged. The general test of the GRE is accepted by all masters and doctoral programs except the College of Business. The GMAT is required for graduate programs in accounting and business administration. Certificate programs require a 2.5 GPA for Regular Admission. For international students, they must score at least 20 on each of the four sections of the TOEFL examination to qualify for regular admission. Individual programs may establish standards that are more stringent.

### **3.4.2. Admission by Exception**

Students not meeting regular admission requirements may be considered for admission by exception with the support of their academic program, plus review and approval by the Graduate School. The program must provide a brief justification for the admission recommendation on the A/R form. 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 School Administrative Board. Students admitted by exception are required to earn a minimum overall GPA of 3.0 on the first 9 semester-hours attempted. If the student fails to earn an overall GPA of 3.0 by the end of that period, he will not be permitted to continue in the program of study. Programs may establish higher or additional academic standards for continuation for students that are admitted by exception.

Students admitted by exception will have a hold placed on their record that will prevent financial aid disbursement for their second semester in the program. Once the student is reviewed after final grades are entered for the semester, the hold will either be ended or lifted temporarily and continued for another semester until the 9 semester hours are achieved. The Graduate School will provide a list of Admission by Exception students and the evaluation of the student's record for the program's review in the event that programs have required higher standards.

### **3.4.3. Provisional Admission**

An applicant may be granted provisional admission pending receipt of official transcripts from all schools attended and/or required licensure provided the applicant has all other required admission documents on file. 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. The program must request provisional admission consideration for a student. When a student is admitted provisionally, a hold is immediately placed on their record that holds financial aid disbursement until the missing transcript or proof of licensure is received. If a semester passes without receiving that transcript or license, another hold is placed on their record that prevents registration for future semesters.

Recruiting Criteria, provisional admission - The student must have at least one official transcript from a regionally accredited university showing an earned degree. The official test score must be received. The credentials that have been received must be strong enough to warrant an early provisional admission decision pending receipt of all required transcripts.

Completing Undergraduate Criteria, provisional admission – The student must have an official transcript from a regionally accredited university showing the applicant is currently enrolled and has completed the equivalent of at least three years of undergraduate coursework.

The official test score and all other materials required to complete the application must be received.

The credentials that have been received must be strong enough to warrant an early provisional admission decision pending receipt of all required transcripts.

#### **3.4.4. Professional Admission**

Individuals whose undergraduate degree is more than ten years old and who have extensive professional experience related to the intended program of study may be eligible to have the test score requirement waived under the professional admissions policy. The request for professional admission must come from the program, and the age of the undergraduate degree must be verified by the Graduate School before the test score requirement is waived. Programs may also waive the test score requirement for applicants already holding a master's degree. The program must notify the Graduate School of the waiver.

#### **3.4.5. Other Admission Decision Types**

##### Reject

Withdraw Before Decision – Electronically mark the A/R letter with this decision and route to the Graduate School when a student contacts you and they are no longer considering your program.

Withdraw After Decision – Electronically stamp the A/R with this decision and route to the Graduate School when a student contacts you declining your offer of admission.

Change Term - Used by the Graduate School to indicate that a student will be considered for a different term; may be requested by the program or the student.

### **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 while currently enrolled in Degree program” form at <http://www.ecu.edu/cs-acad/gradschool/academicpolicies.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 and the program must complete a Certificate Graduation Summary. Both of these documents are submitted to the Registrar’s Office. 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.

### **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. 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.

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 is 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 submitting a readmission application within the year, no fee required. After that one year, a new application with the application fee is required. If the student wishes to apply to a different program, a new application with fee is required.

See Catalog for Additional Policies regarding Readmission.

### **3.8. International Student Requirements**

International applicants may apply online, but they are also required to submit a hard-copy paper application found at <http://www.ecu.edu/cs-acad/gradschool/international.cfm>. The Graduate School requires a third-party credential evaluation for all institutions attended outside the US or Canada. We accept evaluations by World Education Services (WES), Educational Credential Evaluators (ECE), Josef Silny, and other firms accredited by [NACES](#). We require the Document-by-Document evaluation. **This requirement begins for Spring 2012 applicants.** Either the applicant or the evaluation company must also send a copy of original transcripts in the native language of issue as well as an official, notarized, or certified copy in English. Documents must indicate that, at a minimum, a bachelor's degree or its equivalent has been awarded by an accredited college or university.

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 at a United States school, 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. An IBT TOEFL score of 20 on each section for a total minimum score of 80 (scores with one or two sections with scores of 18 or 19 may be appealed to the dean of the graduate school), 550 (paper-based), or 213 (computer-based), 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.

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.

### **3.8.1. 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 who 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 in order 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 <http://www.ecu.edu/cs-acad/intlaffairs/isa.cfm>.

### **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***

Approved integrated bachelor's/master's programs at East Carolina allows students to be admitted to a graduate program earlier in their undergraduate studies. These programs allow ECU undergraduates with at least a 3.5 GPA to apply as juniors. Upon admission to the master's degree program, the student can count up to 15 semester hours of graduate credit toward completion of the bachelor's degree. Graduate-level course work is 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.

### **3.9.2. Accelerated Master's Degree Program**

ECU currently offers two accelerated master's degree programs. These programs result in the awarding of one degree – the master's. The College of Nursing offers an accelerated RN/MSN program for transfer students who have a RN license but do not have an undergraduate degree. The Department of Occupational Therapy offers an accelerated MS in occupational therapy program.

### **3.9.3. Undergraduate /Non-Degree Graduate Dual Enrollment**

Senior undergraduate students at ECU who possess 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 Graduate Program Director (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. New Student Information**

Students are provided with a document summarizing the University's technologies and providing instructions on getting started as a new student. These instructions are below.

#### **3.10.1. Student Health**

All new students (degree and non-degree) will receive a link to a report of medical history form in the letter of acceptance. This medical history form, which includes a record of required immunizations, must be completed and returned to Student Health Services prior to the beginning of classes. 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 is available at: <http://www.ecu/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.

#### **3.10.2. Health Insurance**

East Carolina University students in on-campus classes are required to have health insurance. Insurance is not required for online students. If you are covered by an existing health plan, you 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, you must enroll in the health policy adopted by East Carolina University. To waive or enroll, visit <http://www.studentinsurance.com>; select the UNC system logo, then select ECU. Please contact Student Health Services, 252-328-6841, with any questions regarding waiving and enrolling.

#### **3.10.3. Registration Information**

Information about Registration and Schedule changes can be found at <http://www.ecu.edu/registrar/students.cfm>. By following the "General Registration Information" link, you can find detailed registration instructions. If you encounter registration errors, contact your program for assistance. Some programs prefer to register their students for courses and do not allow students to use the online registration system.

### **3.10.4. 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 student's permanent home address. Students will receive email notifications from [cashier@ecu.edu](mailto:cashier@ecu.edu) to their student email when a new billing statement is available for review online. Students can gain access to the eBill system through OneStop at <http://onestop.ecu.edu/> and should choose the "TUITION STATEMENTS AND PAYMENTS" link on the "Tools" tab. 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 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](http://www.ecu.edu/cashier) for information about the Cashier's Office including Tuition and Fees and Important Information about Methods of Payment.

### **3.10.5. 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. During the summer terms, most courses are offered during the daytime. 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 in order 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 (e.g. English, Geography, History, Political Science, and Nursing).

#### **4.1.2. Transfer Credit**

1. A course that was completed with an earned grade of “B” or better at another accredited college or university may be considered for transfer to a master's program provided that:
  - a. The course is classified as a graduate course.
  - b. It was completed while the student was enrolled in a graduate or post-baccalaureate program.
  - c. The credit earned was not applied toward a degree.
  - d. The GPDC recommends the credit earned be included in the student’s proposed program of study (preferably shortly after matriculation).
2. The college or university is accredited by a regional accrediting agency (<http://www.chea.org/Directories/regional.asp>). Exceptions are allowed for transfer from international institutions if the unit or program provides the Graduate School with adequate documentation that the course is relevant to the graduate degree and comparable to the equivalent course at ECU, and that the course was taught by faculty who are qualified to teach at the graduate level.
3. Up to 20 percent of the credit hours in a program may be earned in another accredited institution.
4. All applications for transfer credit must be recommended by the unit program and approved by the Graduate School.
5. The appropriate petition form is available through the Graduate School (<http://www.ecu.edu/gradschool>).
6. Official transcripts from an accredited institution must be in Xtender or accompany the petition form.
7. The transfer credit must be satisfactorily incorporated within the applicable time frame for completion of all degree requirements.
8. Students admitted to the ECU Graduate School may enroll at other accredited institutions for coursework applicable to their programs; this transfer course work is included in the 20 percent maximum allowable to be applied to the degree program (See No. 2 above).

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

## **4.2. Registration**

### **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. 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. A student is considered to be enrolled full-time when registered for a minimum of 9 semester hours during a regular semester.

### **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, in order 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 from the Graduate School report 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 and is allowed to self-register. To register, a student must complete an online registration schedule, consult an advisor, if necessary, and register via Self Service Banner. To complete the process and be officially registered and entered on the class roll, students must pay fees to 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**

A graduate student may add a course or courses through the last day to register for the semester (fall/spring semesters this is the sixth class day). The student must secure appropriate approval from the instructor and or departmental chairperson and contact the Office of the Registrar to have the add processed.

A graduate nondoctoral student may drop a course and receive no grade according to the date given in the Graduate School calendar. The student must notify their program advisor of the drop and contact the Office of the Registrar to have the drop processed. An e-mail from the advisor or the advisor's signature on a drop form indicates awareness of the change. A student who drops a course after the last day for graduate students to drop a class without a grade will receive a final grade of F. Students that experience a medical emergency or other emergency of such a serious nature that it is impossible or extraordinarily difficult to withdraw prior to the last day to drop a

course must obtain permission from the Dean of the Graduate School. 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.

Doctoral students may drop courses only with permission of their departmental chairperson or graduate committees

No course is officially dropped or added until all appropriate approvals are obtained from the advisor and/or the Graduate School and the required procedure is completed with the Office of the Registrar.

### **4.3. Grading System**

In the Graduate School, grades consist of A, AU, B, C, I, F, NR, Q, R, S, U and W.

#### **4.3.1. Repeat of Graduate Courses**

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.

#### **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. B-Good
3. C-Passed
4. I-Incomplete – The grade of I is given for a deficiency in the quantity of work done in a course. "I" grades must be resolved within one calendar year or a grade of "F" will automatically be assigned. No exceptions to this policy will be allowed. No student will be allowed to graduate with an incomplete on his or her record.

5. Q -In Progress – No longer used (replaced with S/U, see below) A special grade reserved for capstone courses such as professional paper, internships, practica, and similar courses. The "Q" grade is removed when the course is successfully completed and replaced with a grade of "R". The grades in these courses are not included in meeting the cumulative "B" average required for graduation.
6. S- Satisfactory progress in thesis or dissertation research. A special grade reserved for thesis and dissertation courses. The grade of "S" denotes satisfactory progress in research. These credit hours are included in attempted AND in earned hours. The grades in these courses are not included in meeting the cumulative "B" average required for graduation.
7. U –Unsatisfactory progress in thesis or dissertation research. A special grade reserved for thesis and dissertation courses. The grade of "U" denotes unsatisfactory progress in research, and credit hours are included in attempted, but NOT in earned hours The grades in these courses are not included in meeting the cumulative "B" average required for graduation.
8. R- A special grade that replaces the grade of "Q" or "S" upon successful completion of capstone courses. This grade is not included in the cumulative grade point average.
9. F-Failure
10. AU-Audit
11. NR-Not Reported by Faculty
12. W-Withdraw

#### **4.3.4. Graduate Student Grade Appeals**

The goal of this grade appeal policy is to establish a clear, fair process by which graduate students can contest a course grade that they believe has been awarded in a manner inconsistent with university policies or that has resulted from calculation errors on the part of the instructor.

Recognizing, however, that the evaluation of student performance is based upon the professional judgment of instructors, and notwithstanding the exceptions noted at the end of this policy, appeals will not be considered unless based upon one or more of the following factors:

1. An error was made in grade computation.
2. Standards are different from those established in written department, school, or college policies, if specific policies exist, were used in assigning the grade.

3. The instructor departed substantially from his or her previously articulated, written standards, without notifying students, in determining the grade.

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

Grade Appeals procedure:

1. Formal grade appeals must be initiated by the student by the end of the twenty-first calendar day of the semester (not including summer sessions) following the award of the grade.
2. The first step to resolve differences between an instructor and student concerning a grade should be a discussion with the instructor. If the instructor of record will not be available within one semester (not including summer sessions), the department chair or designee may act in lieu of the instructor of record for the purpose of grade appeals.
3. If the instructor and student cannot resolve the appeal, and the student wishes to pursue the matter further, he or she must present to the chair of the department or designee in which the course is offered, a written appeal that includes the following:
  - A statement addressing how the appeal meets one or more of the three criteria necessary for a formal appeal.
  - A description of the outcome of the informal discussion process.
  - Any relevant documents the student would like to be reviewed as part of the appeal process.
  - A copy of the course syllabus and assignment descriptions.

The department chair or designee may request additional materials from the student. After receiving a copy of the appeal materials from the department chair or designee, the instructor has fourteen calendar days to respond in writing to the appeal. The department chair or designee will discuss this response with the faculty member and will provide the student with written notification of the outcome of this step within seven calendar days after receiving the instructor's response.

4. If there is no mutually agreed upon resolution between the student and the instructor, and the student wishes to pursue the matter further, he or she has seven calendar days to submit his or her written appeal to the college dean or designee. The college dean or designee will review the appeal, provide copies of all appeal materials to the instructor, and discuss the appeal with both the instructor and the student. The instructor has seven days to review the written appeal the student has presented to the dean and, if desired, prepare an additional written response. The college dean or designee will provide the student with written notification of the result of this step within fourteen calendar days after receipt of the appeal from the student.
5. If step 4 does not lead to a mutually agreeable resolution between the student and the instructor, and the student wishes to pursue the matter further, then a Grade Appeal Committee shall be formed by the dean of the school or college in which the program resides within ten calendar days. This committee shall include five graduate faculty members from the college: one selected by the student, one selected by the instructor of record, and one appointed by the dean of the Graduate School, and two appointed by the dean of the school or college in which the program resides. A majority shall prevail in the committee. The Committee shall elect its own chair. The function of the Grade Appeal Committee shall be to evaluate the appeal in terms of the stated grounds for the appeal. The Committee's decision may be to keep the assigned grade or to raise the assigned grade. The Committee shall provide a written justification to the deans of the academic school or college and the Graduate School for its decision, including minority opinions when they exist, no later than twenty-one calendar days after the Committee's formation. The college dean shall inform the student and the instructor of the Committee's decision and provide both parties with copies of the committee report.
6. In the case of a change of grade, if the instructor of record does not implement the change of grade decided upon by the Committee within ten calendar days after learning of the Committee's decision, the dean shall implement the change of grade as determined by the Committee on the student's official transcript through the change of grade procedure. This shall be the last step in the deliberation of the formal grade appeal.

7. The dean of the Graduate School shall forward a written record of the results of all grade appeals to the appropriate vice chancellor within fourteen calendar days. The dean of the Graduate School shall also provide an annual summary to the Graduate School Administrative Board of the number of cases heard and the aggregate result of the process.

Exceptions to the Grade Appeal Policy:

The Grade Appeal Policy shall constitute the sole internal administrative remedy for a change in grade, except when the grade being disputed resulted from an alleged academic integrity violation or when a grade dispute involves an Office of Equal Opportunity and Equity discrimination complaint. If a grade dispute arises from an issue that is covered under the university's Academic Integrity Policy, the process for resolution that has been established for appealing academic integrity violations must be followed. If a grade dispute arises from an issue that is covered under the university's Equal Opportunity and Equity policies, the process for resolution that the Office of Equal Opportunity and Equity has established must be completed prior to the use of the university's grade appeal process.

#### **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.

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, taking into account 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.

## **4.5. Probation and Termination Policy**

In order 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.

## **4.6. Graduate School Appeals Procedure**

Graduate students may appeal decisions concerning unsatisfactory performance on comprehensive assessments, academic probation for reasons of unsatisfactory progress toward the degree other than insufficient grade point average or dismissal from the graduate program. This policy does not apply to the appeal of decisions regarding course grades.

Informal resolution of appeals concerning unsatisfactory performance on comprehensive assessments, academic probation for reasons of unsatisfactory progress toward a degree or dismissal from the graduate program is always the most desirable approach, and encouraged

whenever possible. Before initiating a formal appeal, the student should discuss the problem with the person or persons whose actions are being challenged, henceforth referred to as the 'academic officer', within ten business days following the adverse recommendation or decision. The student should keep the head/chair of the department in which the student's program resides apprised of the situation and progress of negotiations. For matters concerning unsatisfactory performance on comprehensive assessments, academic probation for reasons of unsatisfactory progress toward a degree or dismissal from the graduate program, the appropriate academic officers are the student's advisor, the graduate advising committee, and/or the student's supervisor. If the matter is not resolved to the student's satisfaction within twenty business days following the informal discussion between the student and the academic officer(s), the student may initiate a formal appeal by submitting the matter in writing to the dean of the Graduate School. The student shall have five additional business days to file this appeal. In the written appeal, the student must clearly address three important aspects of the appeal: 1) the action(s) being challenged, 2) the person(s) against whom the complaint is being made, and 3) the redress sought. 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 decision in such an appeal, whichever is later. No adverse recommendation or action shall be effective until such date.

The dean of the Graduate School, together with the director of the Office of Student Rights and Responsibilities, shall examine the appeal and jointly determine whether the actions complained were disciplinary or academic. If the challenged action is deemed to be disciplinary, the dean of the Graduate School shall refer the complaint to the appropriate university officers responsible for disciplinary matters within five business days. If the challenged action is deemed to be an academic matter, other than a grading decision, the dean of the Graduate School shall implement the procedures defined below, keeping all records associated with the case.

A review panel comprised of two faculty members and a graduate student will be appointed. One faculty member, from a college other than the one in which the student's academic department resides, will be appointed by the dean of the Graduate School. The other faculty member, from the college in which the student's program resides, will be appointed by the dean of the college. However, this representative will not be from the student appellant's department. In the event that

either of the two aforementioned deans is a complainant in the case, the vice chancellor for research and graduate studies will appoint the appropriate faculty members. The Graduate Student Council will provide a list of graduate students who expressed a willingness to serve on review panels from which the dean of the Graduate School will appoint a student from a department other than that of the student appellant. In the event that the dean of the Graduate School is a principal in the case, the vice chancellor for Research and Graduate Studies will appoint the student member.

The review panel will consider the case in detail. It must review any and all written records of the case. It must afford the student appellant an opportunity to appear in person before it, and consider any written materials the student may wish to bring to its attention. The review panel will hear from the academic officer(s) whose action is being appealed and may confer with other involved parties. It shall evaluate any other information it deems important to its deliberations. Written summaries of the deliberations will be kept. To overcome the presumption of good faith in the performance judgment by the advisor, supervisor, and/or graduate committee, an appeal must demonstrate that the evaluation was based upon matters that are inappropriate or irrelevant to academic performance and applicable professional standards and that consideration of those matters was the deciding factor in the evaluation. Should the review panel find in favor of the student, it will submit a report, making appropriate recommendations, to the dean of the Graduate School, e.g., reassignment to a different advisor and/or graduate committee, administration of another examination. The dean of the Graduate School and the dean of the appellant's college shall jointly review the case, giving due consideration to the review panel's report and recommendation. Following consultation with the vice chancellor for Research and Graduate Studies, the dean of the Graduate School shall make the final decision of the university. In the event that the dean of the Graduate School is a principal in the case, the duties of the dean of the Graduate School, with respect to this case, shall be transferred to the vice chancellor for Research and Graduate Studies.

## **4.7. Residence and Graduation Requirements**

### **4.7.1. Residence Requirement**

The residence requirement for a graduate degree program is met when a student has earned at least eighty percent of the required degree credit for his or her program (a program is defined as 30

or more s.h.) through enrollment in courses offered by East Carolina University. Individual graduate programs may specify additional residence requirements.

#### **4.7.2. 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 [Absence and Readmission Policy](http://www.ecu.edu/cs-acad/grcat/admission.cfm#LOAReadmit) found at [www.ecu.edu/cs-acad/grcat/admission.cfm#LOAReadmit](http://www.ecu.edu/cs-acad/grcat/admission.cfm#LOAReadmit).

## Chapter 5: Degree Requirements

### 5.1. Time Limitations

The time limit for completing all credit (including transfer credit) in nondoctoral programs is six years (except for the master of science in social work which is limited to four years for full- and part-time students). College, school, and departmental petitions for time extensions for completion of degrees will be reviewed and acted upon by the Graduate School. The Graduate School is empowered to establish the length of time for extensions that are granted and to specify the conditions governing time extensions that student petitioners must meet. No program content over 10 years old can be applied toward a graduate degree.

Students in the EdD program must complete their course work in six years. An extension may be granted with the approval of the faculty of the Department of Educational Leadership and the Graduate School.

For information about PhD program time limitations view Curricula found at [www.ecu.edu/cs-acad/grcat/curricula.cfm](http://www.ecu.edu/cs-acad/grcat/curricula.cfm).

### 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** at [www.ecu.edu/cs-acad/grcat/curricula.cfm](http://www.ecu.edu/cs-acad/grcat/curricula.cfm).

### 5.3. 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.

#### **5.4. 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.

#### **5.5. 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.

## **5.6. 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.

## **5.7. Dual Degrees**

ECU graduate students can enroll in dual degree programs (where the student is seeking two degrees from two different disciplines) in which more than 20 percent of a program is credited towards the other. Students interested in pursuing two related degree programs at the same time need to be admitted to both degree programs; propose how many semester hours the two programs will accept in common; prepare a statement explaining why they want to pursue the dual degrees and provide a justification for doing so; and obtain approval of their proposal by both degree programs. In no case will more than 30 percent of a graduate program or 15 semester hours, whichever is greater, be counted in common between two master's degree programs.

Graduate Program Directors will forward the dual degree agreement to the Graduate School, with final approval residing with the Dean of Graduate Studies.

## **5.8. 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. For non-degree students, a maximum of 9 semester hours of 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.

No transfer credit from another institution will be counted toward the completion of a graduate certificate program at ECU with the exception of courses offered as part of a certificate program with a collaborating institution.

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.

### **5.8.1. 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. Transfer credit from other institutions is not allowed for GCP. All course work must be registered for through East Carolina University.

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. The certificate student must be informed at the time of admission into the certificate program that only 9 semester hours as a non-degree student can be applied toward a graduate degree.

### **5.9. Graduation**

Students should meet with their advisor and Graduate Program Director at least one semester before graduation. At this meeting, a Degree Evaluation needs to be processed in the Banner system in addition to the completion the Graduate Summary Form. The purpose of the Graduate Summary is to provide a record of remaining requirements for graduation and to eliminate last minute errors. The catalog the student is following will be used to determine the requirements for graduation. After reviewing the Degree Evaluation and the Graduation Summary form, the Graduation Summary Form must be sent to the Graduation Services Office in the Office of the Registrar (the degree evaluation form should be kept in the unit office by the GPDC. The official review of the summary will be processed by the Graduation Services office. If there is an error or

omission, the student and department will be notified. Questions can be referred to the Graduation Services office at [Graduationservices@ecu.edu](mailto:Graduationservices@ecu.edu).

The same process should be followed for students graduating with a certificate. The program must complete a Certificate Graduation Summary which lists all courses used toward the certificate. The student must submit a Graduate Certificate Graduation Application to alert the Registrar's office of their upcoming certificate graduation.

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 left for degree/certificate completion.
2. List any courses taken for nondegree credit over 9 semester hours on the Request for Transfer Credit form and submit it immediately to the Graduate School.
3. Verify the receipt of transcripts from other Universities to ensure accurate transfer credit. Make sure to complete the Request for Transfer Credit form and submit it immediately to the Graduate School.
4. Check the Graduate School website for forms including: <http://www.ecu.edu/gradschool/> and [Graduate Student Graduation Summary Form](#)

The Application for Graduation can be completed at the time of the Graduate Summary or at the Graduation Services Office. This should be done one semester before completion of the degree. The form is available on the Registrar's Office page, under "Frequently Requested Forms" (<http://www.ecu.edu/cs-acad/registrar/FRF.cfm>) as the Graduate Graduation Application (and Graduate Certification Graduation Application for certificate programs). All graduation applications should be returned to the Graduation Services office, located in room 108 of the Whichard Building. These forms can be returned in person, or emailed as a scanned pdf attachment. In the near future, the forms will be available to be completed online.

Graduating students should be advised to visit OneStop to reserve their seat for graduation and check the Commencement website for announcements: <http://www.ecu.edu/commencement/>

### **5.9.1. 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.

## Chapter 6: 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/](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 in regard to 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.

### 6.1. Student Eligibility for Financial Aid

Only a student admitted to a graduate program leading to a master's, doctorate, medical/dental degree, 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](http://www.fafsa.ed.gov)). A list of approved certificate programs with approved eligibility for student financial aid can be obtained from the web site of the ECU OSFA (<http://www.ecu.edu/financial/>). In addition, some unit programs allow for eligibility if the non-degree student is taking up to nine hours 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:  
(<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>).

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).

### **6.1.1. Changes in a Student's Degree/Certificate-Seeking Status**

When a student receiving some form of financial aid makes a "change of status" in regard 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 (GPDCs) responsible for administering graduate programs in their respective units are also encouraged to contact the OFSA 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 OFSA and the GPDC in their respective academic units before any change in their status is initiated.

## **6.2. Disbursement Policies**

### **6.2.1. 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 ([OneStop](#)) 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 [OneStop](#) and paid on [Touchnet](#).

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/](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.

### **6.2.2. 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 [OneStop](#) 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 in order to avoid registration delays and transcript holds.

### **6.2.3. 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.

## **6.3. 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.

## **6.4. 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.

#### **6.4.1. 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.

#### **6.4.2. 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/](http://www.ecu.edu/gradschool/).

### **6.5. 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 total institutional charges assessed the student, as well as the 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.

## **6.6. 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 by attempting no more than 150% of the hours required to complete the degree program.

## **Chapter 7: Graduate Assistantships and Tuition Remissions**

### **7.1. Graduate Assistantships and Fellowships: Awards and Assignments**

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 thirty hours per week (30-hour rule) 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). During first and second summer sessions, all graduate students (domestic or foreign) are limited to thirty-eight hours per week.

Requests for exceptions to the 30-hour rule must be made via petition to Dean of the Graduate School. All requests must state the following: Student's name and Banner ID, where they are in their program of study, e.g., 1st semester, 2nd year, etc., what impact working more than 30 hours a week will have upon their graduation, why this request is necessary, a summary of the job's responsibilities and list any other options that have been considered prior to making the request.

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.

In order 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; however, if curriculum requirements have been met (and the student is registering for thesis or other final project), then 3 semester hours of Thesis for MS students is considered full-time for graduate assistantship eligibility purposes. However, departments may recommend enrolling for at least 4 semester hours in order 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. Thus, for master's students, 5 semester hours is the minimum to be eligible for financial aid, 4 semester hours is the minimum to avoid FICA taxes, and 3 semester hours is the minimum to be full-time in absence of financial aid and FICA concerns (all when the student is registering for thesis or other final project).

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 MS 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.

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.

## **7.2. 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.

### **7.2.1. 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.

### **7.2.2. 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.

### **7.2.3. 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 recent (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.

A number of 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.

#### **7.2.4. 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.

### **7.2.5. 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*) and comply with University policy on student records. Other information regarding students' rights and responsibilities is included in the *ECU Student Handbook*.

### **7.2.6. 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 are spelled out in the *ECU Campus Safety and Law Enforcement booklet*. If the GTA work assignment involves exposing oneself or students to possible hazards (see also Office of Environmental Health and Safety).

### **7.2.7. 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.

### **7.2.8. 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.

## **7.3. Graduate Research Assistant (GRA)**

### **7.3.1. 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.

### **7.3.2. 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/assistantship.cfm>

## **7.4. 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 have to 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.

### **7.4.1. 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.

#### **7.4.2. 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.

#### **7.4.3. 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.

#### **7.4.4. 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.

#### **7.4.5. 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.

#### **7.4.6. 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 [Academic and Financial Policy Regarding Tuition and Drop Dates](#). For further details on the financial consequences of dropping a course after the census date review: (<http://www.ecu.edu/cs-acad/financial/calendar.cfm>).

#### **7.4.7. 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.

#### **7.4.8. Payment Schedule**

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

## Chapter 8: 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.

### 8.1. 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 [A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes](#) prepared by the General Administration of the University of North Carolina. This manual is 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 Residency 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.

## **8.2. 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.

### **8.3. 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 of the policies governing the determination of "Residency for Tuition Purposes" described above.

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.

### **8.4. Application for Residency Reclassification**

Any student, initially classified as a non-resident for tuition purposes may file an application for reclassification with the Graduate School once each semester. The student must complete the Residence and Tuition Status Application (Graduate School). 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. This form may be downloaded from the Graduate School webpage.

### **8.5. Appeal of Residency Classification**

#### **8.5.1. Campus Appeals Process**

The Graduate School's Residency Classification Officer's determination of residence classification may be appealed to the University Residency Appeals Committee. The student should contact the East Carolina University's Residency Appeals Coordinator at 252-328-6077 within 30 days of the date of the residency reclassification decision letter. Notice of intent to appeal must be made by the student in writing to the Coordinator of Residency Appeals, Whichard 100, East Carolina University.

### **8.5.2 Appeals to the State Residence Committee**

A student whose appeal for resident tuition has been turned down by the campus appeals committee may request that the appeal be submitted to the State Residence Committee. The request for this review must be made by the student in writing to the coordinator of residency appeals within 10 days of the notice of the decision by the campus Residency Appeals Committee.

## **8.6. Forms (Download from Websites)**

[Residence and Tuition Status Application](#) (Graduate School): All students must use this form to apply for reclassification of their current residency status. Students may apply for a residency reclassification once per term.

Application for North Carolina Teacher Nonresident Tuition Waivers at East Carolina University: This program is no longer in effect.

## **Chapter 9: Electronic Theses and Dissertations (ETD) and Intellectual Property Rights**

In programs where a thesis or dissertation is prepared, 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 which is approved by the Graduate School and available on the Graduate School's web site, [www.ecu.edu/gradschool/](http://www.ecu.edu/gradschool/). The website manual contains details on the form, preparation, and electronic submission of theses and dissertations, which are presented in a perspective for GPDCs in this chapter.

### **9.1. 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 approval must be included in the appendixes of the final thesis or dissertation. Research involving human subjects 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](http://www.ecu.edu/irb). Research involving animals must be approved by the Institutional Animal Care and Use Committee (IACUC): [www.ecu.edu/iacuc](http://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/>. Masters and doctoral research requires completion of a Pre-Masters/-Dissertation Research Approval Form: (<http://www.ecu.edu/cs-acad/gradschool/upload/Thesis-DissertatonResearchApprovalForm.doc>).

#### **9.1.1. Pre-Thesis or -Dissertation Research Approval Form**

The [Pre-Thesis or Dissertation Research Approval Form](#), available on the Graduate School Web site, should be completed, appropriate signatures obtained, and submitted to the Graduate School, 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.

### **9.1.2. Thesis or Dissertation Committee Requirements**

Faculty chairing or serving on thesis or dissertation committees must have appropriate graduate faculty status as defined in Appendix F of the *Faculty Manual*. 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 and adjunct graduate teaching faculty may serve as a fourth member of a committee as provided in Appendix F of the Faculty Manual. The Graduate Council interprets this to mean that at least three members must have associate or full graduate faculty status.
2. Persons external to the university serving as one of the three or four primary members (but cannot serve as the chair) of the student's Graduate Advisory Committee must have adjunct graduate faculty status at the associate level or full level. Appendix F allows adjunct graduate faculty to have the same privileges as corresponding regular graduate faculty (associate and full), and thus may serve as qualified members of a thesis or dissertation committee.
3. Ad-hoc committee members external to the University may serve without additional qualifications (i.e. as a fifth member) as long as at least four members of the committee have the appropriate graduate status as described above. There is no graduate school requirement for an external committee member for theses or doctoral committees, though several individual units have this requirement.

## **9.2. 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. Checklists available online from [Columbia University](http://copyright.columbia.edu/copyright/fair-use/fair-use-checklist/) [http://copyright.columbia.edu/copyright/fair-use/fair-use-checklist/], the [UNC system](http://www.northcarolina.edu/legal/sm/copyrighownership/Primer_Fair_Use_Worksheet_042209.pdf) [http://www.northcarolina.edu/legal/sm/copyrighownership/Primer\_Fair\_Use\_Worksheet\_042209.pdf], and other sources can help students determine if fair use applies. If it does not, the student

must obtain prior permission from the copyright holder. 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:winsteade@ecu.edu) [mailto: [winsteade@ecu.edu](mailto:winsteade@ecu.edu)] for assistance.

### **9.3. 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>

### **9.4. Electronic Submission Process**

The signed signature page and the ECU Non-Exclusive Distribution Agreement must be delivered to the Graduate School, 105 Ragsdale, via campus mail, email or in person. These two forms must be on file in the Graduate School before the student's thesis/dissertation will be reviewed (if emailing, please send as a PDF). Note that at the time of electronic submission, the student must include an unsigned signature page with committee members' names typed as part of their PDF document. The student should not submit the signed signature page or include the ECU Non-Exclusive Distribution Agreement with their electronic submission.

Once the Signature Page and the Non-Exclusive Distribution License have been delivered to the Graduate School, the thesis/dissertation document is submitted electronically to the Graduate School at [www.etsdadmin.com/ecu](http://www.etsdadmin.com/ecu) . Theses and dissertations must be submitted for Graduate School review no later than ten days prior to the last day of classes during the intended semester of graduation. This date applies to all semesters including summer. Details on document preparation

and formatting requirements can be found on the Graduate School website:

(<http://www.ecu.edu/cs-acad/gradschool/Thesis-and-Dissertation.cfm> and <http://www.ecu.edu/cs-acad/gradschool/upload/Thesis-or-Dissertation-Template.doc>).

#### **9.4.1. Selection of Electronic Publishing Options during the Submission Process**

At ECU dissertations and theses are published in two electronic databases; (a) ProQuest, and (b) the ECU institutional repository, named the ECU ScholarShip (see the individual descriptions, below).

#### **9.4.2. ProQuest Electronic Publishing Options**

During the electronic submission process, the student must select the type of publishing agreement they want with ProQuest; (a) Traditional or (b) Open 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 but the student must accept the online agreement in lieu of signing in order to continue. The student and the mentor (student's 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.

With Traditional Publishing, the student author grants ProQuest a non-exclusive right to reproduce, distribute and sell copies of the work. It is referred to as the "Copy Sales and Royalties Payment Model". ProQuest pays 10% of its net revenue from any sale. The work is posted in the ProQuest Theses and Dissertations Database available to academic organizations that subscribe to this fee-based database. ECU's subscription is found here:

<http://media.lib.ecu.edu/erdbd/title.cfm?searchWord=proquest&button.x=0&button.y=0&on=title> .

With Open Access, the student author grants a non-exclusive right to the publisher to reproduce, distribute, display, and transmit their work in an electronic format. The work is available at no charge for viewing or downloading for anyone with access to the Internet, but Proquest requires a fee of \$95 for this option (no royalties for ProQuest or the author with this option). The work is deposited in the ProQuest Dissertations and Theses Open database. Both options grant a non-exclusive right to the publisher—the student retains the copyright to their work.

### **9.4.3. ECU Open Access ScholarShip Publishing Options**

Electronic theses and dissertations will also be automatically published in ECU's open-access institutional repository (The ScholarShip: <http://thescholarship.ecu.edu/handle/10342/1044>) either as (a) open access or (b) campus access subject to any embargo period 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).

### **9.4.4. 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. As noted in the previous section, in some situations a complete restriction of the work may be warranted.
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. In these instances, the work may be embargoed indefinitely or completely restricted.
4. Please note that the copyright to theses and dissertation always rests with the student author. ProQuest does not ask students to sign over the copyright to their work during the submission process. ProQuest copyrights only the metadata they produce when archiving a thesis or dissertation.

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 ProQuest and with ECU's Institutional Repository for a period of 6 months, 1 yr, or 2 yrs. If more time is needed, they may request an extension of the embargo. During the embargo, the full text of the ETD is not made available to the public by

ProQuest or the Institutional Repository. Abstracts and metadata may be restricted upon special request. In certain instances, a complete restriction of the work may be warranted. Please contact the Dean of the Graduate School for approval of a complete restriction of the work.

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: <http://www.ecu.edu/cs-acad/gradschool/upload/NON-EXCLUSIVE-DISTRIBUTION-LICENSE-10-30-09rev.pdf>.

#### **9.4.5. 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. During the submission process, the student will have the option to request that UMI Dissertation Publishing file for copyright on their behalf. If they choose this option, there will be a \$55 fee (payable by credit card at the time of initial submission). Students who publish with UMI retain all right to their original works. If they request that ProQuest file a copyright claim, ProQuest merely acts as their agent in filing the form, paying the fees and providing the copy. It is filed in the student’s name only. There is also the option of the student filing their own copyright registration. Students may file an application with the US Copyright Office, 101 Independence Ave., S.E., Washington, DC 20559-6000, for a fee of \$35 (in place of the ProQuest fee). 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. Typical copyright notices take this form: Copyright 2008, Jane E. Student or © 2008, Jane E Student.

#### **9.4.6. 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 submitted.

### **9.5. Final Approval of Manuscript**

The student will be notified by the Graduate School via email upon final approval of their ETD document. An email notification will be sent to the student, the degree program, and the Registrar's Office. The approved document is designated on the Administrator Site as the official copy to be submitted to ProQuest. 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 submitted to ProQuest and to the ECU Institutional Repository 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 ProQuest by the Graduate School, they may contact the Author and School Relations group directly: [disspub@umi.com](mailto:disspub@umi.com) or 800-521-0600 Ext. 7020.

Before loading the PDF format of the document in its database, ProQuest will check for document integrity and copyright compliance. If the document appears to be incomplete or if there are questions about the reproduction of previously copyrighted materials, publication will be delayed until those concerns are resolved.

### **9.6. Archives**

ProQuest is the Library of Congress' official offsite repository for dissertations and theses in digital format. 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.

## **9.7. Ordering Bound Copies**

Students are not required to order your bound copies from ProQuest. Options include using other vendors to print and bind their manuscript, including the recommended companies:

thesisondemand.com (<http://www.thesisondemand.com>) and printondemand.com (<http://www.printondemand.com>).

## **9.8. Websites of Interest – Electronic Publishing**

Frequently Asked Questions about ETD: <http://www.ecu.edu/cs-acad/gradschool/etd-fqa.cfm>

Proquest/UMI publishing Guidelines (publisher of ETD for ECU): <http://www.etdadmin.com/cgi-bin/main/resources?siteId=152#guides>