

**DEPARTMENT OF
ADULT AND HIGHER EDUCATION**

GRADUATE STUDIES HANDBOOK

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1. Introduction

Welcome to the Department of Adult & Higher Education in the College of Education at NC State University! We are pleased that you have decided to continue your education within our Department. The AHE Department offers degree programs in Adult & Community College Education, Higher Education Administration and Training and Development. The department is committed to advancing the scholarship, research and practice of adult and higher education, with a commitment to the preparation of practitioners, scholars and researchers. Our strengths include active collaborations with adult learners and the institutions in which these students are employed, including a formal partnership with the North Carolina Community College System.

This handbook is intended to complement the NCSU Graduate Catalog and the Policies and Procedures of the Graduate School. The Handbook is a ready source of information regarding our department and the most common questions students have while in the program. It is designed to complement advising, however, not replace it.

Students are encouraged to take advantage of the willingness of ACCE faculty to consult with them regarding educational matters. An ongoing relationship with an advisor among the faculty will prove invaluable as you work toward completion of University requirements.

2. Overview of Department

The Department of Adult & Higher Education is a unique department in its emphasis on serving the spectrum of both formal and informal adult learning organizations, and its inclusion of administrative, instructional, and technology-related leadership within a practitioner preparation program. Based in a land-grant, Research Extensive university, the department reflects the tripartite commitment to quality instruction, research scholarship and service outreach.

One of the unique characteristics of the department is its primary commitment to part-time students who are full-time working professionals. Full-time students are eligible for consideration to receive full funding through scholarships, fellowships and research and teaching assistantships, which allow our students to work with top faculty on cutting-edge projects. To meet the needs of full- and part-time students, most courses are offered once a week during late afternoon or evening hours. Some courses are regularly available during summer sessions and weekends and through distance education technologies.

3. Admissions Procedures

3.1 Submitting Graduate School Admissions Information

<http://www2.acs.ncsu.edu/grad/prospect.htm>

Apply Yourself, is the online Graduate School application form, which is available at <http://www2.acs.ncsu.edu/grad/applygrad.htm>

As the first step of the graduate admissions process, applicants collect information about their academic and professional experiences and submit it to the university. Please send the following materials directly to the Graduate Admissions Office before the above deadline for your program interest:

- Official test score reports of the Graduate Record Examination (GRE). The scores must be less than five (5) years old at time of application and represent Verbal, Quantitative and Analytical Writing. Please direct your scores to the Graduate School of NC State University and to the Department of Adult and Community College Education.
- Official transcripts (two transcripts from each college and university attended in the past)
- Form for claiming North Carolina residency for tuition purposes.
If you are an international student, you will need to submit TOEFL scores.

3.2 Submitting Departmental Admissions Information

<http://ced.ncsu.edu/ahe/admissions.html>

The Department of Adult and Higher Education requires the documents described below by the appropriate admissions deadlines noted by the program. All materials noted below and required by the Department of Adult and Community College Education should be submitted as one package and sent to the following address:

Director of Graduate Programs
Department of Adult and Higher Education
Box 7801, 310 Poe Hall
North Carolina State University
Raleigh, NC 27695-7801

Three references forms provided online through the “Apply Yourself” system. Your references should be persons who can address the following points noted below (to the extent their experience with you will permit them to do so). Reference forms can be found on the graduate school web site and can be 1) completed online (Note URL), 2) downloaded in a PDF file via the following URL:

<http://www2.acs.ncsu.edu/grad/admissn/app/ref.pdf>

References are preferred in electronic format. Choose your references carefully, making certain that at least one of them will be able to comment on all these points as a result of their direct experience with you.

These forms and letters should address the following:

- a. How adequately you have demonstrated that you seek to learn continually as part of your normal activities, whether it on the job or in other circumstances (from either formal or nonformal study).
- b. How successful you have been in connecting academic and other forms of study to your work situations or to other pursuits.
- c. How well you have demonstrated your desire to function more adequately as a professional or, in other pursuits, how well you have contributed to resolving important societal problems.
- d. How well you have proven your academic potential for completing the proposed program of graduate study.

A summary of proposed program goals and future outcomes. Write a document, addressing the following points:

- a. Indicate the focus of your proposed program of study and the basis for why you consider the proposed program to be an appropriate one for you. In discussing this point, give special attention to the following:
 - Describe why you wish to pursue the proposed program of study.
 - Include what you anticipate trying to learn.
 - Describe how you envision the proposed program enhancing, or being related to, what you have learned from your professional or other pursuits and previous study, both academically and otherwise.
 - Describe one or two situations or opportunities that you have encountered or observed in your work and other pursuits and discuss how you anticipate the proposed program of study to enable you to deal with, contribute to, or cope with such problems or opportunities.
- b. Indicate how you believe the proposed program of study will enhance your professional and/or other competencies.
- c. If your undergraduate grade-point average is less than 3.00 on a 4.00 scale, provide a detailed explanation of the reasons. Based on your undergraduate academic record, were there extenuating circumstances that might help us better appraise your academic potential?

Resume. Provide a resume that covers the following points:

- a. Your contact information.
- b. Your education background. List all institutions of higher education you have attended. Include dates, degrees completed, and any honors or recognitions.
- c. Your professional and other work experience and pursuits, starting with the most recent.
- d. Your participation in professional and other associations. Include responsibilities assumed in those associations.
- e. Your publications and scholarly works (writing, films, videos, or other).

Submit a sample of something you have written within the last two years: such as a published paper, newsletter, research paper, technical reports or other type of academic or scholarly writing. Please do not submit brochures, marketing copy, curriculum plans, or other documentation that would not present prose writing.

*Please note that applications will not be reviewed until all application materials have been submitted. If the committee meets and your file is incomplete, no admission determination will be made at that time.

4. Registration Procedures

4.1 Obtaining PIN number and Using TRACS to Register

All degree students should contact their advisor for guidance with course selection. Many programs have a specific sequence of courses. To obtain your PIN for registering each semester in PackTracks, you will contact the Graduate Program Assistant. After a PIN is obtained, students access the online [Pack Tracks](#) using their valid [UNITY ID and password](#). Registration is controlled by specific window access dates. Students cannot register before their window access is scheduled. Access will be denied if students attempt to register before the date indicated, but will be able to register any time after their specific window access opens. The online [Graduate Catalog](#) is the most current description of NC State's graduate program requirements. Course descriptions also are available through the Registration and Records online [Course Catalog](#).

4.2 Interinstitutional Registration

NC State participates in an Interinstitutional Registration program with the [University of North Carolina at Chapel Hill](#), the [University of North Carolina at Greensboro](#), and [Duke University](#). Under this agreement, NC State graduate students are permitted to

register for classes on one of these other campuses, upon recommendation of their advisory committees. Courses offered by [North Carolina A&T University](#) and by the [University of North Carolina at Charlotte](#) over the Microelectronics Center of North Carolina communications system are also available through [Interinstitutional Registration](#).

Even though taking a course on another campus, the student is exclusively under the administrative direction of the NC State Graduate School. Enrollment for courses on other campuses will take place on this campus, using special forms obtained from [Registration and Records](#). Such courses are considered by the Graduate School to be a part of the student's normal load and the student will be billed for the courses through the NC State University Cashier's Office. During the summer, the procedure is somewhat different in that a student must be enrolled in a least one course on the NC State campus during the same session as the requested interinstitutional registration. When the grading system of the other institutions varies from that of NC State, grades received under Interinstitutional Registration will be converted to the NC State system. "H," "P," "L," and "F" grades earned at the University of North Carolina at Chapel Hill and "E," "G," "S" and "F" grades earned at Duke University will be converted to "A," "B," "C" and "F" grades, respectively.

4.3 Course Numbering

- a. Graduate students register for courses at the 500 through 800 level.
- b. The 500- and 600-level courses are also open to advanced undergraduate students unless otherwise specified.
- c. Students must have graduate standing to register for all 700- and 800-level courses.
- d. Depending on particular program requirements, a student may take 400-level courses for graduate credit provided that they are outside the student's major. However, no more than ten (10) credit hours at the 400 levels apply toward degree requirements.

4.4 Course Load Requirements

Fall and Spring Semesters

A Full-time graduate course load is a minimum of at least nine semester hours. Graduate students holding assistantships, however, have additional course load restrictions.

Summer Sessions

Graduate students are not required to be registered in summer sessions. If they are full time in the previous spring semester and are continuing their graduate study in the

following fall semester, they are considered to be full time in the summer. If a student needs to be registered, one credit hour is considered full time.

International Students

The [U.S. Citizenship and Immigration Services](#) (USCIS) requires international students on F-1 and J-1 visas to carry a full-time course of study to remain in status. Full-time status may be achieved with a combination of course work and a research or teaching assistantship.

4.5 Credit-Only Courses

Courses at the 500 and 700 level are letter graded and cannot be taken for "credit only". Graduate students who take 400-level courses that are letter graded do not have the option of taking the courses for "credit only" if they intend for the course to be part of their Plan of Graduate Work. It is appropriate for them to take selected 400-level letter-graded courses that are required by the program, but they cannot be included in the Plan of Graduate Work for Satisfactory-Unsatisfactory (S-U) grade. Examples would be 400-level courses in the student's major and FLE courses.

4.6 Adding Courses

Courses may be added during the first week of a semester, via [Pack Tracks](#) alone, or during the second week, via *Pack Tracks* and with permission of the instructor. In a summer session, courses may be added during the first two days via *Pack Tracks* alone, and/or during the third and fourth days via *Pack Tracks* with permission of the instructor. To add a student to a course after the deadline for adding courses, an instructor must submit a Schedule Revision Form to the School/College and then to the Graduate Dean for approval. Schedule Revision Forms are available from departmental offices.

4.7 Dropping Courses

All 500-800 level courses may be dropped through [Pack Tracks](#) without grades during the first six weeks of a semester and during the first two weeks of a summer session. Students and advisors should consult the specific [Registration and Records calendar](#) for drop deadlines. Students should make schedule changes as early as possible in the semester. The number of hours for which a student is officially enrolled and upon which tuition and fees are based is that number in which the student is enrolled at the end of the second week of classes of a semester and at the end of the fifth day of a summer session (the last day to withdraw or drop a course with a refund).

A Schedule Revision Form is required to drop a course after the deadline. No dropping of courses shall be allowed except for documented medical reasons or other verified, unforeseen grounds of personal or family hardship. Making such exceptions

to policy requires the recommendation of the chair of the student's advisory committee, the DGP or Department Head, and the Dean of the Graduate School. Courses may not be dropped after the final grades have been submitted by the instructor and processed by Registration and Records. All drops processed after the authorized drop period must be handled in person at the Department of Registration and Records.

4.8 Requirements for Auditing Courses

Graduate students wishing to audit a course must have the approval of the instructor offering the course. While auditors receive no course credit, they are required to attend class regularly. The degree to which an auditor must participate in class beyond regular attendance is optional with the instructor. Any auditing requirements should be clearly explained in writing to the student at the beginning of the semester. Should an instructor conclude that an auditor has failed to fulfill the stipulated requirements; the instructor is justified in marking "NR" (no recognition given for an audit) on the final grade report.

With the single exception of foreign language audits, all audit registration must fall within the maximum permissible course loads. Students registered for the 695 and 895 research course in their particular field must carry hours of credit and cannot be audited.

Audits (AU) in subjects in which the graduate student has had no previous experience will be evaluated at full credit value in determining maximum semester course loads, but audits *do not* contribute towards fulfilling full-time registration since they carry zero credit hours. Audits taken as repetition of work previously accomplished are considered at one-half their credit value in calculating maximum semester course loads. While audit registrations are evaluated for purposes of determining permissible course loads in terms of the regulations of the Graduate School, the University Cashier's Office considers all audits, except one permitted free of charge, in terms of full credit value in calculating tuition.

Registration procedures for students wishing to audit a course and deadlines for changing from credit to "AU" status can be found on the [Registration and Records](#) website. The Dean of the Graduate School may approve exceptions to the given deadlines only on the grounds established for exceptions to the course drop deadline.

4.9 Courses Offered in the Department of Adult and Higher Education

The Department of Adult & Higher Education Courses
http://www2.acs.ncsu.edu/reg_records/crs_cat/dir_EAC.html

- [EAC 301](#) - Introduction to Leadership Fundamentals
- [EAC 496](#) - Special Topics in Adult Learning and Leadership
- [EAC 532](#) - Health Care Delivery Systems and Environments
- [EAC 535](#) - Curriculum and Instruction In the Health Professions
- [EAC 536](#) - Issues and Trends In Education For the Health Professions
- [EAC 538](#) - Instructional Strategies In Adult and Community College Ed
- [EAC 540](#) - Foundations of Student Affairs
- [EAC 541](#) - Administration and Finance of Student Affairs
- [EAC 542](#) - Current Issues in Student Affairs
- [EAC 543](#) - Student Development Theory
- [EAC 551](#) - Research in Adult & Higher Education
- [EAC 580](#) - Designing Instructional Systems in Training and Development
- [EAC 581](#) - Advanced Instructional Design in Training and Development
- [EAC 582](#) - Organization & Operation Of Training & Development Programs
- [EAC 583](#) - Needs Assessment & Task Analysis in Training and Development
- [EAC 584](#) - Evaluating Training Transfer and Effectiveness
- [EAC 585](#) - Integrating Technology into Training Program
- [EAC 586](#) - Methods and Techniques Of Training and Development
- [EAC 587](#) - Marketing for Education and Training Programs
- [EAC 595](#) - Special Topics
- [EAC 602](#) - Seminar In Adult and Community College Education
- [EAC 624](#) - Topical Problems In Adult and Community College Education
- [EAC 630](#) - Independent Study in Adult and Community College Education
- [EAC 641](#) - Practicum In Health Occupations
- [EAC 651](#) - Internship In Adult and Community College Education
- [EAC 685](#) - Master's Supervised Teaching
- [EAC 688](#) - Non-Thesis Masters Continuous Registration - Half Time
Registration
- [EAC 689](#) - Non-Thesis Master Continuous Registration - Full Time
Registration
- [EAC 692](#) - Research Projects In Education
- [EAC 693](#) - Master's Supervised Research
- [EAC 695](#) - Master's Thesis Research
- [EAC 696](#) - Summer Thesis Research
- [EAC 699](#) - Master's Thesis Preparation
- [EAC 700](#) - Community College and Two-Year Postsecondary Education
- [EAC 701](#) - Administrative Concepts and Theories Applied To Adult and
Community College Ed
- [EAC 703](#) - The Programming Process In Adult & Community College Ed
- [EAC 704](#) - Leadership In Higher and Community College Education
- [EAC 705](#) - Group Process In Adult and Community College Education
- [EAC 706](#) - The College and University Presidency
- [EAC 707](#) - The Politics Of Higher Education
- [EAC 708](#) - Continuing Education for the Professions
- [EAC 710](#) - Adult Education: History, Philosophy, Contemporary Nature
- [EAC 712](#) - The Change Process in Adult Education

- [EAC 716](#) - History Of Higher Education In the United States
- [EAC 717](#) - Current Issues In Higher Education
- [EAC 720](#) - Use of Secondary Survey Data in Adult and Higher Education
- [EAC 737](#) - The Extension and Public Service Function In Higher Education
- [EAC 739](#) - Educational Gerontology
- [EAC 743](#) - Adulthood and Learning: The Later Years
- [EAC 745](#) - Death and Dying: A Lifespan Issue
- [EAC 749](#) - Finance In Adult and Community College Education
- [EAC 750](#) - The Environment for Learning In Adult & Community College Ed
- [EAC 759](#) - The Adult Learner
- [EAC 765](#) - Current Issues in Adult Education
- [EAC 767](#) - Education Of Special Adult Populations
- [EAC 778](#) - Law and Higher Education
- [EAC 779](#) - Concepts and Principles Of Evaluation Applied To Non-Formal Adult Education
- [EAC 785](#) - Qualitative Research In Adult and Community College Education
- [EAC 786](#) - Teaching in College
- [EAC 787](#) - Organizational Concepts and Theories Applied To Adult and Community College Ed
- [EAC 790](#) - Advanced Qualitative Research Methods
- [EAC 795](#) - Topical Problems in Adult and Community College Education
- [EAC 802](#) - Seminar In Adult and Community College Education
- [EAC 803](#) - Research Seminar in Adult and Higher Education
- [EAC 824](#) - Topical Problems In Adult and Community College Education
- [EAC 830](#) - Independent Study in Adult and Community College Education
- [EAC 841](#) - Practicum In Health Occupations
- [EAC 851](#) - Internship In Adult and Community College Education
- [EAC 885](#) - Doctoral Supervised Teaching
- [EAC 890](#) - Doctoral Preliminary Exam
- [EAC 892](#) - Doctoral Research Project
- [EAC 893](#) - Doctoral Supervised Research
- [EAC 895](#) - Doctoral Dissertation Research
- [EAC 896](#) - Summer Dissertation Research
- [EAC 899](#) - Doctoral Dissertation Preparation

5. Doctor of Education in Adult & Community College Education

Our graduate degrees in Adult & Community College Education are designed to prepare practitioners and scholars for leadership and teaching positions working with adult learners in postsecondary, corporate, and community settings. These programs develop and enhance leaders, innovators, and change agents who create, manage and conduct effective educational programs.

Please visit our departmental website regarding the degree in Adult & Community College Education: <http://ced.ncsu.edu/ahe/grad.html#acce>

6. Master of Education or Master of Science in Adult & Community College Education

Our graduate degrees in Adult & Community College Education are designed to prepare practitioners and scholars for leadership and teaching positions working with adult learners in postsecondary, corporate, and community settings. These programs develop and enhance leaders, innovators, and change agents who create, manage and conduct effective educational programs.

Please visit our departmental website: <http://ced.ncsu.edu/ahe/grad.html#acce>

7. Master of Education in Training & Development

The Master of Education degree in Training and Development is designed for entering or experienced training professionals who work in internal or external training positions in business and industry. The program is structured around a core body of knowledge in adult education and principles and theories of human performance improvement and instructional design. The curriculum builds advanced understandings and skills in program design and the applications of learning theory incorporating principles, research, and practice. The degree program is built on principles of adult learning emphasizing interaction, collaboration, and team learning. It is also designed primarily for the working adult completing graduate studies on a part-time basis. Courses are delivered using the Internet and integrated multimedia.

Please visit our departmental website: <http://ced.ncsu.edu/ahe/grad.html#acce>

8. Doctor of Education in Higher Education Administration

The Doctor of Education degree in Higher Education Administration is designed for entering and experienced educators who seek advanced professional preparation for managing and administering programs and services in colleges and universities. Students who are interested in higher education leadership may specialize in either community college leadership, leadership at four-year institutions or student affairs. The specializations are designed for entering and experienced educators who seek advanced professional preparation for managing, administering, and leading community and four-year colleges and universities and student services.

Please visit our departmental website: <http://ced.ncsu.edu/ahe/grad.html#acce>

9. Master of Education or Master of Science in Higher Education Administration

Higher Education Master's degrees in Higher Education Administration are designed for those who seek advanced professional preparation for managing and administering programs and services in colleges and universities. Please visit our departmental website for further information on the Master of Education in Higher Education Administration or

the Master of Science in Higher Education Administration:
<http://ced.ncsu.edu/ahe/grad.html#acce>

10. Advisory Committees

All students in graduate programs must have a graduate advisor who is a member of the Graduate Faculty in the student's major program and is appointed by the Dean of the Graduate School upon recommendation of the DGP. In the case of doctoral programs and master's programs requiring theses and/or final oral examinations, the graduate advisor serves as chair or co-chair of the committee.

The primary function of the committee is to advise the student in all aspects of the educational program and to monitor and evaluate that student's progress toward the degree. The committee should provide an intellectually stimulating foundation for the student's professional and scholarly development and should be sensitive to any difficulties in the student's progress, research performance or methodology requiring attention. The committee certifies whether the student has met NC State's standards for a graduate degree. Advising and guiding the student on how best to qualify for the requirements of a degree is a key part of this responsibility..

10.1 Master of Education students:

Those master's programs designated "Option B" require that the student choose only a major advisor but no committee.

10.2 Master of Science students:

The committee will consist of at least three NC State Graduate Faculty members, one of whom is designated as chair and one of whom represents the minor if one has been declared.

10.3 Doctoral students:

A doctoral student's committee will consist of at least four NC State Graduate Faculty members, one of whom represents the minor field if a minor has been declared. The committee is indicated on the Plan of Graduate Work. In this way, the committee is officially recommended by the DGP, and must be approved by the Graduate School at the time of the approval of the Plan of Graduate Work.

11. Graduate Plan of Work (POW) <http://ced.ncsu.edu/ahe/forms.html>

11.1 Master of Education and Master of Science students:

Master's students are required to complete a POW in consultation with their advisor as soon as possible after the completion of one half of their course work. In this

capacity, the POW serves as a contract between the student and his or her graduate program, reducing the possibility of any later misunderstanding as to fulfilling degree requirements.

The POW includes both a list of the course work to be undertaken (in all programs) and the thesis or dissertation topic (except in non-thesis programs); is developed by the student and his/her advisory committee; is approved by the committee and the DGP or Department Head prior to submission to the Graduate School for final approval; is submitted prior to completion of one-half the total master's program.

11.2 Doctoral students:

Doctoral students are required to complete a POW in consultation with their advisors. The doctoral POW, including the courses to be undertaken in the student's program and the dissertation topic, should be prepared by the doctoral student and his/her advisory committee and submitted to the Director of Graduate Programs. The POW as a whole should be rationally unified, with all constituent parts contributing to an organized plan of study and research, and courses must be selected from groups embracing one principal subject of concentration, the major, with the option of designating courses in a cognate field, the minor. When a student elects to designate a minor, he/she should select the minor course work from a discipline or field that, in the judgment of the advisory committee, provides relevant support to the major field.

The POW should include both a list of the course work to be undertaken (in all programs) and the dissertation topic; be developed by the student and his/her advisory committee; be approved by the committee and the DGP prior to submission to the Graduate School for final approval.

12. **Dissertation Hours**

A student may sign up for dissertation hours (EAC 895) beginning with the semester of the dissertation proposal hearing (oral preliminary examination).

12.1 The department requires doctoral students to register for a minimum of three (3) hours each semester.

12.2 A maximum of 12 hours of dissertation research (EAC 895) may be taken. If a doctoral student has completed 12 hrs of EAC 895 and not defended his or her dissertation, they must register for EAC 899 until the dissertation is complete. The EAC 899 courses do not count as credit on the Plan of Work.

13. **Advancement to Candidacy (Doctoral Students)**

13.1. Adult & Community College Education Comprehensive Preliminary Examination (Written and Oral)

Preliminary exams consist of both written and oral performance preferably taken during the last semester of coursework. For the written examination the Advisory Committee members develop the questions based on whether the students plan includes Option A, B, or C. The Committee prepares the exam questions and determines its date and time frame according to the guidelines for Option A, B, or C. Option A involves a proctored exam with a specified timeline; Option B involves a take-home written with one month to complete; or Option C involves a negotiated written project with a six (6) weeks completion timeline. The Advisor and student will determine the option with approval of the Committee. In all cases exams should be typed. The full committee grades the exam, and the grades are as follows: "unconditional pass", "conditional pass," or "fail." At the discretion of the Committee, rewrites may occur once.

Once the written examination is passed students should consult with their committee chair regarding the procedure and process for the oral examination. If the student passes the oral examination, a memo of successful examination completion must be placed in the student's file.

13.2 Higher Education Administration Comprehensive Preliminary Exam (Written and Oral)

See Higher Education Administration advisor for details.

14. **Final Defense**

A request to schedule the final oral examination of the dissertation or thesis must be submitted **THREE WEEKS** before the date of the examination. This examination is open to the entire University community. Copies of the thesis or dissertation must be submitted to each committee member and graduate representative at least **TWO WEEKS** prior to the date of the defense. Passing this final stage requires the signatures of the full dissertation committee (a requirement for the completion of the written document). Each student must make an appointment with the Graduate School Thesis Editor before submitting the final dissertation to the Graduate School with the cover page signed by all committee members. The dissertation should be submitted to the Graduate School six weeks before the end of the semester in which the student plans to graduate. Students must be registered in order to take their Final Oral Examination.

Request to Schedule Final Oral Exam form

<http://ced.ncsu.edu/ahe/forms.html>

15. **Time Limit**

15.1 Master's students

Students must complete all requirements for the Master's degree within six (6) calendar years; beginning with the date the student commences courses carrying graduate credit applicable to the degree program either at NC State or another institution. The time limit remains at six (6) years even if a student was on approved leave of absence during the six-year period. All courses on the Plan of Work must be taken within the six-year time limit (including any PBS and transfer courses)

15.2 Doctoral students

All doctoral students must attain candidacy for the degree within six calendar years from the date of admission and complete all degree requirements within ten calendar years. The time limit remains at ten years even if a student was on approved leave of absence during the 10-year period.

15.2.1 Advancement to Candidacy for Doctoral Students

Students must be admitted to candidacy within six years of the start of their course work. Admission to candidacy is met by successfully completing all coursework other than EAC 895, completing the written and oral preliminary examination, and presenting a research proposal which is approved by the student's committee.

15.2.2 Completion of degree program

A maximum of ten calendar years is allowed for completing all degree requirements.

16. Continuous Enrollment Requirement

After a student is admitted to the Graduate School and enrolls for the first time, he/she is required to maintain continuous registration. Continuous registration refers to a student's enrollment each semester, excluding summer sessions, until he/she has either graduated or his/her graduate program has been terminated. All students attending classes must be registered for either credit or audit.

17. Exceptions

17.1 Leave of absence

A student in good academic standing who must interrupt his/her graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, not to exceed one year within a given graduate degree program. The student should initiate the request with the chair of his/her advisory committee and have it approved by the Director of Graduate Programs (DGP). The Graduate School should receive the request from the DGP at least one month

prior to the first day of the term involved. The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, i.e., six years for the master's and ten for the doctoral.

17.2 Withdrawal

17.2.1 Withdrawal during the registration period

Any student enrolled in a graduate program who is registered during the fall or spring semester and withdraws during the official registration period (typically the first 10 working days of a semester) must obtain a leave of absence to meet the requirement for continuous registration. Failure to maintain continuous enrollment or be granted a leave of absence will result in the student's termination from his or her graduate program.

17.3 Registration in a summer session

17.3.1 Submission of Thesis/Dissertation and Oral Examinations

All students who take their final oral examination or submit their thesis/dissertation to the Graduate School during either summer session must be registered for either the first or second summer session. Those who wish to submit their thesis/dissertation or have their final oral examination after the last day of a semester or summer session, but before the next semester or summer session, must have been registered in the semester or summer session that immediately preceded the date of submission or the date when the exam was held.

17.3.2 Graduation

Students who complete all requirements for the degree prior to the first day of the fall or spring semester or the first summer session may graduate during the next semester or summer session without being registered as long as they were registered in the immediately preceding semester or summer session.

18. Grievance Procedure http://www.fis.ncsu.edu/grad_catalog/frt-pol.htm

Most problems encountered by graduate students can be resolved through communication between the student and his/her advisory committee. If, however, a matter arises which cannot be resolved through student-instructor or student-committee interaction, the student should bring the matter to the attention of the Director of Graduate Programs (DGP) or Department Head. If still unresolved, the problems should be brought to the attention of the academic school/college dean who would respond in accordance with the [NC State University Administrative Regulations Grievance Procedure for Students](#). Should the school/college dean fail to resolve the problem, the matter may be appealed to the Dean of the Graduate School who will review the record of the grievance, make a

decision, and end that decision by certified mail, return receipt, to the student. When bringing a grievance to the Graduate Dean, the **written** appeal must:

- be delivered within ten (10) university business days after the student receives (or there has been attempted delivery of) the decision of the college dean or vice chancellor;
- be delivered to the office of the Dean of the Graduate School; and
- contain a statement of grounds for appeal, a requested remedy, a copy of the decision being appealed, and the signature of the applicant.

19. Academic Integrity

Please see link regarding academic integrity:

http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php

20. Readmit Policy

A student who was terminated from a degree program in the department or who did not maintain continuous enrollment or withdrew, may apply for re-admission to the program by following the procedures below:

1. A Graduate School application form must be completed and the fee paid (Graduate School requirement).
2. Other than the application form, students may use material from their old departmental file, if it is still available (transcripts, letters for reference, GRE scores, writing sample, etc), to complete the re-application process. The information required for re-application is same as that required for first-time students. Required application material may change over time, and it is the student's responsibility to make sure that his or her application is appropriately updated by the deadline date.
3. The deadline for submission of all admissions material for doctoral students who apply for re-admission is the same as that for new applicants (January 20 for the following fall semester).
4. All admissions files must be complete before they will be forwarded to the faculty review committee.
5. Faculty in each program area will review student applications (both readmissions and first-time admissions) and make admission recommendations to the Director of Graduate Programs.
6. Program faculty involved in making recommendations for readmission may also make specific stipulations regarding the student's plan of work (e.g., extra course work, setting a time table).
7. Both first time applicants and those applying for re-admittance will be competing for a predetermined number of admission slots.

Students who are readmitted will be assigned a committee chair to assist them with their plan of work and dissertation research.

21. Forms

21.1 Application for Readmission

A graduate student who has dropped out for a time on an official leave of absence must go to Registration and Records (Harris Hall Room 1000, at the corner of Thurman and Dan Allen Drive; (919) 515-2572 and fill out a readmission form. The student will then be given a new PIN number and permission to register.

http://www.ncsu.edu/reg_records/forms/pdf/readmit.pdf

21.2 Diploma Request Card

Every prospective graduate needs to submit a diploma order request card by the deadline for that semester. The date will be six weeks after the start of the semester. Registration & Records will not issue a diploma without this card. The Graduate Administrative Assistant has these and you will return the completed form to that person.

21.3 Doctoral Plan of Graduate Work

Doctoral students are required to complete a POW, in consultation with their advisory committee by the time they complete 12 hours of course work. The POW outlines the courses to be undertaken in the student's program and the dissertation topic and must be approved by the DGP prior to submission to the Graduate School.

http://ced.ncsu.edu/acce/docs/departmental%20forms/dr_pow.doc

21.4 Extension of Incomplete

The grade of IN [Incomplete] is a temporary grade and should be given only in cases in which the student has done most of the course work. An IN grade must be made up by the end of the next regular semester (not including summer sessions) in which the student is enrolled, provided that this period is not longer than twelve months from the end of the semester or summer session in which the work was due. If a completed grade is not submitted, the IN will automatically convert to an F after this period. If the faculty member chooses to extend the IN for another semester, he or she must submit the "Extension of Incomplete" form. IN grades cannot be extended indefinitely.

http://www.ncsu.edu/reg_records/forms/pdf/incompleteextension.pdf

21.5 Grade Change Forms

Please see the Graduate Program Assistant for the form and to discuss the reason for the change. The instructor and Director of Graduate Programs must approve and sign. The department will be responsible for forwarding the form to Registration & Records.

21.6 Graduate Advisory Committee Appointment Request Form

All students, except those in an Option B program, must have a graduate advisory committee. The advisory committee is composed of at least three members of the Graduate Faculty. The graduate advisor serves as chair or co-chair of the committee. If the student has a minor, then one of the committee members must be from the minor department or program.

At the time of the request for a permit to schedule the final oral examination, the Graduate School verifies that the committee is constituted properly.

<http://ced.ncsu.edu/acce/docs/departmental%20forms/GRADUATE%20ADVISORY%20COMMITTEE%20APPOINTMENT%20REQUEST.doc>

21.7 Leave of Absence Request Form

The student should initiate the request with the chair of his/her advisory committee and have it approved by his/her Director of Graduate Programs (DGP) before the DGP submits it to the Graduate School.

<http://www.ncsu.edu/grad/handbook/pdfforms/loa.pdf>

21.8 Master's Plan of Graduate Work

The POW serves as a contract between the student and his/her graduate program, reducing the possibility of any later misunderstanding as to fulfilling degree requirements. The POW should be submitted no later than the semester before graduation.

http://ced.ncsu.edu/acce/docs/departmental%20forms/mr_exam_permit.doc

21.9 Option B Graduation Checkout Form

Student submits request for graduation checkout to the Director of Graduate Programs no later than 30 working days after the first day of the semester in which the student is taking the last course on his/her Plan of Graduate Work and anticipates graduation. These are forwarded to the Dean of the Graduate School. Check with department for the deadline as this is firm and you will not graduate without an Option B Checkout form submitted.

http://ced.ncsu.edu/acce/docs/departmental%20forms/optb_req.doc

21.10 Patent Agreement

All students must sign the Patent Agreement by the end of their first semester of enrollment. Master's students must have a signed Patent Agreement in the Graduate School before they will have either their Request to Schedule the Master's Oral Examination or Request for Option B Graduation Checkout approved. Doctoral students must sign a statement agreeing to abide by the University's patent policies before their Plan of Graduate Work will be approved.
http://ced.ncsu.edu/acce/docs/departmental%20forms/patent_agreement.doc

21.11 Request for Approval to Schedule Master's Oral Exam

A request for a permit to schedule the examination may be filed with the DGP. The department keeps a copy and files the original with the Graduate School. It is the student's responsibility to confirm the date and time with all members and obtain their approval. A room must also be scheduled through the Graduate Program Assistant. If an outside Graduate Representative is required, the Graduate School will assign one. (NOT FOR OPTION B STUDENTS)
http://ced.ncsu.edu/acce/docs/departmental%20forms/mr_exam_permit.doc

21.12 Request for Approval to Schedule Doctoral Preliminary Oral Exam

This examination is conducted by the student's advisory committee and is open to all graduate faculty members. A doctoral student is admitted to candidacy upon passing the preliminary examinations without conditions or after fulfilling any conditions specified by the advisory committee.
<http://ced.ncsu.edu/acce/docs/departmental%20forms/request%20to%20schedule%20exam%20form.doc>

21.13 Request for Approval to Schedule Doctoral Final Oral Exam

The final oral examination is scheduled after the dissertation is complete except for such revisions as may be necessary as a result of the examination, but not earlier than one semester or its equivalent after admission to candidacy and not before all required course work has been completed or is currently in progress. The examination consists of the candidate's defense of the methodology used and the conclusions reached in the research, as reported in the dissertation. It is conducted by an examining committee, which consists of the student's advisory committee. This examination is open to the University community.

* This form has to be in the Graduate School two weeks prior to the date of the scheduled exam and in the ACCE department three weeks prior.

<http://ced.ncsu.edu/acce/docs/departmental%20forms/request%20to%20schedule%20exam%20form.doc>

21.14 Request for Transfer Credit from Another Institution

A course that was completed at another college or university may be considered for transfer to a master's program provided that the course is classified as a graduate course; it was completed while the student was in a graduate or post-baccalaureate classification; the grade in the course is "B" (3.00 on a 4.00 scale) or better; the college or university is accredited by one of the following six U.S. regional accrediting agencies: the Southern Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the New England Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Northwest Association of Colleges and Schools, or the Western Association of Colleges and Schools.

<http://www.ncsu.edu/grad/handbook/pdf/forms/transferecredit.pdf>

21.15 Revised Committee Request Form

Form used to make any changes to the committee originally established. The form must be turned in to the department for approval by the Director of Graduate Programs. It is then forwarded to the Graduate School for approval.

<http://ced.ncsu.edu/acce/docs/departamental%20forms/revised%20committee%20request%20form.doc>

21.16 Revision to Plan of Work

Form used to make any changes to the original Plan of Work. Only CHANGES are to be noted using the added and deleted columns on the form. If the semester/yr. is the only change, it would be noted in both the added and deleted columns (i.e. EAC 703 03 hrs. Spring 01 in the deleted column and EAC 703 03 hrs. Fall 02 in the added column) The form must be signed by all committee members prior to submission, unless the student is changing only the semester and/or year a course was taken.

<http://ced.ncsu.edu/acce/docs/departamental%20forms/REVISION%20TO%20PLAN%20OF%20WORK.doc>

21.17 Schedule Revision Form

Use this form only if you wish to change your class schedule by dropping a class or adding another class after the deadline or requesting a change from credit status to audit. Do not use this form if you are dropping all courses in which you are registered for the semester. Obtain a Schedule Revision form from your faculty advisor or the Graduate Program Assistant. You will need the instructor's signature as well as the DGP. The student may take it to the College of Education Dean's Office for approval and will be notified by email when it is ready to be picked up to take to Registration & Records.

21.18 Special Course Enrollment Form

Used for independent study and topical problem courses and internships. These require the signature of the instructor and the student will be registered once the form is submitted to the Graduate Program Assistant.

http://ced.ncsu.edu/acce/docs/departmental%20forms/special_course_enrollment_form.doc

21.19 Student Profile Sheet

Submitted at the beginning of first semester in program and provides valuable contact information for the department. This form should be updated regularly.

<http://ced.ncsu.edu/acce/docs/departmental%20forms/STUDENT%20PROFILE%20SHEET.doc>

22. Clearance to Graduate

Students must check with their Advisor/Chair and Graduate Program Assistant to make sure all program requirements will be completed by the end of the semester in which the student expects to receive their degree. Paperwork required by the Graduate School must be filled out and submitted by pre-determined deadlines to the Graduate Program Assistant and approved by the Director of Graduate Programs. The two forms required for graduation clearance are the Option B checkout form for master's students only and the Diploma Request Card for all graduating students.

23. Graduation Information

- Complete a Diploma Request Card through your academic department approximately three (3) weeks after the start of the semester in which you intend to graduation.
- Be attentive to deadlines and fulfilling your responsibilities to secure your graduation clearance. Responsibilities include:
 1. completion of your Diploma Request Card;
 2. confirmation you have fulfilled all requirements for your degree;
 3. if applying for a minor, complete an application form and follow through on signatures and processing
 4. purchase academic apparel and announcements.
- An informational flyer will be mailed to candidate mid-semester. This will provide apparel purchase information, schedule of events, important reminders, student speaker application, and other opportunities.
- Academic apparel can be purchased through the NCSU Bookstore beginning in early December or May. Preordering is only required for special needs and those orders should be made in early November or April. Photo ID is required for apparel purchases.

- All diplomas are standard 11" x 15". Frames are available for purchase at the NCSU Bookstore. Duplicate diplomas are available upon request for \$25.00. Contact Registration and Records' Graduation Coordinator at 513-0642 or fax/mail a completed [replacement diploma request form](#).

Diploma Distribution

- Only Doctoral students receive their diplomas at the main graduation ceremony. Diplomas will be distributed following the main ceremony just off the adjacent hallway at the RBC Center.
- December Graduates: Final clearance for candidates other than Doctoral is late January and diplomas will be mailed to the address on your Application for Degree card mid-February.
- May Graduates: All candidates, other than Doctoral, will receive their diplomas at their departmental ceremony. All unclaimed diplomas will be mailed to the address indicated on Diploma Request Card approximately two weeks after graduation date.

Note: Students with a Financial Hold set by the Cashier's Office will not receive their diploma until the hold is released. It is the student's responsibility to alert the Graduation Coordinator of account clearance.

Degree Posting On Transcript

Graduates can expect degrees to be posted on their transcript approximately two (2) weeks after the graduation date.

24. Resources and Services

Graduate School

<http://www2.acs.ncsu.edu/grad/>

Registration & Records

<http://www.ncsu.edu/registrar/>

Counseling Center

http://www.ncsu.edu/student_affairs/counseling_center/

Financial Aid

http://www7.acs.ncsu.edu/financial_aid/

Cashier's Office

<http://www.fis.ncsu.edu/cashier/>

Learning Resources Library of the College of Education

<http://ced.ncsu.edu/ltrc/medctr/>

College of Education Computing Facility

<http://ced.ncsu.edu/ops/labs/helpfac.html>

Graduate Student Association

<http://ugsa.ncsu.edu/>

Bookstore

<http://www.fis.ncsu.edu/ncsubookstores/>