

2019-20 Policy Updates

Graduate Faculty Representative

Location: Degree Requirements and Academic Policies/ PhD, DBA, DNP and EdD Degree Requirements

The graduate faculty representative is a member of the doctoral student's advisory committee appointed by the Graduate School. Advisors may recommend to the Graduate School a faculty member who meets the relevant criteria (below). Recommendations should accompany the initial Committee form. **The graduate faculty representative must assure that the doctoral student is treated fairly and impartially by his or her advisory committee, and assure that University standards and policies are upheld. For these reasons, faculty serving in this role should hold tenure and a Regular Graduate Faculty membership, have served on a dissertation or thesis committee prior to this appointment and come from a department different than the student and chair.** This faculty member's role is primarily but not totally procedural. The faculty member may also participate in the development and evaluation of the student's research to the extent appropriate for the faculty member's background. The Graduate Faculty Representative is a full voting member of the committee. This representative is appointed prior to the student's dissertation proposal defense and must participate in the formation of the student's topic and in the final dissertation examination.

Embargo

Location: Degree Requirements and Academic Policies/ Master's, PhD, DBA, DNP and EdD

As a research university, UNC Charlotte contributes to the scholarly community through the work of faculty and graduate students. Students are required to submit their dissertation or thesis to ProQuest, an online repository for scholarly work. Although the author of the work retains the copyright, open access may impact the likelihood of publication in some journals. More information is available at www.ProQuest.com.

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

- a) patent application is expected;
 - b) publication has been submitted to a journal and the publisher's copyright excludes publication of the work in ProQuest. In this case, a screen shot of the journal policy must be included.
 - c) contract with an outside entity, such as a government agency, requires that the research be embargoed temporarily.
- To request an embargo of a dissertation or thesis, the student and the advisor must submit a request to the Graduate School, which will include supporting documentation. Embargoes may be requested for up to one year, after which time the document will be made available through ProQuest. In extraordinary circumstances, an extension to the embargo may be requested. This form is available on the Graduate School website under Current Students. Embargo requests should be submitted three weeks prior to the final defense date, when possible.

Application for Degree

Location: Degree Requirements and Academic Policies/ Master's, PhD, DBA, DNP and EdD, Certificate

Students should submit the Online Graduation Application at the beginning of the term in which they anticipate completion of the master's program. Adherence to Graduate School deadlines is expected. Students are encouraged to review their individual DegreeWorks audit to ensure they have met all graduation requirements. **Students who are co-enrolled in both a master's and doctoral program should be enrolled in both programs for a full academic year prior to graduation from either degree.**

Graduate School Forms: <https://graduateschool.uncc.edu/current-students/forms>

Approval of Remote Participation

It is expected that all dissertation committee members be present for both the dissertation proposal defense and for the dissertation final defense.

If there is an exceptional case in which a committee member needs to participate in the proposal or final defense from a remote location the following conditions must be met:

1. The Chair has accepted responsibility for the oversight of any logistical arrangements necessary.
2. The Remote Participation form must be submitted to the Graduate School at least two weeks prior to the scheduled proposal or final defense. Original or scanned original signatures acceptable.
3. Any visual aids or other materials have been distributed in advance to the remote member.
4. The remote member participates in the entire conduct of the meeting, including deliberations.
5. The final defense (Doctoral only) must be announced through the Graduate School Defense Announcement portal, open to the public, and held on campus.
6. The Chair and Graduate Faculty Representative must be present at the on campus location.

UNC Charlotte Academic Procedure: Guidelines for Independent Study

<https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/independent-study>

Independent Study

Review and Approval of Nonstandard Courses and Course Sections

Departments must ensure that all forms of individualized instruction conform to basic guidelines set forth for all courses. As such, departments must have a syllabus and/or learning contract for all forms of independent study that include at a minimum the topics to be covered and/or expected student learning outcomes, number of credit hours, grading information, and scheduled meeting times. Departments may create their own forms or may choose to use the Independent Study Template forms below. Records of all syllabi/learning contracts should be maintained and stored in the department in electronic or printed form.

Definitions

- Independent Study: A method of receiving credit for study or research independent of the assignments of any specific course, but supervised and graded by a faculty member.

Procedure Contact(s)

- Authority: Office of the Provost and Vice Chancellor for Academic Affairs
- Responsible Office: Office of the Provost and Vice Chancellor for Academic Affairs

History

- Established: July 24, 2013
- Endorsed by Faculty Council: September 26, 2013
- Revised: March 4, 2019 [Updated policy to include graduate students]

Related Policies, Procedures, and Resources

- Undergraduate Independent Study Template
- Undergraduate Independent Study Template
- Graduate Independent Study Template
- Graduate Independent Study Template
- UNC Policy Manual: Academic Integrity Regulations

Frequently Asked Questions

- Which students are covered under this procedure?

This procedure applies to all students at UNC Charlotte.