b. Maintain a minimum grade point average of 3.0
c. Complete all provisions for acceptance within the first semester or as required by the
School of Graduate Studies
d. Provide changes in status and address to the ISSO within 10 days of the change
e. Attend required ISSO Orientation at the beginning of each semester
f. Maintain mandatory insurance coverage for self and all dependents
g. Complete registration and provide proof of enrollment and insurance coverage within
15 days after classes begin

Legal regulations governing non-immigrant students are complex. The ISSO is available
to discuss implications and explain the impact of these regulations in detail. Orientation sessions
will also be helpful in understanding USCIS and DoS regulations.
Scholarships are not usually available to non-immigrant applicants; however, students
may contact the academic department to which they have applied to determine the availability
of assistantships or scholarships. Availability is highly competitive and interested candidates
should make contact immediately. Scholarships are not available through the ISSO.

International students are classified as non-residents of North Carolina and are assessed
non-resident (out-of-state) tuition and fees.
F-1 non-immigrants are not eligible to work off-campus without an approval from the U.S.

Citizenship and Immigration Services. It is also necessary to apply for a Social Security number and card
which could take up to two months to process and be received. Work on campus, after the
Social Security card has been received is a possibility and requires that international students
maintain legal status at all times. F-2 and H-4 non-immigrants are not eligible to work. J-2 dependents can
apply to the USCIS for work authorization. Students should contact the ISSO regarding eligibility to work
after enrolling in classes.

The ISSO is located on the corner of Nocho Street and S. G. Thomas Drive in Room 208
Murphy Hall. Phone (336) 334-7551, Fax (336) 256-2421. Please visit the webpage at www.ncat.edu/isko.

The e-mail address is isso@ncat.edu.

Non immigrant students are required to maintain comprehensive health and accident
insurance coverage that includes repatriation and medical evacuation. Students must purchase
insurance on a semester basis during registration through the University.
Government sponsored students should consult the ISSO advisor immediately regarding coverage. Non-
immigrant students who fail to provide proof of adequate insurance by the end of the regular registration
period will be considered out of status

This school is authorized under Federal Law to enroll nonimmigrant students.

GRADUATE PROGRAMS

The School of Graduate Studies offers programs of study leading to the master’s degree
in 56 fields and the doctorate in six fields. Each student’s program is planned with an advisory
committee of graduate faculty members to provide the opportunity for gaining advanced
knowledge in the particular field of study. Graduate education is the final stage in the development
of intellectual independence. It is different from undergraduate education in that the
student is encouraged to establish premises, to hypothesize, and to defend both the procedure
and the conclusions of independent investigation. The burden of proof for the verifiability of
knowledge rests on the student, not on the faculty member. Emphasis is placed upon the student’s
scholarly development through formal course work, seminars, research, and independent
investigation.

Graduate students are expected to familiarize themselves with the requirements for the
degrees for which they are candidates and are held responsible for the fulfillment of these
requirements.

Master’s Degrees

The School of Graduate Studies offers programs of study leading to the Master of Science
degree, the Master of Arts degree, Master of Education, Master of Science in Industrial Technology degree and the Master of Social Work degree.

Requirements for Master’s Degrees

Graduate Advisor and Graduate Advisory Committee

All students in master’s programs must have a graduate advisor who is a member of the Graduate Faculty in the student’s major department or program. The graduate advisor is appointed by the Coordinator of Graduate Programs. In addition, all students 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. The graduate advisory committee is appointed by the Coordinator of Graduate Programs in the student’s department or program. At the time of the request for a permit to schedule the final oral examination, the School of Graduate Studies verifies that the committee is properly constituted.

Plan of Graduate Work

The master’s degree candidate must submit an approved Plan of Graduate Work to the School of Graduate Studies during the term in which the candidate will complete 15 or more credits toward the degree sought. If the 15 credits will be completed at the end of a regular semester, the Plan of Graduate Work must be submitted to the School of Graduate Studies Office five working days before registration for the following semester. If the 15 credits will be completed at the end of the summer session, the Plan of Graduate Work should be filed in the School of Graduate Studies within five working days following fall registration. The Plan of Graduate Work lists the committee chairperson, other committee members, and a sequence of courses required for the degree and approved by the student’s advisor. Each committee member’s signature indicates approval of the Plan of Graduate Work. Upon approval by the School of Graduate Studies, the Plan becomes the student’s official guide to completing his/her program. Any changes in the Plan of Graduate Work or exceptions to the schedule for submission of the Plan must be approved by the committee and the Dean of the School of Graduate Studies.

Declaration of Major

A graduate student shall declare and complete the requirements of one master’s degree program before declaring another major. This does not prevent a student from changing a declaration of major.

Time Limitation

The master’s degree program must be completed within six successive calendar years. Programs remaining incomplete after this time interval are subject to cancellation, revision, or special examination for out-dated work. Students enrolled in doctoral programs (Electrical, Industrial and Systems, and Mechanical Engineering) should see the appropriate section of the Graduate Catalog for details regarding the maximum time allowed to complete the degree programs. When the program of study is interrupted because the student has been drafted into the armed services, the time limit shall be extended for the length of time the student shall have been on active duty, if the candidate resumes graduate work no later than one year following his/her release from military service.

Course Levels

At the University, the department prefix, followed by a three-digit number, is used to designate all course offerings. The first digit indicates the classification level of the course. Courses numbered 600 through 699 are open to seniors and to graduate students. Courses numbered 700 and above are open only to graduate students. At least 50% of the courses counted in the work towards a master’s degree must be those open only to graduate students; that is, numbered 700 and above.
Credits

A minimum of 30 semester credit hours is required for most master's degrees; however, some programs require more than 30. Also, in order to gain the breadth desired in their program or to make up deficits in their undergraduate degree, many students will actually take more credit hours than the minimum required by the program.

Residence Requirements

A minimum of three-fourths of the hours required for the master's degree must be earned in residence study at the University.

Transfer of Credit

No more than six hours of the minimal 30-hour requirement will be accepted from other institutions. A graduate course which has been completed with a grade of "B" or better may be considered for transfer to a master's program provided that it has been completed in a graduate or post-baccalaureate classification at an accredited graduate school. Exceptions are allowed for transfer from foreign institutions if the department or program provides the School of Graduate Studies with adequate documentation that the course is relevant to the degree, with appropriate content and level of instruction resulting in student competencies at least comparable to those of students taking the equivalent course at North Carolina A&T State University, and that the course was taught by faculty who are qualified to teach at the master's degree level. Credit accepted by extension reduces the amount of credit that may be transferred from other institutions.

Transfer of Undergraduate Credit

Graduate credit may be allowed for up to 6 hours of the minimal 30-hour requirement for courses taken at North Carolina A&T State University provided that it is at the 600 graduate level or higher, that the grade is "B" or better, that it was not counted to fulfill undergraduate requirements, and that it is recommended by the student's undergraduate advisor prior to enrollment in the course. No graduate credit will be allowed for excess credits completed in an undergraduate classification at another institution.

Credits from Previous North Carolina A&T State University Master's Degree

Only 12 credits from a previous North Carolina A&T State University master's degree may be counted toward the minimal 30-hour requirement.

Language Requirements

A reading knowledge of one foreign language is required by some programs for the Master of Arts and the Master of Science degrees. Other departments may designate that the language requirement be fulfilled from among those languages in which the Department of Foreign Languages conducts testing. Students should contact the major department for specific language requirements.

Thesis

Theses prepared by candidates for the Master of Science and Master of Arts degrees, in programs requiring the thesis, must present an original investigation into a subject which has been approved by the student's advisory committee and the Coordinator of Graduate Programs in the student's major. Four copies of the thesis in final form as approved by the advisory committee, each signed by the members of the advisory committee, must be submitted to the School of Graduate Studies by a specific deadline in the semester or summer session in which the degree is to be conferred. Detailed information on the form and organization of the thesis is presented in the Graduate School's Thesis and Dissertation Manual, which is available in the School of Graduate Studies Office or on the website at http://www.ncat.edu/.
Final Comprehensive Examination

Students enrolled in a master’s degree program or a doctoral degree program may be tested by a comprehensive examination to determine the student’s knowledge and skills in a general subject area of concentration. The comprehensive examination date will be announced by the departmental graduate committee chairperson at the beginning of the semester. This examination will be administered to the enrolled student by an examining committee of the department. Eligibility to sit for the examination will be determined by the departmental graduate committee and the results of the examination will be forwarded to the School of Graduate Studies no later than 30 days prior to the end of the semester. Students may only take the comprehensive examination twice.

After a second failure, the student must petition the Coordinator of Graduate Programs and the Dean of the School of Graduate Studies for approval to take the exam a third time. If the student is unsuccessful after the third attempt, the student is dismissed from the Graduate Program.

Comprehensive Final Oral Examination

Candidates for master’s degrees must pass a comprehensive oral examination to demonstrate to the advisory committee that he/she possesses a reasonable mastery of the subject matter of the major and supporting fields and that this knowledge can be used with promptness and accuracy. This examination may be held when all other requirements, except completion of the course work in current registration during the final semester, are satisfied. A request for a permit to schedule the examination may be filed with the Dean of the School of Graduate Studies after the above conditions are met. The School of Graduate Studies will check to determine that the advisory committee and the courses taken by the student meet the requirements. If all requirements are met, the permit to schedule the final examination will be forwarded to the Director of Graduate Programs within 20 days of receipt of the request. Upon receipt of the permit, the student may proceed to schedule the exam at a time that is convenient to all members of the advisory committee. In those programs that require the thesis, the thesis must be submitted in complete form, except for such revisions necessary as a result of the final exam, to all members of the advisory committee at least two weeks prior to the exam.

A unanimous vote of approval of the advisory committee is required to pass the oral examination. Approval of the examination may be conditional, however, upon completion of additional work to the satisfaction of the advisory committee. A formal reexamination will not be required in this case. Failure of a student to pass the oral examination terminates the student’s graduate work at North Carolina A&T State University, unless the graduate advisory committee unanimously recommends a reexamination. Only one reexamination will be given. A form giving the date that the exam was conducted and the result of the examination, signed by all members of the advisory committee, is forwarded to the Dean of the School of Graduate Studies by the Coordinator of Graduate programs in the student’s department or program. A student may appeal all committee actions by written application to the Dean of the School of Graduate Studies.

Oral examinations for master’s degree candidates are open to the Graduate Faculty by right and to the University community by unanimous consent of the advisory committee and the student being examined. Discussions and decisions regarding the student’s performance are private to the advisory committee.

Summary of Procedures for Master’s Degrees

ALL STUDENTS
• Application materials and required fees must be received.
• Application materials must be reviewed by department or program.
• The department or program must forward its recommendation regarding applicant’s admissibility to the Dean of the School of Graduate Studies.
• The School of Graduate Studies must review the recommendation and the student is notified of the action taken on the request for admission.
• The student must report to the department or program, be assigned a graduate advisor, and develop a roster of courses and credits with the advisor.
The student must comply with requests from the School of Graduate Studies for updated copies of transcripts from previous colleges or universities.

- The student must sign a patent agreement and file with the School of Graduate Studies.
- The student is subject to continuous registration policy until graduation.
- The student must pass a language examination, if required.
- The student must pass a written examination, if required.
- The student must submit a diploma order form by end of the sixth week of the semester or summer session of anticipated graduation.
- An overall grade point average of at least 3.0 must be maintained for all graduate coursework taken at North Carolina A&T State University to graduate.

All degree requirements must be completed within six calendar years, beginning with the date the student commences courses carrying graduate credit applicable to the degree program, unless a more restrictive time limit has been established by the department/program or academic college/school.

**Students in Non-Thesis Programs**

- A graduate advisory committee of three or more Graduate Faculty members must be appointed by the Coordinator of Graduate Programs.
- A Plan of Graduate Work must be prepared by the student, in consultation with and with the approval of his/her graduate advisory committee. This plan must be approved by the Coordinator of Graduate Programs prior to completion of one-half the credits on the plan.
- When all requirements except completion of the course work in the final semester are satisfied, the Coordinator of Graduate Programs must request that the School of Graduate Studies issue a permit to schedule the final oral examination.
- If the School of Graduate Studies requirements are met, a permit to schedule the final examination will be issued within 20 working days of receipt of the request.
- The final examination must be scheduled and conducted.
- The final examination report, including date and result of the examination, must be submitted to the School of Graduate Studies by the Coordinator of Graduate Programs. This report should be received within five working days of the examination.

**Students in Thesis Programs**

- A graduate advisory committee of three or more Graduate Faculty members must be appointed by the Coordinator of Graduate Programs.
- A Plan of Graduate Work must be prepared by the student, in consultation with and with the approval of his/her graduate advisory committee. This plan must be approved by the Coordinator of Graduate Programs prior to completion of one-half the credits on the plan.
- A copy of a preliminary draft of the thesis, if required, must be submitted to the chair of the student’s advisory committee.
- When all requirements except completion of the course work in the final semester are satisfied and after the thesis is complete except for such revisions as may be necessary as a result of the exam, the Coordinator of Graduate Programs will request that the School of Graduate Studies issue a permit to schedule the final oral examination.
- If all requirements are met, a permit to schedule the final examination is issued by the School of Graduate Studies within 20 working days of receipt of the request.
- At least two weeks prior to the final oral examination, the chair of the student’s advisory committee must submit the thesis to the other members of the advisory committee for review.
- The final examination must be scheduled and conducted.
- The final examination report, including the date and result of the examination, must be submitted to the School of Graduate Studies by the Coordinator of Graduate Programs. The report should be received by the School of Graduate Studies within five working days after the examination.
- The student must submit four copies of the thesis, signed by each member of his/her advisory committee, to the School of Graduate Studies.
- The deadline date for submitting four copies of the thesis to the School of Graduate Studies for the student to graduate in a given semester or summer session appears in
The Academic Calendar in this catalog as well as in other School of Graduate Studies calendars.
- The defended thesis is reviewed by the School of Graduate Studies to ensure that the format conforms with the specifications prescribed in the Thesis and Dissertation Manual.

Requirements for Doctor of Philosophy Degree

The doctorate symbolizes the ability of the recipient to undertake original research and scholarly work at the highest levels without supervision. The degree is, therefore, not granted simply upon completion of a stated amount of course work but rather upon demonstration by the student of a comprehensive knowledge and high attainment in scholarship in a specialized field of study. The student must demonstrate this ability by writing a dissertation reporting the results of an original investigation and by passing a series of comprehensive examinations in the field of specialization.

Advisory Committee and Plan of Graduate Work
An advisory committee of at least four Graduate Faculty members, one of whom will be designated as chair, will be appointed by the Dean of the School of Graduate Studies upon the recommendation of the Chairperson of the department. The committee, which must include at least one representative of the minor field, will, with the student, prepare a Plan of Graduate Work that must be approved by the department and the School of Graduate Studies. In addition to the course work to be undertaken, the subject of the student’s dissertation must appear on the plan. Any subsequent changes in the committee or dissertation subject or in the overall plan must be submitted for approval as with the original plan.

The program of study must be unified, and all constituent parts must contribute to an organized program of study and research. Courses must be selected from groups embracing one principal subject of concentration, the major, and from a cognate field, the minor.

Residence Requirement
For the Doctor of Philosophy degree, the student is expected to be registered for graduate work at an accredited graduate school for at least six semesters beyond the baccalaureate degree.

The basic University residence requirements are defined below. However, the College of Engineering has the prerogative of establishing more restrictive requirements within the respective programs.

Language Requirement
The departments may designate that the language requirement be fulfilled from among those languages in which the Department of Foreign Languages and Literatures conduct testing. Doctoral students should contact the major department for specific language requirements.

Preliminary Comprehensive Examinations
After completing the language requirement, but not earlier than the end of the second year of graduate study, and not later than one semester (four months) before the final oral examination, each doctoral student is required to take the preliminary comprehensive examination. The examinations consist of two parts: written examination and an oral examination.

The written portion may be conducted in one of two ways. In the first, each member of the advisory committee prepares a set of questions for the student’s response, and answers to each set are returned to the appropriate member for grading. In the second, the Department prepares a single exam that is graded by a faculty committee.

The examination questions involved may cover any phase of the course work taken by the student during graduate study or any subject logically related to an understanding of the subject matter in the major and minor areas of study. The questions are designed to measure the student’s mastery of the subject matter and the adequacy of preparation for research. Failure to pass the written preliminary examination terminates the student’s work at this institution, subject to departmental and/or school policies with respect to reexamination.

Upon satisfactory completion of the written portion of the preliminary examinations and
after completion of all course work relevant to the examination, authorization for the preliminary oral examination is requested from the School of Graduate Studies. This examination is conducted by the student’s advisory committee and a representative from the School of Graduate Studies and is open to all Graduate Faculty members. The oral examination is designed to test the student’s ability to relate factual knowledge to specific circumstances, to use this knowledge with accuracy and promptness, and to demonstrate a comprehensive understanding of the field of specialization and related areas.

A unanimous vote of approval by the members of the advisory committee is required for the student to pass the preliminary oral examination. Approval may be conditional, however, on the successful completion of additional work in some particular field(s). All committee actions may be appealed by written application to the Graduate Dean.

Failure to pass the preliminary oral examination terminates the student’s work at the University unless the examining committee recommends a reexamination. No reexamination may be given until at least one full semester has elapsed, and only one reexamination is permitted.

Candidacy

A doctoral student is admitted to candidacy upon passing the preliminary examinations without conditions or after fulfilling any conditions specified by the advisory committee.

Qualifying Examination

This is a written examination that is required of all Ph.D. students and is scheduled each semester. The qualifying examination must be passed prior to the end of the third semester. Provisional students cannot sit for the qualifying examination. They must first gain a status change to unconditional admission. Students should consult the departmental handbook for details.

Preliminary Examination

The preliminary examination is given in the semester following completion of all required coursework. In this oral examination, the student is asked about graduate course work and subject matter related to the specialization. It is also a presentation and defense of the proposed dissertation topic. Students should consult the departmental handbook for details.

Admission to Candidacy

Admission to candidacy is given once the student has completed and passed all parts of the preliminary examination. Students should consult the departmental handbook for details.

Final Oral Examination

The final oral examination is scheduled after the dissertation is complete. It consists of the defense of the methodology used and the conclusion reached in the research. Students should consult the departmental handbook for details.

Dissertation Submission

The doctoral dissertation presents the results of the student’s original investigation in the field of major interest. It must be a contribution to knowledge, must be adequately supported by data and must be written in a manner consistent with the highest standards of scholarship. Publication is expected.

Upon passing the Ph.D. final oral examination, each Ph.D. student must have the dissertation approved by each member of the student’s advisory committee. The defended dissertation must be submitted to the School of Graduate Studies by the deadline given in the academic calendar, and must conform to the School of Graduate Studies’ Thesis and Dissertation Manual, a copy of which may be obtained from the School of Graduate Studies Office. Once final approval is granted, four copies of the document signed by all members of the student’s advisory committee must be submitted to the School of Graduate Studies by a specified deadline.
in the semester or summer session in which the degree is to be conferred.

The University has a requirement that all doctoral dissertations be microfilmed by University Microfilms International of Ann Arbor, Michigan, which includes publication of the abstract in Dissertation Abstracts International. The student is required to pay for the microfilming service.

Residence Requirement and Doctor of Philosophy Time Limit

Two semesters of residence credits must be earned. In addition, the doctoral student has a maximum of six calendar years from admission to attain candidacy and ten calendar years to complete all requirements. The dissertation must be completed in five years after admission to candidacy. Students should consult the departmental handbook for details.

Credit Completion Requirements

A minimum of 24 course credits and 12 dissertation credits beyond the Master of Science are required. Students should consult the departmental handbook for details.

Interinstitutional Doctor of Philosophy Program

North Carolina A&T State University, North Carolina State University and the University of North Carolina at Charlotte all participate in an interinstitutional Ph.D. program. Students seeking admission to such a cooperative program must satisfy all admission and degree requirements at the university where the Ph.D. will be issued as well as those of the student’s home institution. Details are available at each of the departments involved in the interinstitutional Ph.D. program.

Summary of Procedures for Doctor of Philosophy

- Application materials and the required fee are received.
- Application materials are reviewed by the department or program.
- The department or program forwards its recommendation regarding applicant’s admission to Dean of the School of Graduate Studies.
- The School of Graduate Studies reviews the recommendation and notifies the student of the action taken on the request for admission.
- The student arrives, reports to the department or program, is assigned a graduate advisor, and develops a roster of courses and credits with the advisor.
- The student complies with requests from the School of Graduate Studies for updated copies of transcripts from previous colleges or universities.
- The student is subject to the continuous registration policy until graduation.
- An advisory committee of at least four graduate faculty members is appointed by the Dean of the School of Graduate Studies upon the recommendation of the coordinator of graduate programs.
- The Dean of the School of Graduate Studies appoints a representative to the student’s committee.
- A dissertation subject is selected and an outline of the proposed research submitted to the student’s advisory committee and the coordinator of graduate programs for review and approval. A Plan of Graduate Work is prepared by the student, in consultation with and with the approval of his/her graduate advisory committee and the coordinator of graduate programs, and forwarded to the School of Graduate Studies for approval as soon as feasible after completion of 12 hours of course work.
- Written examinations in the major and minor fields are scheduled no earlier than the end of the second year of graduate study and not later than one semester before the final oral examination.
- When all written examinations have been completed satisfactorily, the chair or the coordinator of graduate programs requests the scheduling of the preliminary oral examination at least two weeks prior to the suggested date.
- The report of the examination is sent to the School of Graduate Studies and if, the
examination has been passed without conditions, the student is admitted to candidacy.

• A copy of the preliminary draft of the dissertation is submitted to the chair of the student's advisory committee for review.

• At least two weeks prior to the final oral examination, the chair of the student’s advisory committee submits the dissertation to advisory committee members for review. A copy is submitted to the School of Graduate Studies representative at least one week prior to the exam.

• One semester or its equivalent after admission to candidacy or later, after the dissertation is complete except for such revisions as may be necessary as a result of the final examination, and at least two weeks prior to the suggested date, the student’s advisory committee chair or the director of graduate programs requests the scheduling of the final oral examination. Upon approval of the request, the student and the examining committee, including the Graduate School representative, are notified of the time and place of the examination.

• Results of the final oral examination are forwarded to the School of Graduate Studies.

• Upon the student’s passing the final oral examination, four copies of the dissertation signed by each member of the student’s advisory committee and five copies of the abstract must be submitted to the Graduate School by a specific deadline in the semester or summer session in which the degree is to be conferred. One copy each of the University Microfilms Agreement, the Survey of Earned Doctorate, and the Graduate School Exit Survey forms must be completed and submitted with the dissertation.

• The defended dissertation is reviewed by the School of Graduate Studies to ensure that the format conforms to the specifications prescribed in the *Thesis and Dissertation Manual*.

• All course work scheduled in a graduate degree classification must be completed prior to graduation.

• A grade point average of at least 3.0 for the degree requirements as well as on overall graduate course work at North Carolina A&T State University is required for graduation.

• The doctoral residence requirement must be satisfied. All degree requirements must be completed within ten years from admission to the doctoral program.