Graduate Certificate in Geospatial Information Science: Student Guide

1 INTRODUCTION

This handbook serves as a guide for students in the Graduate Certificate in Geospatial Information Science Program. This guide contains program specific policies related to student performance, academic progress, and general academic guidance. Students should use this guide as an initial reference when questions arise, but should always consult with their instructor or program director or program associate for clarification and additional guidance.

2 IMPORTANT CONTACTS

Director of Graduate Programs (MGIST and Certificate) – Dr. Eric Money, esmoney@ncsu.edu

Graduate Program Associate (MGIST and Certificate) – Ms. Anju Singh, asingh4@ncsu.edu

3 IMPORTANT DATES

The Graduate School’s Academic Calendar provides up to date information regarding important student and advisor deadlines. It can also be added to your Google Calendar.

http://www.ncsu.edu/grad/faculty-and-staff/academic-calendar.html

4 CURRICULUM & PLAN OF WORK

The current Certificate curriculum consists of 12 credit hours, with 6 required credits and 6 elective credits. Course listings and descriptions can be found here:

http://geospatial.ncsu.edu/education/programs/graduate-certificate-gis/

The Certificate Plan of Work must be completed by the end of the first semester of enrollment in the Certificate Program. An online form is available to guide students in completing their plan of work, the link will be sent to all students when they first join the program. Make sure you write down your POW and keep a copy for your reference. If changes need to be made to the POW after submission, please contact the Graduate Program Associate, Anju Singh (asingh4@ncsu.edu)

The majority of the Certificate Program Policies related to academic progress mirror the Graduate School Policies. The Graduate Handbook provides up to date policies of the Graduate School and should
always be referenced when interested in a specific policy.  
http://www.ncsu.edu/grad/handbook/index.php

The Graduate Catalog can also serve as a source of information: 
http://www.ncsu.edu/project/grad/catalog/

4.1 Enrollment and Registration Policies

Students are expected to maintain continuous enrollment while in the Certificate program. If you foresee not being able to register for courses in a given semester please notify the program.

Add/Drop: Mypackportal allows you to add/drop classes. Dropping all classes after being registered for a semester is considered a withdrawal.

Withdrawing before the drop period ends can be done through MyPack Portal
Withdrawing after the official drop period requires a Certificate Withdrawal Form be completed and submitted to the Graduate School, you must contact the program to do this.

Enrollment Advising: Registration typically opens in the 3rd week of October and 3rd week of March. The program will contact their students 3 weeks prior as a reminder and to discuss course selection and plan of work if needed.

Advising Holds: Each student will have an advising hold placed on their account at the beginning of each semester. This hold will be removed prior to the registration period for new students. Existing students will only have the hold removed after a Plan of Work has been submitted.

- All Cashier Holds can only be removed by the Cashier’s office, students must contact them directly.

Interinstitutional Courses: Students should always consult an advisor before taking a course at another institution to make sure it meets the requirements of our program. Students are allowed to take courses at several local universities towards an elective. Distance courses are not allowed. Procedures and forms can be found here: http://www.ncsu.edu/registration/inter-institutional/index.html

Graduation: Students who will complete the 12 hour requirement should apply to graduate during the semester when the requirements will be completed. This includes Certificate Only students and other degree seeking students. The process can be viewed here: http://www.ncsu.edu/reg_records/graduation/process.html

4.2 Transfer Credits

Several criteria must be met in order for students to be able to transfer credits into the program. A maximum of 6 credits can be transferred into the Certificate from all sources. The following criteria must be met in order to transfer courses into the Certificate. A Transfer Credit Form must
be completed and signed by the DGP prior to counting these credits towards the Plan of Work and only after the official transcripts have been received by the graduate school. (Link to the Transfer Credit Form: http://www.ncsu.edu/grad/faculty-and-staff/docs/forms/transf-credit.pdf)

**Graduate Credits Earned at Other Universities**
- No credits earned at other universities can be transferred into the Certificate

**Credits earned while enrolled as an undergraduate at NC State**
- Course must have been at the 400 level or higher
- Grade of B or better
- It was not counted towards the undergraduate requirements (must perform a degree audit to determine this)

**Credits earned while enrolled in previous Graduate degree at NC State**
- 500 level or higher
- Grade of B or better

**Credits earned while in PBS status at NC State**
- 500 level or higher
- Grade of B or better
- Maximum of 6 credits

**Transferring Certificate credits into a degree program (MGIST or other)**
- Up to 12 credit hours can be transferred into the degree program
- Courses can be double-counted with a degree program as long as 18 hours remain unique to the degree program (or 36 hours for doctoral programs)
- Courses CANNOT be double counted with minor course work. The courses used to meet the requirements of a minor must be independent of courses taken to meet the requirements of the Certificate.

### 4.3 Course Waivers/Substitutions

No course substitutions are allowed for any required course in the Certificate program, with the exception of GIS 510 under exceptional circumstances. If a waiver for GIS 510 is granted, it can be replaced with a suitable elective.

Under no circumstances can the credit hour requirement be waived. 12 credit hours must be achieved through coursework or combination of coursework and allowable transfer credit.

**GIS 510** may be waived and substituted with an appropriate elective only under exceptional circumstances. In order for a student to be granted a waiver, the following conditions must be met:
- Student has demonstrated proficiency in all aspects of the material covered in GIS 510 through previous coursework (provide previous syllabus) and/or work experience (student must provide a statement to this affect).
- Student is comfortable with content delivered through Distance Education (if DE student)
- Student received a B or better in previous coursework and/or has at least 2 years of work experience directly related to the content covered in GIS 510.
4.4 **ACADEMIC PROGRESS**

Student’s having academic difficulty should first consult with the appropriate instructor(s) and the program associate. The program associate will work with the student, and if necessary, the DGP to develop a plan for the student to meet his/her academic goals and the expectations of the program.

No grade of below C- can be counted towards Graduate Credit on the student’s plan of work.

- **Repeating courses:** A student that makes below a C- in a required course, will be allowed to repeat the course and make better than a C- to meet the requirements of the degree. If they make a below a C- a second time, the student, advisor, instructor, and DGP must meet to discuss continued progress in the degree.
- If a student makes below a C- in an elective course, the student has the option of retaking the course or choosing another course.
- Any repeated course will have both grades factored into the student’s overall GPA.

Students must have a CUMULATIVE GPA of 3.0 or better in order to remain in good standing and be allowed to graduate. If a student is terminated from the program, they must petition for reinstatement with the Graduate School by contacting the DGP.

- Academic Warning: Students that have completed < 18 hours and have a GPA < 3.0
- Academic Probation: completed > 18 hours and GPA between 2.667-2.999
- Termination: completed > 18 hours and GPA < 2.667

4.5 **ACADEMIC INTEGRITY**

Academic Integrity is taken very seriously at the University, College, and Program level. Each student will be required to sign an Academic Integrity Pledge during Orientation or their first semester of enrollment. The same polices apply to both Distance Track and On-Campus students.

Advisors and students are referred to NC State Policy: [http://policies.ncsu.edu/policy/pol-11-35-01](http://policies.ncsu.edu/policy/pol-11-35-01) In addition to these polices, the MGIST program does not allow, under any circumstances:

- Sharing of homework, exams, keys, or completed assignments among students in the program, this includes computer code, maps, and protocols
- Unauthorized group work on assignments
- Bullying, inappropriate language, demeaning language towards students, instructors, or staff in a classroom, message board, or any other physical or online setting will not be tolerated.

Any student interpreted as violating any one of the stated policies will be reported to the Office of Student Conduct for proper action.