

**MINUTES OF THE MEETING  
OF THE GRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
March 27, 2017  
APPROVED**

The Graduate AP&P Committee met on Monday, March 27, 2017 at 3:00 pm in the William C. Strickland Conference Room (224) of I.G. Greer Hall.

Present: Mark Bradbury, Amy Cheney, Patty Dale, Audrey Dentith, Beth Fiske, Karen Fletcher, Marty Hall, Dru Henson, Marie Hoepfl, Nickolas Jordan, Victor Mansure, Gary McCullough, Bill Pollard, Max Poole, Ben Powell, Debbie Race, Robert Sanders, Tracy Smith

Excused: John Abbott, Holly Hirst, Kim McCullough, Susan Staub

Absent: Jeff Bates, Scott Collier, Sharron Grimes, Lisa Houser, Phyllis Kloda, Laura Padgett, Dontrell Parson, William Pelto, Terry Rawls, Sandra Vannoy

Guests: Kim Kirby (MBA Program)

**1. CALL TO ORDER and INTRODUCTIONS**

At 3:08 pm, Chairperson Hoepfl called the meeting to order.

**2. APPROVAL OF MINUTES**

**MOTION 1:** It was moved (Pollard) and seconded (Powell) to approve the minutes of the February 20, 2017 Graduate AP&P Meeting – **PASSED** with following corrections: add statement “To be graded on an S/U basis,” to **G\_HS\_NUR\_2016\_44** and “**RE**” to be added to **G\_COE\_RESE\_2016\_4** and **G\_COE\_RESE\_5** course descriptions of **5040. Teacher as Researcher (3).F;S.**

**3. ANNOUNCEMENTS/FIOS:**

These are final, corrected versions of proposals that were approved at the January 30 and February 20, 2017 GAPP meetings, and that required minor edits.

From the Jan. 30, 2017 meeting:

- Computer Science: CS\_08 - revisions to the POS
- Health Science: HS\_03 - S/U wording on page 1
- Curriculum & Instruction: CI\_03 - a typo in the S/U wording on page 1
- FCS\_01 - remove a hyphen from course title for FCS 5600

From the Feb. 20 meeting:

- LES\_ITC\_10 - need to add “permission of instructor”
- EDL\_04 - correct course name of CI 6050

- RESE\_02 - courses 7570 & 7710 are repeated in POS; rename concentration as “Literacy in Exceptionalities”
- RESE\_04 - correct course title for SPE 5220 on POS
- G&P\_22 - add “with approval of certificate director” to the list of electives

**Procedural notes:** All dual-listed undergraduate course changes are approved through the Undergraduate AP&P Committee. Except as otherwise noted in these minutes, curriculum and policy motions are made from the respective Grad AP&P subcommittees and do not require a second.

#### 4. NEW BUSINESS

A. Curriculum Proposals:

B. Policy Proposals:

**MOTION #2** Motion from the Policy Subcommittee to approve the following proposal from the School of Graduate Studies - **PASSED** with changes. Revised policy is at the end of the minutes.

**G\_GRAD\_2016\_2\_(REV)** Allow graduate programs the opportunity to waive the current standardized exam admissions requirement for defined groups of applicants who possess defined attributes that suggest they can be successful in the program.

#### 5. DISCUSSION ITEMS/ANNOUNCEMENTS

A. Graduate School Updates

1. Max Poole stated that there are various events planned for Graduate Education Week, which is April 10 – 14, 2017. The Graduate School will host an Ice Cream Social on April 10, 2017 and the Faculty/Student Awards banquet will be held on April 13, 2017.
2. Max Poole mentioned that the Graduate School is working on utilizing DocuSign software for the electronic routing of assistantship appointment forms.
3. Rob Sanders announced that Chancellor, Diversity, and Fellowship awards are in process of being reviewed.
4. Rob Sanders stated that the GRAM award deadline is March 31, 2017 and that next year the process will take place in the fall for program recruitment purposes.
5. Rob Sanders explained that the new award program software platform, InfoReady Review, is being used and working well.

## B. Other Updates

1. Marie Hoepfl stated that a review of the newly updated AP&P Policy Manual will take place at the April 24, 2017 Graduate Academic Policies and Procedures meeting.

## 6. ADJOURNMENT

**MOTION 10:** It was moved (Mansure) and seconded (Powell) that the meeting be adjourned at 4:38 pm. Chairperson Hoepfl reminded members that the next meeting will be held on Monday, April 24, 2017.

**Policy for Waiving Standardized Exam for Admissions Purposes  
Submitted for Consideration by the Graduate AP&P  
March 2017**

Graduate degree programs may waive the standardized exam admissions requirement for defined groups of applicants by substituting alternative admissions requirements that suggest the applicants can successfully complete graduate-level coursework in the program. However applicants who have an overall undergraduate GPA of less than a 3.00 are not eligible for the standardized exam waiver and MUST take the exam to be eligible for Provisional Admission.

**Process for Waiving the Standardized Admissions Exam for Applicants.**

1. Graduate degree programs that waive the standardized exam for ALL applicants will not be subject to the following procedures and ALL completed applications will be forwarded to the program for admissions consideration without a standardized exam score. However please note that Provisional Admits will still have to submit a standardized exam score.
2. Graduate degree programs that only waive the standardized exam requirement for defined groups of applicants, and not all applicants, must assume the following responsibilities:
  - a. The degree program assumes responsibility for identifying applicants who qualify for the waiver. The Admissions Team of the School of Graduate Studies cannot make this determination. Therefore degree programs MUST monitor their applicants and identify those applicants who qualify for the waiver. The program cannot selectively discriminate against any applicant if that applicant meets the special admissions requirement AND is not subject to a Provisional Admission.
  - b. The program MUST notify the Admissions Team of the School of Graduate Studies of the applicant qualifying for the waiver using an individual *Standardized Exam Waiver Request Forms*
  - c. A brief description of how the applicant meets the alternative admissions requirements must be provided on the *Standardized Exam Waiver Request form*.
  - d. The *Standardized Exam Waiver Request Form*, will be kept in the applicant's permanent file if admitted, and subject to future audit by university auditors, EEO auditors, and accrediting body auditors.
  - e. Applicants without individual *Standardized Exam Waiver Request Forms* will not be waived from the requirement.



- a completed online application form ([www.gradadmissions1.appstate.edu](http://www.gradadmissions1.appstate.edu)), including:
- a resume to be uploaded as a MS Word or PDF document (.doc, .docx, .pdf);
- the names and contact information for references (3 for master's and specialist programs; 4 for the doctoral program).
- The application fee.
- Official test scores as required for the program selected. To be official, test scores must be sent to the Graduate School directly from the testing agency or be recorded on an official transcript.
- Official transcripts of **ALL** previous college-level academic work, even if included as transfer on another transcript. Transcripts should be secured from the university or college, embossed with the school seal and enclosed in a sealed envelope. Some universities will send official transcripts electronically, and this method may be used when available. Paper transcripts that do not arrive in the Graduate School in sealed envelopes will be considered unofficial and cannot be used for admission purposes. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework, but transcripts from all other institutions, including transfer credit, must be resubmitted.
- Any additional information required by the program, such as a questionnaire, writing sample, statement of purpose, proof of teacher licensure, etc. See the program listing in this Bulletin for specific information.

## Application Procedures for Certificate Programs

Applicants seeking admission to a certificate program must apply to the Graduate School and be reviewed both within the Graduate School and within the Department housing the certificate program. Applicants must submit:

- A completed online application form ([www.gradadmissions1.appstate.edu](http://www.gradadmissions1.appstate.edu)), including a resume to be uploaded as a MS word or PDF document. Some certificate programs also require the names and contact information for references.
- The application fee.
- Official transcripts of **ALL** previous college-level academic work, even if included as transfer on another transcript. Transcripts should be secured from the university or college, embossed with the school seal and enclosed in a sealed envelope. Some universities will send official transcripts electronically, and this method may be used when available. Paper transcripts that do not arrive in the Graduate School in sealed envelopes will be considered unofficial and cannot be used for admission purposes. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework, but transcripts from all other institutions, including transfer credit, must be resubmitted.
- Any additional information required by the program, such as references, official test scores, a questionnaire, writing sample, statement of purpose, proof of teacher licensure, etc. See the program listing in this Bulletin for specific information.

PROPOSED BULLETIN COPY (2017-18) (Yellow highlight denotes new text).

## GRADUATE ADMISSIONS

### Admission Requirements

Requirements described in this Bulletin are minimum requirements for consideration and do not guarantee acceptance. Programs are selective, and admission decisions are based on consideration of all materials submitted. A limited number of students who do not meet the minimum standards may be allowed to enroll with provisional status. Students from under-represented groups are encouraged to apply.

**Academic Preparation:** Enrollment in a degree or certificate program or as a graduate non-degree student requires, without exception, a baccalaureate degree or graduate degree from a college or university of recognized standing. International applicants must have earned the equivalent of an American four-year baccalaureate degree. Individual programs may have specific course or major requirements for admission. See the program listing in this Bulletin for specific information.

**Entrance Test Scores:** Official Standardized Exam scores are required for admission into all degree and some certificate programs unless that program has waived the exam requirement by applying alternative standards for admission to their program. (See the programs waiving the standardized exam requirements below). All standardized admissions exam scores must be less than five years old and submitted directly to the Graduate School from the testing organization. Applicants who wish to be considered for university-wide scholarships or fellowships must still submit a standardized exam score.

- GRE: The Doctoral program and all programs, unless waived, in the College of Arts and Sciences, the College of Fine and Applied Arts, the College of Health Sciences, the Hayes School of Music, and the Department of Human Development & Psychological Counseling require the general test of the Graduate Record Examination (GRE). None of the degree or certificate programs require GRE **subject** tests for admission.
- GMAT: The Walker College of Business requires the Graduate Management Admission Test (GMAT), but the GRE can substitute for the MBA program.
- MAT: Programs in the following departments accept the Miller Analogies Test (MAT) in lieu of the Graduate Record Examination (GRE) general test: Curriculum and Instruction; Reading Education and Special Education; Leadership and Educational Studies.

Appalachian's Office of Testing Services administers the Miller Analogies Test (MAT), the Graduate Record General Exam (GRE), the Graduate Management Admission Test (GMAT), the Test of English as a Foreign Language (TOEFL), and other examinations -

charging fees in accordance with the schedule of fees maintained in the Testing Center [testing.appstate.edu](http://testing.appstate.edu)(link is external).

**Summary of Programs for which a Standardized Admissions Exam is Waived.**

\*(It is strongly suggested that you contact the Program Director of the degree program to which you are applying to confirm your eligibility for the waiver. Applications missing a standardized exam score AND without a program approved waiver will not be considered)

<b>Categories of Applicants for Which the Standardized Exam Requirement May be Waived</b>	<b>Alternative Admissions Requirement in Lieu of the Exam*</b>
Applicants currently in an ASU Accelerated Master's program	Every graduate-level course completed as an Accelerated student must have at least a "B" grade (3.00 GPA)
Applicants who within the last five years have successfully completed at least 9 credit hours of courses in an ASU Graduate Certificate that has been pre-determined as appropriate for the degree*.	Every graduate-level course taken within the certificate must have at least a "B" grade (3.00 GPA)
Applicants who within the last five years have completed a Master's or Doctoral degree in a related discipline will be waived from the standardized exam requirement*.	Successful completion of a master's or doctoral program in a related discipline with a cumulative GPA of at least 3.00 in the graduate program.
<b>Specific Graduate Degree Programs For Which the Standardized Exam Requirement May be Waived</b>	<b>Alternative Requirement for Admissions in Lieu of the Exam</b>
MBA* (For example)	Applicant must have at least four years of managerial work experience within the last five years in a business environment (For example)

\*See individual program descriptions in the Graduate Bulletin for more detailed information about eligibility for the waiver.