

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES
AND PROCEDURES COMMITTEE
October 21, 2019**

The Graduate AP&P Committee met on Monday, October 21, 2019 at 3:00 p.m. in IG Greer 224.

Members present: Susan Staub, Victor Mansure, Katherine Ledford, Tracy Smith, John Whitehead, Jeff Ramsdell, Jonathon Stickford, Sandi Lane, Agnes Gambill, Bekkah Watkins, Marie Hoepfl, Gary McCullough, Debbie Race, Eric Berry, Dale Wheeler, Tanga Mohr (replacing Ben Powell)

Administrative Staff & Guests: Laura Padgett

Absent: Brad Nash, Will Canu, Lynn Siefferman, Jennifer McGee, David Shows, Dru Henson, Sandra Vannoy, Terry McClannon, Janice Pope, Mike McKenzie, James Douthit, Claudia Fernandez, Dontrell Parson, Karen Fletcher

1. CALL TO ORDER

Chairperson Susan Staub called the meeting to order at 3:00 p.m.

2. APPROVAL OF THE MINUTES

Motion 1: A motion was made (Lane) and seconded (Mansure) to approve the minutes of the September 16, 2019 GAPP Meeting. A vote was taken. **Motion passed.**

3. NEW BUSINESS:

A. New Policy Proposals

G_GRD_2019_1 Change the procedure for proposing changes to graduate program admission requirements.

Chairperson Staub asked for a motion. Motion was made (Smith) and seconded (Lane). Marie Hoepfl explained that the policy has changed since the policy committee sent forward a motion to approve. Discussion was opened. Tracy Smith explained that all information for the policy is now in one location to make it easier for students and faculty using the information. Marie provided more historical information about the process. Updates are made to the policy.

Motion 2: A motion was made (Mansure) and seconded (Smith) to approve the proposal with changes. A vote was taken. **Motion passed.**

4. ANNOUNCEMENTS/FIOs:

Provost approved 1/27/2020
Effective Fall 2020 unless otherwise noted.

- A. Updates to admission requirements for the MS in Accounting
- B. Updates to admission requirements for the MS in Engineering Physics
- C. Updates to admission requirements for the MA/Curriculum Specialist
- D. Updates to admission requirements for the MS in Nutrition
- E. Updates to admission requirements for the MA in Mathematics

5. DISCUSSION ITEMS

A. Updates from the Graduate School

Marie reported that Mike was unable to attend the meeting today. She reminded the group about the upcoming 3MT competition and encouraged attendance. She also reminded the group of the next Program Director's meeting next Tuesday as well.

6. ADJOURNMENT

A motion is made to adjourn at 3:45 p.m.

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**ADDENDUM TO THE MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES
AND PROCEDURES (GAPP) COMMITTEE**
October 21, 2019

G_GRD_2019_1

Change the procedure for proposing changes to graduate program admission requirements and update the Bulletin copy on admissions requirements to include language about eligibility for the standardized exam waiver.

CURRENT
Policy for Waiving Standardized Exam for Admissions Purposes
Approved by the Graduate AP&P
March 27, 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.

PROPOSED

Procedure for Waiving the Standardized Exam for Admissions Purposes

Graduate degree programs may waive the standardized exam admissions requirements for predefined groups of applicants by substituting another set of admissions standards that suggest that the applicant can successfully complete graduate-level coursework. Applicants with a cumulative undergraduate GPA of less than 3.00 are not eligible for the standardized exam waiver.

Degree programs seeking to waive the standardized exam admissions requirement MUST submit a proposal to the Associate Dean in the School of Graduate Studies that:

- Clearly defines the group of applicants for which the waiver is requested.
- Clearly describes the admissions standards that will be applied in lieu of the standardized exam.
- Provides a rationale explaining how the proposed admission requirements will serve as indicators of likely success in the program.
- Provides a marked-up copy of the current Bulletin text that shows the proposed changes to the program's admissions criteria.

The proposal will be reviewed by the Dean and Associate Dean of Graduate Studies and, if approved, will then be sent to Graduate AP&P as an information-only (FIO) item.

Additional notes:

1. The program cannot selectively discriminate in recommending the waiver for any applicant if that applicant meets the alternative admissions requirement(s) AND has a cumulative undergraduate GPA of 3.0 or higher.
2. In instances where the program verifies the applicants who qualify for the waiver, the program must notify the Admissions Team of the School of Graduate Studies of those applicants qualifying for the waiver.

CURRENT AND PROPOSED BULLETIN COPY

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. ([Click here to find program-specific alternative admission requirements.](#)) 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 degree and some certificate programs 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), unless waived. None of the degree or certificate

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programs require GRE **subject** tests for admission. The MHA program will also consider Graduate Management Admission Test (GMAT) in lieu of the GRE.

- GMAT: The MS in Accounting in the Walker College of Business requires the Graduate Management Admission Test (GMAT), unless waived. The MBA and MS in Applied Data Analytics will accept either the GMAT or the GRE, unless waived.
- MAT: Programs in the following departments accept the Miller Analogies Test (MAT) in lieu of the Graduate Record Examination (GRE) general test, unless waived: Curriculum and Instruction; Reading Education and Special Education; Leadership and Educational Studies. The MSN program will consider the MAT in lieu of the GRE but prefers the GRE, unless waived.

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.

Alternative Admission Requirements in Lieu of the Standardized Exam: To be considered for any standardized exam waiver, applicants must hold a cumulative undergraduate GPA of 3.0 or higher. There are three general categories of applicants with a 3.0 GPA or higher for which the standardized exam may be waived:

1. Applicants currently in an Appalachian Accelerated Master's program, with a grade of "B" (3.0) or higher in every graduate-level course completed.
2. Applicants who within the last five years have successfully completed (with a grade of "B" or higher) at least 9 credits hours of courses in an Appalachian graduate certificate program that has been predetermined as appropriate for the degree.
3. Applicants who within the last five years have completed a master's or doctoral degree in a related discipline with a cumulative GPA of 3.0 or higher.

Some programs have waived the standardized exam requirement for other categories of applicants. It is strongly suggested that you contact the program director of the program to which you are applying to confirm your eligibility for a waiver. Applications missing a standardized exam score and without an approved waiver will not be considered for admission. The Graduate School performs the formal evaluation and final approval for a test waiver once an application is complete (application, fee, transcripts, recommendations, etc.) except for test scores. An approved waiver application does not guarantee acceptance into the program. Even for applicants who have received a waiver, standardized test scores may be required for scholarship consideration.

Recommendations: All degree programs and selected certificate programs require recommendations in support of the application for admission, and applicants will be prompted for reference contact information in the online application. The references will be contacted via email with instructions for submitted their recommendations online.

When possible, applicants are encouraged to seek recommendations from academic or professional references rather than personal or character references. Some programs require recommendations from individuals who know the applicant in specific ways, such as a work supervisor. See the program listing in this Bulletin for specific information.

Proof of Licensure for Teacher Education Programs: Applicants to teacher-education degree programs in all disciplines must hold, or be eligible to hold, a North Carolina "A" teaching license, or a comparable initial teaching license in another state.

Program-Specific Information: Each program specifies any additional materials required (e.g., writing samples, letters of intent, questionnaires, etc.). See the [program listing](#) in this Bulletin for specific information.