

Graduate Academic Policies & Procedures
Meeting Minutes
Monday November 21st, 2022 at 3:00pm in 224 IG Greer

Voting Members Present: Holly Hirst, Susan Staub, Matt Estep, Jamie Yarbrough, Beth Frye, Jerianne Taylor, Kristl Davidson, Scot Justice, Andrew Windham, Jennifer Howard, Alan Needle, Cathy McKinney, Gary Boye, Mac Schauman

Administrative Members Present: Ross Gosky, Dontrell Parson, Melissa Auten, Mark Bradbury, Marie Hoepfl, Lakshmi Iyer, Terry McClannon, Gary McCullough, Jeffrey Hirst

Absent: James Douthit, Jason Miller

1. **Call to order and confirmation of quorum:** Dr. Holly Hirst, Chairperson, at 3:02pm
2. **Introduction of guests:** Michael Briley, Physics & Astronomy
3. **Approval of the Minutes** of the October 24, 2022 Graduate AP&P Meeting
Motion to approve the minutes was made and seconded from the floor.
Motion (1) approved
4. **Announcements/FIOs** – no announcements
5. **New Business**
- A. **Curriculum Proposals**

College of Arts and Sciences

- G_CAS_PHY_2022_1: Change the prerequisite for PHY 5435 Laboratory Automation from “Prerequisite: PHY 5330 and either PHY 5020 or PHY 5735” to “Prerequisite: PHY 5330 with a minimum grade of B+ (3.3) and PHY 5735 with a minimum grade of B+ (3.3); or by permission of instructor.”
and
G_CAS_PHY_2022_2: Change the prerequisite for PHY 5430-Digital Systems from “Prerequisite: PHY 4330/PHY 5330 or equivalent.” to “Prerequisite: PHY 4330/5330 with a minimum grade of b+ (3.3), or by permission of instructor.”
Motion to approve G_CAS_PHY_2022_1 and G_CAS_PHY_2022_2 as a package from the curriculum subcommittee. Note: In #7 on each of these proposals, the affected program should be listed as MS113_C.
Unanimous Approval (2)

Beaver College of Health Sciences

- GU_HS_SW_2022_1: Add a new dual-listed class: SW 4290 and SW 5290: The Working Poor in the United States: Problems and Solutions (3 credit hours)
Motion to approve GU_HS_SW_2022_1 from the curriculum subcommittee.
Unanimous Approval (3)

- GU_HS_RPE_2022_4: Remove HPE 4350 Sexuality & Sexual Health ED as a prerequisite for HPE 4430 Health and PE Methods; Note: This proposal needed to go through Professional Education Council (PEC) prior to GAPP approval. Approval received on November 14th, 2022. Motion from the floor required.
Motion to approve GU_HS_RPE_2022_4 was made and seconded from the floor.
Unanimous Approval (4)

Reich College of Education

- G_COE_HPC_2022_2: Delete the course of HPC 5450 Learning Communities
Motion to approve G_COE_HPC_2022_2 from the curriculum subcommittee.
Unanimous Approval
- GU_COE_HPC_2022_1: Create CED prefix
and
GU_COE_HPC_2022_2: Create MFT prefix
and
GU_COE_HPC_2022_3: Create SAA prefix.
Motion to approve GU_COE_HPC_2022_1; GU_COE_HPC_2022_2; GU_COE_HPC_2022_3 as a package from the curriculum subcommittee. NOTE: Prefix titles were not noted in the proposal: CED is the prefix for “Counselor Education” courses; MFT is the prefix for “Marriage and Family Therapy” courses; SAA is the prefix for “Student Affairs Administration” courses.
Unanimous Approval (5)
- G_COE_HPC_2022_5: Change the course name and prefix of HPC 6750 College Student Development Institute to SAA 6750 Student Affairs Administration Institute.
Motion to approve G_COE_HPC_2022_5 from the curriculum subcommittee.
Unanimous Approval (6)
- GU_COE_HPC_2022_6: Delete HPC prefix and the following courses: HPC 3530-3549 Selected Topics, HPC 3500 Independent Study, HPC 5500 Independent Study, HPC 5530-5549 Selected Topics, HPC 6500 Independent Study, HPC 6530-6549 Selected Topics, HPC 5989 Graduate Research, HPC 5999 Thesis
Motion to approve GU_COE_HPC_2022_6 from curriculum subcommittee. Note: HPC 5999 is on current Clinical Mental Health Counseling programs of study (all concentrations), but a proposal is pending that will remove the thesis option.
Unanimous Approval (7)
- GU_COE_HPC_2022_7: Create the following courses: CED 4530-4549 Selected Topics, CED 5500 Independent Study, CED 5530-5549 Selected Topics, CED 5989 Graduate Research, CED 5999 Thesis, CED 6500 Independent Study, CED 6530-6549 Selected Topics
and
GU_COE_HPC_2022_8: Create the following courses: MFT 4530-4549 Selected Topics, MFT 5500 Independent Study, MFT 5530- 5549 Selected Topics, MFT 5989 Graduate Research, MFT 5999 Thesis, MFT 6500 Independent Study, MFT 6530-6549 Selected Topics
and
GU_COE_HPC_2022_9: Create the following courses: SAA 4530-4549 Selected Topics, SAA 5500 Independent Study, SAA 5530-5549 Selected Topics, SAA 5989 Graduate Research, SAA 5999 Thesis, SAA 6500 Independent Study, SAA 6530-6549 Selected Topics

**Motion to approve GU_COE_HPC_2022_7; GU_COE_HPC_2022_8;
GU_COE_HPC_2022_9 as a package from the curriculum subcommittee.
Unanimous Approval (8)**

B. Policy Proposals

- G_GRAD_2022_2: Change the language relating to “Application Procedures” in the Graduate Bulletin to reflect current practice.
and
G_GRAD_2022_3: Change the language relating to “Admission Requirements” in the Graduate Bulletin to reflect current practice.

**Motion to approve G_GRAD_2022_2 and G_GRAD_2022_3 as a package from the policy subcommittee.
Unanimous Approval (9)**

6. Old Business: No items.

7. Discussion Items:

- Updates from the Graduate School – Marie Hoepfl & Ross Gosky
 - Deadlines for faculty awards
 - Attendance at NC Conference of Graduate Schools by staff
 - 3MT winners were 1st: Kelly Davis, Psychology; 2nd: Robert Onjiko, Biology
 - Acknowledgement of GSAS President Mac Schauman’s hard work and dedication

8. Adjournment

Motion and second from the floor (10).

Adjournment at 3:40pm

G_CAS_PHY_2022_1

Current Bulletin Copy

PHY 5435 - Laboratory Automation (4)

When Offered: Spring

A rigorous applications-oriented course designed to foster an in-depth understanding of both the hardware and software aspects of laboratory automation. Personal computers are used to control laboratory instruments, collect and analyze data, and plot results. Topics covered include the use of data acquisition and control cards, serial and IEEE-485 interfacing, and coordinated data collection and control. State-of-the-art data acquisition languages are used extensively in the laboratory.

Prerequisite: PHY 5330 and either PHY 5020 or PHY 5735.

Lecture three hours, laboratory three hours.

Proposed Bulletin Copy

PHY 5435 - Laboratory Automation (4)

When Offered: Spring

A rigorous applications-oriented course designed to foster an in-depth understanding of both the hardware and software aspects of laboratory automation. Personal computers are used to control laboratory instruments, collect and analyze data, and plot results. Topics covered include the use of data acquisition and control cards, serial and IEEE-485 interfacing, and coordinated data collection and control. State-of-the-art data acquisition languages are used extensively in the laboratory.

Prerequisite: PHY 5330 with a minimum grade of B+ (3.3) and PHY 5735 with a minimum grade of B+ (3.3); or by permission of the instructor.

Lecture three hours, laboratory three hours.

Current Bulletin Copy

PHY 5430 - Digital Systems (4)

When Offered: Fall

Design and implementation of digital systems. This applications-oriented course covers designing digital systems and using hardware description languages such as VHDL to implement them with complex programmable logic devices (CPLD) or field programmable gate arrays (FPGA). Topics covered include CPLD and FPGA architectures, real-world digital design difficulties (timing, noise, etc.), the design and implementation of combinatorial, sequential, and SSI / MSI / LSI circuits, algorithmic state machines, and simple CPUs.

Prerequisite: PHY 4330/PHY 5330 or equivalent.

Lecture three hours, laboratory three hours.

Proposed Bulletin Copy

PHY 5430 - Digital Systems (4)

When Offered: Fall

Design and implementation of digital systems. This applications-oriented course covers designing digital systems and using hardware description languages such as VHDL to implement them with complex programmable logic devices (CPLD) or field programmable gate arrays (FPGA). Topics covered include CPLD and FPGA architectures, real-world digital design difficulties (timing, noise, etc.), the design and implementation of combinatorial, sequential, and SSI / MSI / LSI circuits, algorithmic state machines, and simple CPUs.

Prerequisite: PHY 4330/5330 with a minimum grade of B+ (3.3) and PHY 5735 with a minimum grade of B+ (3.3); or by permission of the instructor.

Lecture three hours, laboratory three hours.

SW 5290 The Working Poor in the United States: Problems and Solutions (3)

When Offered: Summer Session

This course focuses on the issue of the working poor in the United States, and the role of social work in addressing this condition. Students will develop knowledge about the causes of this condition, and, consistent with social work's focus on oppressed people, students will explore the concept of intersectionality regarding race, gender, age, sexual orientation, gender identity and location as they impact the working poor. Students will identify and explore assistance that is available to the working poor, as well as possible solutions to ameliorate the problem of the working poor.

Dual-listed with SW 4290 .

NOTE: PROPOSAL ONLY AFFECTED HPE 4430. NO COURSE DESCRIPTION CHANGE FOR HPE 5430.

Current Bulletin Copy

HPE 5430 - Health and Physical Education Methods (3) DL NO CHANGE

When Offered: Spring

This course content will focus on preparing future teachers to plan and deliver effective instruction in health and physical education. Implementation and assessment of the Essential Standards and Clarifying Objectives in the NC Standard Course of Study, as well as the National Health and Physical Education Standards, will be a goal of this course. Students who are successful in this course will be able to utilize a variety of teaching strategies to address contextual factors and meet the learning needs of a diverse student population. Content mastery and the applied teaching of health and physical education commensurate with the graduate level is expected.

Prerequisites: HPE 5220, HPE 5230. Observation and teaching in public schools are required.

Dual-listed with HPE 4430.

Proposed Bulletin Copy

HPE 5430 - Health and Physical Education Methods (3) DL NO CHANGE

When Offered: Spring

This course content will focus on preparing future teachers to plan and deliver effective instruction in health and physical education. Implementation and assessment of the Essential Standards and Clarifying Objectives in the NC Standard Course of Study, as well as the National Health and Physical Education Standards, will be a goal of this course. Students who are successful in this course will be able to utilize a variety of teaching strategies to address contextual factors and meet the learning needs of a diverse student population. Content mastery and the applied teaching of health and physical education commensurate with the graduate level is expected.

Prerequisites: HPE 5220, HPE 5230. Observation and teaching in public schools are required.

Dual-listed with HPE 4430.

DELETE THE COURSE

HPC 5450 - Learning Communities (3)

When Offered: On Demand

The purpose of this course is to introduce students to the concepts on Learning Communities. This will be accomplished through an understanding of the history and models of learning communities, constituents, and the institutional priorities. The academic and student affairs contexts and cultures will be explored. Additionally, students will have the opportunity to work on a project designing a learning community.

GU_COE_HPC_2022_1

Create CED prefix.

GU_COE_HPC_2022_2

Create MFT prefix.

GU_COE_HPC_2022_3

Create SAA prefix.

Rationale: The College of Education departmental restructuring allowed the existing HPC department the chance to create unique course prefixes for each area within their department.

G_COE_HPC_2022_5

Current Bulletin Copy

HPC 6750 - College Student Development Institute (3-9)

When Offered: Summer Session

This annual summer institute is designed to allow college administrators, counselors, instructors, other student development personnel, and graduate students to consider a variety of issues facing students and student development specialists. There is variable content each summer with the theme and topics reflecting current issues and needs. Barring duplication, a student may repeat the course and earn up to a total of nine semester hours.

Proposed Bulletin Copy

SAA 6750 - Student Affairs Administration Institute (3-9)

When Offered: Summer Session

This annual summer institute is designed to allow college administrators, counselors, instructors, other student development personnel, and graduate students to consider a variety of issues facing students and student development specialists. There is variable content each summer with the theme and topics reflecting current issues and needs. Barring duplication, a student may repeat the course and earn up to a total of nine semester hours.

GU_COE_HPC_2022_6

Current Bulletin Copy

HPC 3500 - Independent Study (1-4)

When Offered: On Demand

HPC 3530-3549 - Selected Topics (1-4)

When Offered: On Demand

HPC 5500 - Independent Study (1-4)

When Offered: On Demand

HPC 5530-5549 - Selected Topics (1-4)

When Offered: On Demand

Subject matter may vary from term to term depending on student interest and need. A student may enroll more than once in a selected topics course provided that the content does not duplicate that of the previous course.

HPC 5989 - Graduate Research (1-9)

When Offered: Fall, Spring

This course is designed to provide access to University facilities for continuing graduate research at the master's and specialist's levels. HPC 5989 does not count toward a degree. Graded on an S/U basis.

HPC 5999 - Thesis (1-4)

When Offered: Fall, Spring

Graded on an SP/UP basis until the thesis has been successfully defended and received final approval, at which time all grades will be changed to S.

HPC 6500 - Independent Study (1-4)

When Offered: On Demand

HPC 6530-6549 - Selected Topics (1-4)

When Offered: On Demand

Proposed Bulletin Copy

CED 4530-4549 - Selected Topics (1-3)
When Offered: On Demand

CED 5500 - Independent Study (1-3)
When Offered: On Demand

CED 5530-5549 - Selected Topics (1-3)
When Offered: On Demand

Subject matter may vary from term to term depending on student interest and need. A student may enroll more than once in a selected topics course provided that the content does not duplicate that of any previous course.

CED 5989 - Graduate Research (1-9)
When Offered: Fall, Spring

This course is designed to provide access to University facilities for continuing graduate research at the master's level. CED 5989 does not count toward a degree.
Graded on an S/U basis.

CED 5999 - Thesis (1-3)

When Offered: Fall, Spring
Graded on an SP/UP basis until the thesis has been successfully defended and received final approval, at which time all grades will be changed to S.

CED 6500 - Independent Study (1-3)
When Offered: On Demand

CED 6530-6549 - Selected Topics (1-3)
When Offered: On Demand

Proposed Bulletin Copy

MFT 4530-4549 - Selected Topics (1-3)

When Offered: On Demand

MFT 5500 - Independent Study (1-3)

When Offered: On Demand

MFT 5530-5549 - Selected Topics (1-3)

When Offered: On Demand

Subject matter may vary from term to term depending on student interest and need. A student may enroll more than once in a selected topics course provided that the content does not duplicate that of any previous course.

MFT 5989 - Graduate Research (1-9)

When Offered: Fall, Spring

This course is designed to provide access to University facilities for continuing graduate research at the master's level. MFT 5989 does not count toward a degree.

Graded on an S/U basis.

MFT 5999 - Thesis (1-3)

When Offered: Fall, Spring

Graded on an SP/UP basis until the thesis has been successfully defended and received final approval, at which time all grades will be changed to S.

MFT 6500 - Independent Study (1-3)

When Offered: On Demand

MFT 6530-6549 - Selected Topics (1-3)

When Offered: On Demand

GU_COE_HPC_2022_9

SAA 4530-4549 - Selected Topics (1-3)

When Offered: On Demand

SAA 5500 - Independent Study (1-3)

When Offered: On Demand

SAA 5530-5549 - Selected Topics (1-3)

When Offered: On Demand

Subject matter may vary from term to term depending on student interest and need. A student may enroll more than once in a selected topics course provided that the content does not duplicate that of any previous course.

SAA 5989 - Graduate Research (1-9)

When Offered: Fall, Spring

This course is designed to provide access to University facilities for continuing graduate research at the master's level. SAA 5989 does not count toward a degree.

Graded on an S/U basis.

SAA 5999 - Thesis (1-3)

When Offered: Fall, Spring

Graded on an SP/UP basis until the thesis has been successfully defended and received final approval, at which time all grades will be changed to S.

SAA 6500 - Independent Study (1-3)

When Offered: On Demand

SAA 6530-6549 - Selected Topics (1-3)

When Offered: On Demand

DRAFT CURRENT & [PROPOSED](#)

<http://bulletin.appstate.edu/content.php?catoid=28&navoid=1706#application-procedures>

Application Procedures

Application Procedures for Degree Programs (Master's, Specialist or Doctoral)

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

- [A](#) completed online application form (grad.appstate.edu/apply/), including:
- [A](#) resume to be uploaded as a MS Word or PDF document (.doc, .docx, .pdf);
- [T](#)he names and contact information for [3](#) 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, [unless applicant is eligible for a waiver](#). 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 showing any completed degrees ([bachelor's or higher](#)) and transcripts showing [any](#) coursework [completed at institutions other than Appalachian in the last five years toward your current degree if the degree is not yet conferred](#). Please note that some programs may require additional official undergraduate transcripts or transcripts older than five years to verify coursework for licensure purposes, completion of course prerequisites, etc. In addition, [applicants](#) may submit transcripts for any other coursework [they](#) would like to have considered. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework, but transcripts from all other institutions [attended in the last five years from which a degree has been earned](#) must be submitted.
- 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.

Official transcripts [must](#) be [secured](#) requested and sent directly from the university or college [where the degree was earned](#), [embossed with the school seal, enclosed in a sealed envelope](#), [These and may be sent electronically \(to gradadmissions@appstate.edu\) or via U.S. Mail. If sent electronically, the official transcripts must be sent to gradadmissions@appstate.edu. If and mailed, the official transcript\(s\) must be sent to Cratis D. Williams Appalachian State University, School of Graduate Studies, 232 John E. Thomas Building, 287 Rivers Street, ASU Box 32068, Boone, NC 28608-2068. Some universities will send official transcripts electronically, and this method may be used when available.](#) Paper

transcripts that do not arrive ~~in-at~~ the Graduate School in ~~sealed~~ envelopes sealed by the issuing institution will be considered unofficial and cannot be used for admission purposes.

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 (grad.appstate.edu/apply/), including a resume to be uploaded as a MS word or PDF document ([.doc, .docx, .pdf](#)). ~~Some certificate programs also require the names and contact information for references.~~
- The application fee
- Official transcripts showing any completed degrees ([bachelor's or higher](#)) and transcripts showing ~~any~~ coursework ~~completed at institutions other than Appalachian in the last five years~~ toward your current degree if the degree is not yet conferred. Please note that some programs may require additional official undergraduate transcripts or transcripts older than five years to verify coursework for licensure purposes, completion of course prerequisites, etc. In addition, ~~applicants you~~ may submit transcripts for any other coursework ~~they you~~ would like to have considered. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework, but transcripts from all other institutions from which a degree has been earned ~~attended in the last five years~~ must be submitted.
- 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.

Official transcripts must be requested and sent directly from the university or college where the degree was earned. These may be sent electronically (to gradadmissions@appstate.edu) or via U.S. Mail. If mailed, the official transcript(s) must be sent to Appalachian State University, School of Graduate Studies, 232 John E. Thomas Building, 287 Rivers Street, Boone, NC 28608-2068. Paper transcripts that do not arrive at the Graduate School in envelopes sealed by the issuing institution will be considered unofficial and cannot be used for admission purposes.

~~Official transcripts should be secured from the university or college, embossed with the school seal, enclosed in a sealed envelope, and sent to Cratis D. Williams School of Graduate Studies, 232 John E. Thomas Building, 287 Rivers Street, ASU Box 32068, Boone, NC 28608. 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.~~

DRAFT CURRENT & [PROPOSED](#)

<http://bulletin.appstate.edu/content.php?catoid=28&navoid=1706>

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.

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. Students from under-represented groups are encouraged to apply.

Entrance Test Scores: Official standardized exam scores are required for admission into all degree ~~and some certificate~~ programs unless a program has waived the exam requirement by applying alternative standards for admission ~~consideration to their program~~. (Most programs now offer alternative criteria ~~for an~~ standardized exam ~~scores waiver~~. Please see individual programs of study for details.) ~~If required, the~~ All standardized admissions exam scores must be less than five years old and submitted directly to the Graduate School from the testing organization.

- GRE: The doctoral programs and ~~othersome~~ ~~degree and certificate~~ programs in the College of Arts and Sciences, the College of Fine and Applied Arts, the [Beaver](#) College of Health Sciences, the Hayes School of Music, and some programs in the Reich College of Education require the general test of the Graduate Record Examination (GRE), unless waived. ~~None of the degree or certificate~~ programs require GRE **subject** tests for admission. The MHA and MPA programs will also consider [the](#) 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: [Many p](#)Programs in the [Reich College of Education 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. Fees are charged 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 program's standardized exam waiver, applicants must hold a cumulative undergraduate GPA of 3.0 or higher OR meet one of the following conditions:

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 cumulative GPA of 3.3 or higher) at least 9 credit hours of courses in an Appalachian State graduate certificate program that has been predetermined as appropriate for the degree.
3. Applicants who have completed a master's or doctoral degree in a related discipline with a cumulative GPA of 3.0 or higher.

It is strongly suggested that you contact the director of the program to which you are applying to ~~discuss~~ 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 gives final approval for a test waiver. Pre-approval of entrance exam waivers will be performed upon submission of official or unofficial transcripts and other requirements for waiver eligibility, as established by the selected program. once an application is complete (application form, application fee, transcripts, recommendations, etc.) except for test scores Pre-approved waivers are subject to final approval once official transcript(s) is/are received. An approved exam waiver application does not guarantee acceptance into the program.