

Graduate Academic Policies and Procedures Meeting Minutes

November 20, 2023

3:00 - 5:00 PM

Meeting Location: 224 IG Greer

Voting Members Present: Gary Boye, Kristl Davison, Matt Estep, Tammy Haley, Jennifer Howard, Scot Justice, Alan Needle, Susan Staub, Melody Schwantes, Holly Hirst, Jamie Yarbrough, Beth Frye, and Andrew Windham.

Administrative Members Present: Melissa Auten, Eric Berry, Mark Bradbury, Victoria Carlberg, Ross Gosky, Jeffry Hirst, Jonathan Ibarra, Dontrell Parson, and Jason Xiong.

Voting and administrative members absent: Alby Clendennin.

Guests: No Guests were present.

1. Call to order – Dr. Holly Hirst, Chair

Meeting called to order by Holly Hirst at 3:01pm.

2. Approval of the Minutes of the October 23, 2023 Graduate AP&P Meeting

Motion to approve for meeting minutes of October 23rd, 2023. Abstentions by Beth Frye and Holly Hirst. (Vote 1)

3. Announcements/FIOs

Modality Update: The MA Special Education program received approval to add an online modality for their program, effective Fall 2023.

4. New Business

I. Curriculum Proposals

College of Fine and Applied Arts

GU_FAA_TD_2023_01: update course description by deleting the prerequisite

GU_FAA_TD_2023_02: update course description by deleting the prerequisite

Motion to approve proposals GU_FAA_TD_2023_01 and GU_FAA_TD_2023_02 from the curriculum subcommittee

Unanimous approval. (Vote 2)

Walker College of Business

GU_COB_ACC_2023_1: Create a new graduate course ACC 5050 and dual-list it from ACC 4550

Motion to approve proposal GU_COB_ACC_2023_1 from the curriculum subcommittee

Unanimous approval. (Vote 3)

II. Policy Proposals

G_GRAD_2023_2: Revise Graduate School admission criteria to remove the University level standardized exam requirement, and to update the University level GPA required for admission.

Motion to approve proposal G_GRAD_2023_2 from the policy subcommittee.

Unanimous approval. (Vote 4)

5. Old Business

6. Discussion Items

- I. Updates from the Graduate School – Ashley Colquitt & Ross Gosky
 - Highlight of winners from 3MT competition.
 - Application fee waiver for a week in December.

7. Adjournment

Motion to adjourn by Jennifer Howard. Second by Scot Justice. Meeting adjourned at 3:14pm.

Current Bulletin Copy

SSU 4580 - Gyrotonic (2)

When Offered: On Demand

GEN ED: Wellness Literacy

GYROTONIC® methodology, as developed by Juliu Horvath, embraces key principles of dance, yoga, gymnastics and tai-chi. The method works the entire body using spinal articulations and undulating rhythms integrated with specific breathing patterns. This course incorporates Horvath's principles on the GYROTONIC® apparatus. Schedule Type: Studio

May be repeated for a total credit of four semester hours.

Prerequisite: [SSU 2580](#) or permission of instructor.

[Dual-listed with SSU 5580] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

SSU 5580 - Gyrotonic (2) [DL]

When Offered: On Demand

Gyrotonic methodology, as developed by Juliu Horvath, embraces key principles of dance, yoga, gymnastics and tai-chi. The method works the entire body using spinal articulations and undulating rhythms integrated with specific breathing patterns. This course incorporates Horvath's principles on the the GYROTONIC® apparatus.

Prerequisite: SSU 2580 (Gyrokinesis) or permission of the instructor.

[Dual listed with SSU 4580]

Proposed Bulletin Copy

SSU 4580 - Gyrotonic (2)

When Offered: On Demand

GEN ED: Wellness Literacy

GYROTONIC® methodology, as developed by Juliu Horvath, embraces key principles of dance, yoga, gymnastics and tai-chi. The method works the entire body using spinal articulations and undulating rhythms integrated with specific breathing patterns. This course incorporates Horvath's principles on the GYROTONIC® apparatus. Schedule Type: Studio

May be repeated for a total credit of four semester hours.

[Dual-listed with SSU 5580] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

SSU 5580 - Gyrotonic (2) [DL]

When Offered: On Demand

Gyrotonic methodology, as developed by Juliu Horvath, embraces key principles of dance, yoga, gymnastics and tai-chi. The method works the entire body using spinal articulations and undulating rhythms integrated with specific breathing patterns. This course incorporates Horvath's principles on the the GYROTONIC® apparatus.

[Dual listed with SSU 4580]

Current Bulletin Copy

SSU 4480 - Pilates Apparatus (2)

When Offered: Fall; Spring

This course offers a study of the Pilates method, based on the concepts of centering, concentration, control, precision, breath and flow. This course will introduce the equipment and the apparatus developed by Joseph H. Pilates.

May be repeated one time for credit.

Prerequisite: [SSU 2480](#) or permission of the instructor.

[Dual-listed with SSU 5480.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

SSU 5480 - Pilates Apparatus (2) [DL]

When Offered: Fall, Spring

This course offers a study of the Pilates method, based on the concepts of centering, concentration, control, precision, breath and flow. This course will introduce the equipment and the apparatus developed by Joseph H. Pilates. May be repeated one time for credit.

Prerequisite: SSU 2480 (Pilates Mat) or permission of the instructor.

[Dual-listed with SSU 4480.]

Proposed Bulletin Copy

SSU 4480 - Pilates Apparatus (2)

When Offered: Fall; Spring

This course offers a study of the Pilates method, based on the concepts of centering, concentration, control, precision, breath and flow. This course will introduce the equipment and the apparatus developed by Joseph H. Pilates.

May be repeated one time for credit.

[Dual-listed with SSU 5480.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

SSU 5480 - Pilates Apparatus (2) [DL]

When Offered: Fall, Spring

This course offers a study of the Pilates method, based on the concepts of centering, concentration, control, precision, breath and flow. This course will introduce the equipment and the apparatus developed by Joseph H. Pilates. May be repeated one time for credit.

[Dual-listed with SSU 4480.]

GU_COB_ACC_2023_1

Current Bulletin Copy for ACC 4550:

ACC 4550 - Intermediate Accounting III (3)

When Offered: Fall; Spring

Integration of the conceptual and computational aspects of income determination, financial statement analysis and preparation, special topics, and current pronouncements in financial accounting.

Prerequisites: a minimum grade of "C" (2.0) in any Writing in the Discipline (WID) course, a minimum grade of "C-" (1.7) in ACC 3110, senior standing, and Demonstrated Readiness for College-level Math.

Proposal Form – Part A, 3.b. Proposed Bulletin Copy

ACC 4550 - Intermediate Accounting III (3)

When Offered: Fall; Spring

Integration of the conceptual and computational aspects of income determination, financial statement analysis and preparation, special topics, and current pronouncements in financial accounting.

Prerequisites: Any Writing in the Discipline (WID) with a minimum grade of “C” (2.0); ACC 3110 with a minimum grade of “C-” (1.7); senior standing; Demonstrated Readiness for College-level Math.

[Dual-listed with ACC 5050.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

ACC 5050 - Intermediate Accounting III (3)

When Offered: Fall; Spring

Integration of the conceptual and computational aspects of income determination, financial statement analysis and preparation, special topics, and current pronouncements in financial accounting.

Prerequisites: ACC 3110 with a minimum grade of “C-” (1.7).

[Dual-listed with ACC 4550.]

Current and proposed Bulletin copy

The Dean of the Graduate School is responsible for the admission of all graduate students. All students taking graduate courses must make formal application to the Graduate School prior to enrolling in any graduate course work. All materials submitted, including transcripts, become the property of Appalachian State University and cannot be forwarded or returned. All application materials and inquiries should be addressed to:

Cratis D. Williams School of Graduate Studies
P O Box 32068
Appalachian State University Boone, NC 28608

street address for FedEx, UPS: 287 Rivers Street #232

voice: 828.262.2130; fax: 828.262.2709

gradadmissions@appstate.edu

Location and Mode of Instruction for Graduate Programs

The location of instruction for graduate programs depends upon demand; most of Appalachian's graduate programs are open for enrollment on the main campus in Boone. When demand is sufficient, graduate programs in education, health care, business and professional studies are offered at a distance either in addition to or instead of the on-campus program.

While "distance" means "online" in most cases, some of Appalachian's off-campus programming is taught face-to-face at site-based locations in western NC. Generally, the online and off-campus programs are cohort-based, meaning an identified group of students begin their programs of study together and continue to graduation. Beginning dates of cohort programs vary. For more information about distance education programs visit the distance education website at onlinedistance.appstate.edu.

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 (e.g. GRE, GMAT, MAT) are not required for admission to the Cratis D. Williams Graduate School. However, some individual programs may have entrance exam requirements. Applicants should consult program specific application requirements to determine entrance exam requirements.

~~into all degree programs unless a program has waived the exam requirement by applying alternative standards for admission consideration. (Most programs now offer alternative criteria to standardized exam scores. Please see individual programs of study for details.)~~

If required, the standardized admission exam scores (e.g. GRE, GMAT, MAT) must be less than five years old and submitted directly to the Graduate School from the testing organization. Programs that require standardized admission exam scores may also have exam waiver eligibility criteria. Please consult the program requirements for details related to exam and waiver requirements.

International applicants should refer to [language proficiency requirements](#) to identify institutional requirements. ~~Link this information here.~~

- ~~● GRE: The doctoral programs and other degree 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 the Department of Human Development & Psychological Counseling require the general test of the Graduate Record Examination (GRE), unless waived. No 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 programs in the Reich College of Education accept the Miller Analogies Test (MAT) in lieu of the Graduate Record Examination (GRE) general test, unless~~

~~waived. 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 applicants contact the director of the program to which they are applying to discuss their eligibility for a waiver.~~

~~.....~~

Application Procedures

General 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. ~~Application requirements are listed below~~A list of requirements are listed below:

- A completed online application form (grad.appstate.edu/apply/)
- A resume, to be uploaded as a MS Word or PDF document (.doc, .docx, .pdf)

- The names and contact information for either two or three references, depending on the program to which you are applying. Instructions will be provided in the application portal.
- ~~An application fee. Minimum cumulative GPA for bachelor degree is 2.7 (2.75) To be considered for regular admission to a degree program in the School of Graduate Studies at Appalachian, an applicant must have earned baccalaureate degree with a 2.75 GPA or higher from an accredited institution. Alternatively, an earned graduate degree from an accredited institution. Individual programs may have higher GPA requirements for earned baccalaureate degrees. Please refer to programs for specific degree and GPA requirements. with a 2.75 GPA or higher in the last earned degree demonstrated a strong academic performance and must meet or exceed any program specific requirements for admission. ¶~~
 An application fee. Minimum cumulative GPA for bachelor degree is 2.7 (2.75) To be considered for regular admission to a degree program in the School of Graduate Studies at Appalachian, an applicant must have earned baccalaureate degree with a 2.75 GPA or higher from an accredited institution. Alternatively, an earned graduate degree from an accredited institution. Individual programs may have higher GPA requirements for earned baccalaureate degrees. Please refer to programs for specific degree and GPA requirements. with a 2.75 GPA or higher in the last earned degree demonstrated a strong academic performance and must meet or exceed any program specific requirements for admission. ¶
- ~~Official test scores if 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. ¶~~
 Official test scores if 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. ¶
- Official transcripts showing any completed degrees (bachelor's or higher) and transcripts showing coursework 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 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, official test scores, proof of teacher licensure, etc. See the [program listings](#) 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.

General Application Procedures for Certificate, School Licensure and Non-Degree Seeking Programs

Applicants seeking admission to a certificate, school licensure program or as a non-degree seeking student must apply to the Graduate School. Certificate and School Licensure programs are ~~and be~~ reviewed both within the Graduate School and within the Department housing the certificate or licensure program. Application requirements are listed below: ~~Applicants must submit:~~

- A completed online application form (grad.appstate.edu/apply/), including ~~ing~~ a resume to be uploaded as a MS word or PDF document (.doc, .docx, .pdf).
- An earned baccalaureate degree with a 2.5 GPA or higher from an accredited institution. Alternatively, an earned graduate degree from an accredited institution. Individual programs may have higher GPA requirements for earned baccalaureate degrees. Please refer to programs for specific degree and GPA requirements. ~~An earned baccalaureate degree with a 2.5 or higher or a graduate degree from an accredited institution. Programs might have higher GPA requirements, please refer to program requirements for specifics.~~
- ~~The application fee.~~
- Official transcripts showing any completed degrees (bachelor's or higher) and transcripts showing coursework 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 which a degree has been earned 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.~~

~~Application Procedures for Students Wishing to Enroll as Non-Degree Seeking or School Licensure Only~~

~~Persons seeking to take a course as a visiting graduate student, as a teacher seeking licensure or renewal licensure, for professional development, or while preparing an application for admission to a degree or certificate program may request to enroll as a non-degree graduate student.~~

~~Applicants seeking to enroll for the first time as non-degree graduate students must apply to the Graduate School. Applicants must submit:~~

- ~~• A completed online application form (graduate.appstate.edu/prospective-students/application-types), including a resume to be uploaded as a MS word or PDF document.~~
- ~~• The application fee.~~
- ~~• Official transcripts showing a completed baccalaureate degree. Please note that some programs may require additional official transcripts to verify coursework for licensure purposes, completion of course prerequisites, etc. In addition, you may submit transcripts for any other coursework you would like to have considered. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework if degrees were earned at Appalachian.~~
- ~~• Some licensure programs require additional information such as references, proof of teacher licensure, etc. Contact the academic department for more information.~~

~~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.~~

Admission as a non-degree student does not guarantee permission to enroll in specific courses, and some departments may reserve courses for degree-seeking students only. Permission to enroll in a graduate course must be obtained through completion of the appropriate form. The form (Non-Degree enrollment) can be obtained from the Graduate School web-site (www.graduate.appstate.edu). Non-degree graduate students seeking licensure who have been evaluated through the Licensure Office in the Reich College of Education **or those admitted into certificate programs** are exempt from the non-degree approval form requirement.

Coursework taken as a non-degree student **may not necessarily count**~~is not normally counted~~ toward a graduate degree or certificate. If a student is accepted into a graduate degree program after taking non-degree coursework, the student's advisory committee can petition for no more than 9 semester hours of coursework taken **prior to**~~before~~ the admit term to be included in the program of study.

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.

Requesting a Paper Application

Applicants who are unable to complete the online form due to physical limitations may request a paper application from the Graduate School (gradadmissions@appstate.edu).

Deadlines for Admission Applications

Deadlines vary by program and by location of offering. The most up to date information is available online: www.graduate.appstate.edu/programs. Some things to keep in mind when applying:

Semesters of Admission: The University operates with four possible terms of admission: Fall, Spring, Summer Session I, and Summer Session II. Each program determines its open terms of admission, and some programs do not admit students in every possible term (e.g., the psychology programs only admit in the Fall). A term of admission must be specified when applying, and to be considered for a different term once the application is submitted applicants must notify the graduate admissions staff in writing or via email (gradadmissions@appstate.edu).

Priority Screening Dates: Applicants should pay special attention to the early screening dates that some programs have established for priority consideration for admission and financial aid. These early dates can be found on the website at www.graduate.appstate.edu/programs. Applicants applying after the early screening date should contact the program to verify that there is still space available for new students.

International Applicant Deadlines: In order to allow for sufficient time for credential evaluation and VISA processing, international applicants should apply by the following deadlines:

- Summer 1, Summer 2, or Fall: February 1
- Spring: July 1

International applicants who submit transcripts through an evaluation service that is a member of NACES (National Association of Credential Evaluation Services, Inc., www.naces.org) may apply later than the dates specified above provided the program of interest is still taking applications.

Admission Criteria and Status for Degree Students ¶

Individuals who apply for admission to the School of Graduate Studies, if accepted, may be admitted in one of two categories: regular admission or provisional admission, as described below. A student must complete degree requirements within seven years of being admitted or the admission expires.

Regular Admission. To be considered for regular admission the applicant you to a degree program in the School of Graduate Studies at Appalachian, an applicant must have earned a baccalaureate degree with a 2.75 GPA or higher or a graduate master's degree from an accredited institution, with a 2.75 GPA or higher in the last earned degree demonstrated a strong academic performance and must meet or exceed any graduate school and program specific requirements for admission. one of these criteria:

- 3.075 GPA in the last earned degree OR higher and official scores from the appropriate admission test (GRE, GMAT, or MAT), if required by the program; OR ¶
- 2.5 GPA in the last earned degree and official scores at or above the 25th percentile level from the appropriate admission test(s).

Meeting admission criteria does NOT guarantee admission to any program; programs also consider other factors, such as recommendation letters, supplemental materials, and size and quality of the applicant pool. The program director may request that a student's GPA in the most recent 60 hours of graded coursework completed be used in place of the GPA in the last earned degree.

A student whose undergraduate degree is in another discipline but who shows evidence of potential success in the desired program may be required to take additional prerequisite courses. Please see requirements for specific degree programs.

Provisional Admission. With a recommendation from the program director or departmental chairperson of the admitting program, provisional admission to a graduate degree program may be granted to a student whose application materials do not meet the criteria for regular admission, but who has compensating work experience or alternative credentials. Provisionally admitted students are not eligible for university assistantships, fellowships, or tuition scholarships during their first semester of enrollment. Students admitted provisionally are considered probationary and must meet all requirements to earn good academic standing by the end of their first semester to proceed in the program. Students admitted provisionally are not eligible for a second probationary semester.

Tentative Status. Students may be admitted either regularly or provisionally with a tentative status. Tentative status is assigned to any student who must complete a specified requirement prior to registration and enrollment, such as completion of the undergraduate degree.

Admission Criteria for Non-degree Seeking Students and Status for Graduate Certificate Students ¶

Individuals who apply for admission to a graduate certificate program in the School of Graduate Studies, if accepted, may be admitted in one of two categories: regular admission or provisional admission, as described below. A student must complete certificate requirements within seven years of being admitted or the admission expires. ¶

Regular Admission. To be considered for regular admission to a graduate certificate program in the School of Graduate Studies at Appalachian, an applicant must meet or exceed the following criteria: ¶

- an earned baccalaureate or master's degree from an accredited institution; ¶
- a minimum GPA of 2.70 in the last earned degree. ¶

Meeting these criteria does NOT guarantee admission to any graduate certificate program; programs also consider other factors, such as recommendation letters, supplemental materials, and size and quality of the applicant pool. The program director may request that a student's GPA in the most recent 60 hours of graded coursework completed be used in place of the GPA in the last earned degree. ¶

Provisional Admission. With a recommendation from the program director or the department chairperson of the admitting program, provisional admission to a graduate certificate program may be granted to a student whose application materials do not meet the criteria for regular admission, but who has compensating work experience or alternative credentials. Students admitted provisionally are considered probationary and must meet all requirements to earn good academic standing by the end of their first semester. Students admitted provisionally are not eligible for a second probationary semester. ¶

~~Graduate certificate students are not eligible for university assistantships, fellowships, or tuition scholarships.~~

~~**Tentative Status.** Students may be admitted either regularly or provisionally with a tentative status. Tentative status is given to any student who must complete a specified requirement prior to registration and enrollment, such as completion of the undergraduate degree.~~

Leave of Absence and Readmission

A graduate student who has begun work toward a graduate degree or certificate but who is not enrolled at Appalachian during a specific Fall or Spring academic term will be officially classified as being on leave. A student who is on leave of absence will have no access to university resources, and cannot schedule and pass a thesis or dissertation defense, nor take comprehensive or qualifying examinations. To return after a leave, students should contact Graduate Records for instructions.

A leave of absence has no effect on the time limit to graduation, i.e., the time limit will remain seven calendar years from the year of admission, including the time spent on leave. All students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.

Readmission

Students who have withdrawn in good standing from the University or who have been suspended for academic deficiencies or for other reasons should submit their requests for readmission to their program directors, who will, in turn, make an appeal to the Graduate School. Consideration of requests for readmission of students who have been suspended for any reason will be made in light of the applicant's ability, evidence of growth and maturity, credits earned at another institution, and time elapsed since leaving Appalachian.

Disposition of Application Documents

All documents submitted in support of applications become a part of the permanent records of the University and are not returnable. Documents submitted by applicants who do not enroll will be destroyed after one year.

....

The Dean of the Graduate School is responsible for the admission of all graduate students. All students taking graduate courses must make a formal application to the Graduate School prior to enrolling in any graduate course work. All materials submitted, including transcripts, become the property of Appalachian State University and cannot be forwarded or returned. All application materials and inquiries should be addressed to:

Cratis D. Williams School of Graduate Studies
P O Box 32068
Appalachian State University Boone, NC 28608

street address for FedEx, UPS: 287 Rivers Street #232

voice: 828.262.2130; fax: 828.262.2709

gradadmissions@appstate.edu

Location and Mode of Instruction for Graduate Programs

The location of instruction for graduate programs depends upon demand; most of Appalachian's graduate programs are open for enrollment on the main campus in Boone. When demand is sufficient, graduate programs in education, health care, business and professional studies are offered at a distance either in addition to or instead of the on-campus program.

While "distance" means "online" in most cases, some of Appalachian's off-campus programming is taught face-to-face at site-based locations in western NC. Generally, the online and off-campus programs are cohort-based, meaning an identified group of students begin their programs of study together and continue to graduation. Beginning dates of cohort programs vary. For more information about distance education programs visit the distance education website at online.appstate.edu.

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 (e.g. GRE, GMAT, MAT) are not required for admission to the Cratis D. Williams Graduate School. However, some individual programs may have entrance exam requirements. Applicants should consult program specific application requirements to determine entrance exam requirements.

If required, the standardized admission exam scores (e.g. GRE, GMAT, MAT) must be less than five years old and submitted directly to the Graduate School from the testing organization. Programs that require standardized admission exam scores may also have exam waiver eligibility criteria. Please consult the program requirements for details related to exam and waiver requirements.

International applicants should refer to [language proficiency requirements](#) to identify institutional requirements.

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. Application requirements are listed below:

- A completed online application form (grad.appstate.edu/apply/)

- A resume, to be uploaded as a MS Word or PDF document (.doc, .docx, .pdf)
- The names and contact information for either two or three references, depending on the program to which you are applying. Instructions will be provided in the application portal.
- An earned baccalaureate degree with a 2.75 GPA or higher from an accredited institution. Alternatively, an earned graduate degree from an accredited institution. Individual programs may have higher GPA requirements for earned baccalaureate degrees. Please refer to programs for specific degree and GPA requirements.
- Official transcripts showing any completed degrees (bachelor's or higher) and transcripts showing coursework 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 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, official test scores, proof of teacher licensure, etc. See the [program listings](#) 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.

Application Procedures for Certificate, School Licensure and Non-Degree Seeking

Applicants seeking admission to a certificate, school licensure program or as a non-degree seeking student must apply to the Graduate School. Certificate and School Licensure

programs are reviewed both within the Graduate School and within the Department housing the certificate or licensure program. Application requirements are listed below:

- 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).
- An earned baccalaureate degree with a 2.5 GPA or higher from an accredited institution. Alternatively, an earned graduate degree from an accredited institution. Individual programs may have higher GPA requirements for earned baccalaureate degrees. Please refer to programs for specific degree and GPA requirements.
- Official transcripts showing any completed degrees (bachelor's or higher) and transcripts showing coursework 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 which a degree has been earned 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.

Admission as a non-degree student does not guarantee permission to enroll in specific courses, and some departments may reserve courses for degree-seeking students only. Permission to enroll in a graduate course must be obtained through completion of the appropriate form. The form (Non-Degree enrollment) can be obtained from the Graduate School website (www.graduate.appstate.edu). Non-degree graduate students seeking licensure who have been evaluated through the Licensure Office in the Reich College of Education or those admitted into certificate programs are exempt from the non-degree approval form requirement.

Coursework taken as a non-degree student may not necessarily count toward a graduate degree or certificate. If a student is accepted into a graduate degree program after taking non-degree coursework, the student's advisory committee can petition for no more than 9 semester hours of coursework taken prior to the admit term to be included in the program of study.

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.

Requesting a Paper Application

Applicants who are unable to complete the online form due to physical limitations may request a paper application from the Graduate School (gradadmissions@appstate.edu).

Deadlines for Admission Applications

Deadlines vary by program and by location of offering. The most up to date information is available online: www.graduate.appstate.edu/programs. Some things to keep in mind when applying:

Semesters of Admission: The University operates with four possible terms of admission: Fall, Spring, Summer Session I, and Summer Session II. Each program determines its open terms of admission, and some programs do not admit students in every possible term (e.g., the psychology programs only admit in the Fall). A term of admission must be specified when applying, and to be considered for a different term once the application is submitted applicants must notify the graduate admissions staff in writing or via email (gradadmissions@appstate.edu).

Priority Screening Dates: Applicants should pay special attention to the early screening dates that some programs have established for priority consideration for admission and financial aid. These early dates can be found on the website at www.graduate.appstate.edu/programs. Applicants applying after the early screening date should contact the program to verify that there is still space available for new students.

International Applicant Deadlines: In order to allow for sufficient time for credential evaluation and VISA processing, international applicants should apply by the following deadlines:

- Summer 1, Summer 2, or Fall: February 1
- Spring: July 1

International applicants who submit transcripts through an evaluation service that is a member of NACES (National Association of Credential Evaluation Services, Inc., www.naces.org) may apply later than the dates specified above provided the program of interest is still taking applications.

Admission Criteria and Status

Individuals who apply for admission to the School of Graduate Studies, if accepted, may be admitted in one of two categories: regular admission or provisional admission, as described below. A student must complete degree requirements within seven years of being admitted or the admission expires.

Regular Admission. To be considered for regular admission the applicant must meet or exceed any graduate school and program specific requirements for admission.

Meeting admission criteria does NOT guarantee admission to any program; programs also consider other factors, such as recommendation letters, supplemental materials, and size and quality of the applicant pool. The program director may request that a student's GPA in the most recent 60 hours of graded coursework completed be used in place of the GPA in the last earned degree.

A student whose undergraduate degree is in another discipline but who shows evidence of potential success in the desired program may be required to take additional prerequisite courses. Please see requirements for specific degree programs.

Provisional Admission. With a recommendation from the program director or departmental chairperson of the admitting program, provisional admission may be granted to a student whose application materials do not meet the criteria for regular admission, but who has compensating work experience or alternative credentials. Provisionally admitted students are not eligible for university assistantships, fellowships, or tuition scholarships during their first semester of enrollment. Students admitted provisionally are considered probationary and must meet all requirements to earn good academic standing by the end of their first semester to proceed in the program. Students admitted provisionally are not eligible for a second probationary semester.

Leave of Absence and Readmission

A graduate student who has begun work toward a graduate degree or certificate but who is not enrolled at Appalachian during a specific Fall or Spring academic term will be officially classified as being on leave. A student who is on leave of absence will have no access to university resources, and cannot schedule and pass a thesis or dissertation defense, nor take comprehensive or qualifying examinations. To return after a leave, students should contact Graduate Records for instructions.

A leave of absence has no effect on the time limit to graduation, i.e., the time limit will remain seven calendar years from the year of admission, including the time spent on leave. All students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.

Readmission

Students who have withdrawn in good standing from the University or who have been suspended for academic deficiencies or for other reasons should submit their requests for readmission to their program directors, who will, in turn, make an appeal to the Graduate School. Consideration of requests for readmission of students who have been suspended

for any reason will be made in light of the applicant's ability, evidence of growth and maturity, credits earned at another institution, and time elapsed since leaving Appalachian.

Disposition of Application Documents

All documents submitted in support of applications become a part of the permanent records of the University and are not returnable. Documents submitted by applicants who do not enroll will be destroyed after one year.

....

The Dean of the Graduate School is responsible for the admission of all graduate students. All students taking graduate courses must make formal application to the Graduate School prior to enrolling in any graduate course work. All materials submitted, including transcripts, become the property of Appalachian State University and cannot be forwarded or returned. All application materials and inquiries should be addressed to:

Cratis D. Williams School of Graduate Studies
P O Box 32068
Appalachian State University Boone, NC 28608

street address for FedEx, UPS: 287 Rivers Street #232

voice: 828.262.2130; fax: 828.262.2709

gradadmissions@appstate.edu

Location and Mode of Instruction for Graduate Programs

The location of instruction for graduate programs depends upon demand; most of Appalachian's graduate programs are open for enrollment on the main campus in Boone. When demand is sufficient, graduate programs in education, health care, business and professional studies are offered at a distance either in addition to or instead of the on-campus program.

While "distance" means "online" in most cases, some of Appalachian's off-campus programming is taught face-to-face at site-based locations in western NC. Generally, the online and off-campus programs are cohort-based, meaning an identified group of students begin their programs of study together and continue to graduation. Beginning dates of cohort programs vary. For more information about distance education programs visit the distance education website at onlinedistance.appstate.edu.

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 an [accredited](#) 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 (e.g. GRE, GMAT, MAT) are ~~not~~ required for admission ~~to the Cratis D. Williams Graduate School~~. However, some individual programs may have entrance exam requirements. Applicants should consult program specific application requirements to determine entrance exam requirements.

~~into all degree programs unless a program has waived the exam requirement by applying alternative standards for admission consideration. (Most programs now offer alternative criteria to standardized exam scores. Please see individual programs of study for details.)~~

If required, the standardized admission exam scores (e.g. GRE, GMAT, MAT) must be less than five years old and submitted directly to the Graduate School from the testing organization. Programs that require standardized admission exam scores may also have exam waiver eligibility criteria. Please consult the program requirements for details related to exam and waiver requirements.

International applicants should refer to [language proficiency requirements](#) to identify institutional requirements. ~~Link this information here.~~

- ~~● GRE: The doctoral programs and other degree 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 the Department of Human Development & Psychological Counseling require the general test of the Graduate Record Examination (GRE), unless waived. No 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 programs in the Reich College of Education accept the Miller Analogies Test (MAT) in lieu of the Graduate Record Examination (GRE) general test, unless~~

~~waived. 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 applicants contact the director of the program to which they are applying to discuss their eligibility for a waiver.~~

~~.....~~

Application Procedures

General 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. ~~Application requirements are listed below~~A list of requirements are listed below:

- A completed online application form (grad.appstate.edu/apply/)
- A resume, to be uploaded as a MS Word or PDF document (.doc, .docx, .pdf)

- The names and contact information for either two or three references, depending on the program to which you are applying. Instructions will be provided in the application portal.
- ~~An application fee. Minimum cumulative GPA for bachelor degree is 2.7 (2.75) To be considered for regular admission to a degree program in the School of Graduate Studies at Appalachian, an applicant must have~~ earned baccalaureate degree with a 2.75 GPA or higher from an accredited institution. Alternatively, an earned graduate degree from an accredited institution. Individual programs may have higher GPA requirements for earned baccalaureate degrees. Please refer to programs for specific degree and GPA requirements. ~~with a 2.75 GPA or higher in the last earned degree demonstrated a strong academic performance and must meet or exceed any program specific requirements for admission.~~ ¶
- ~~Official test scores if 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.~~ ¶
- Official or unofficial transcripts showing any completed degrees (bachelor's or higher) and official or unofficial transcripts showing coursework toward your current degree if the degree is not yet conferred. ~~Students offered admission will be required to submit official transcripts indicating degree completion.~~ 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 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, official test scores, proof of teacher licensure, etc. See the [program listings](#) 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.

General Application Procedures for Certificate, School Licensure and Non-Degree Seeking Programs

Applicants seeking admission to a certificate, school licensure program or as a non-degree seeking student must apply to the Graduate School. Certificate and School Licensure programs are ~~and be~~ reviewed both within the Graduate School and within the Department housing the certificate or licensure program. Application requirements are listed below: ~~Applicants must submit:~~

- A completed online application form (grad.appstate.edu/apply/), including ~~ing~~ a resume to be uploaded as a MS word or PDF document (.doc, .docx, .pdf).
- An earned baccalaureate degree with a 2.5 GPA or higher from an accredited institution. Alternatively, an earned graduate degree from an accredited institution. Individual programs may have higher GPA requirements for earned baccalaureate degrees. Please refer to programs for specific degree and GPA requirements. ~~An earned baccalaureate degree with a 2.5 or higher or a graduate degree from an accredited institution. Programs might have higher GPA requirements, please refer to program requirements for specifics.~~
- ~~The application fee.~~
- Official or unofficial transcripts showing any completed degrees (bachelor's or higher) and official or unofficial transcripts showing coursework toward your current degree if the degree is not yet conferred. ~~Students offered admission will be required to submit official transcripts indicating degree completion.~~ 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 which a degree has been earned 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.

Application Procedures for Students Wishing to Enroll as Non-Degree Seeking or School Licensure Only

Persons seeking to take a course as a visiting graduate student, as a teacher seeking licensure or renewal licensure, for professional development, or while preparing an application for admission to a degree or certificate program may request to enroll as a non-degree graduate student.

Applicants seeking to enroll for the first time as non-degree graduate students must apply to the Graduate School. Applicants must submit:

- A completed online application form (graduate.appstate.edu/prospective-students/application-types), including a resume to be uploaded as a MS word or PDF document.
- The application fee.
- Official transcripts showing a completed baccalaureate degree. Please note that some programs may require additional official transcripts to verify coursework for licensure purposes, completion of course prerequisites, etc. In addition, you may submit transcripts for any other coursework you would like to have considered. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework if degrees were earned at Appalachian.
- Some licensure programs require additional information such as references, proof of teacher licensure, etc. Contact the academic department for more information.

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.~~

Admission as a non-degree student does not guarantee permission to enroll in specific courses, and some departments may reserve courses for degree-seeking students only. Permission to enroll in a graduate course must be obtained through completion of the appropriate form. The form (Non-Degree enrollment) can be obtained from the Graduate School web-site (www.graduate.appstate.edu). Non-degree graduate students seeking licensure who have been evaluated through the Licensure Office in the Reich College of Education **or those admitted into certificate programs** are exempt from the non-degree approval form requirement.

Coursework taken as a non-degree student **may not necessarily count** ~~is not normally counted~~ toward a graduate degree or certificate. If a student is accepted into a graduate degree program after taking non-degree coursework, the student's advisory committee can petition for no more than 9 semester hours of coursework taken **prior to** ~~before~~ the admit term to be included in the program of study.

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.

Requesting a Paper Application¶

~~Applicants who are unable to complete the online form due to physical limitations may request a paper application from the Graduate School (gradadmissions@appstate.edu).~~¶

Deadlines for Admission Applications

Deadlines vary by program and by location of offering. The most up to date information is available online: www.graduate.appstate.edu/programs. Some things to keep in mind when applying:

Semesters of Admission: The University operates with four possible terms of admission: Fall, Spring, Summer Session I, and Summer Session II. Each program determines its open terms of admission, and some programs do not admit students in every possible term (e.g., the psychology programs only admit in the Fall). A term of admission must be specified when applying, and to be considered for a different term once the application is submitted applicants must notify the graduate admissions staff in writing or via email (gradadmissions@appstate.edu).

Priority Screening Dates: Applicants should pay special attention to the early screening dates that some programs have established for priority consideration for admission and financial aid. These early dates can be found on the website at www.graduate.appstate.edu/programs. Applicants applying after the early screening date should contact the program to verify that there is still space available for new students.

International Applicant Deadlines: In order to allow for sufficient time for credential evaluation and VISA processing, international applicants should apply by the following deadlines:

- Summer 1, Summer 2, or Fall: February 1
- Spring: July 1

International applicants who submit transcripts through an evaluation service that is a member of NACES (National Association of Credential Evaluation Services, Inc., www.naces.org) may apply later than the dates specified above provided the program of interest is still taking applications.

Admission Criteria and Status for Degree Students ¶

Individuals who apply for admission to the School of Graduate Studies, if accepted, may be admitted in one of two categories: regular admission or provisional admission, as described below. A student must complete degree requirements within seven years of being admitted or the admission expires.

Regular Admission. To be considered for regular admission the applicant you to a degree program in the School of Graduate Studies at Appalachian, an applicant must have earned a baccalaureate degree with a 2.75 GPA or higher or a graduate master's degree from an accredited institution, with a 2.75 GPA or higher in the last earned degree demonstrated a strong academic performance and must meet or exceed any graduate school and program specific requirements for admission. one of these criteria:

- 3.075 GPA in the last earned degree OR higher and official scores from the appropriate admission test (GRE, GMAT, or MAT), if required by the program; OR ¶
- 2.5 GPA in the last earned degree and official scores at or above the 25th percentile level from the appropriate admission test(s).

Meeting admission criteria does NOT guarantee admission to any program; programs also consider other factors, such as recommendation letters, supplemental materials, and size and quality of the applicant pool. The program director may request that a student's GPA in the most recent 60 hours of graded coursework completed be used in place of the GPA in the last earned degree.

A student whose undergraduate degree is in another discipline but who shows evidence of potential success in the desired program may be required to take additional prerequisite courses. Please see requirements for specific degree programs.

Provisional Admission. With a recommendation from the program director or departmental chairperson of the admitting program, provisional admission to a graduate degree program may be granted to a student whose application materials do not meet the criteria for regular admission, but who has compensating work experience or alternative credentials. Provisionally admitted students are not eligible for university assistantships, fellowships, or tuition scholarships during their first semester of enrollment. Students

admitted provisionally are considered probationary and must meet all requirements to earn good academic standing by the end of their first semester to proceed in the program. Students admitted provisionally are not eligible for a second probationary semester.

Tentative Status. Students may be admitted either regularly or provisionally with a tentative status. Tentative status is assigned to any student who must complete a specified requirement prior to registration and enrollment, such as completion of the undergraduate degree.

Admission Criteria for Non-degree Seeking Students and Status for Graduate Certificate Students ¶

Individuals who apply for admission to a graduate certificate program in the School of Graduate Studies, if accepted, may be admitted in one of two categories: regular admission or provisional admission, as described below. A student must complete certificate requirements within seven years of being admitted or the admission expires. ¶

Regular Admission. To be considered for regular admission to a graduate certificate program in the School of Graduate Studies at Appalachian, an applicant must meet or exceed the following criteria: ¶

- an earned baccalaureate or master's degree from an accredited institution; ¶
- a minimum GPA of 2.70 in the last earned degree. ¶

Meeting these criteria does NOT guarantee admission to any graduate certificate program; programs also consider other factors, such as recommendation letters, supplemental materials, and size and quality of the applicant pool. The program director may request that a student's GPA in the most recent 60 hours of graded coursework completed be used in place of the GPA in the last earned degree. ¶

Provisional Admission. With a recommendation from the program director or the department chairperson of the admitting program, provisional admission to a graduate certificate program may be granted to a student whose application materials do not meet the criteria for regular admission, but who has compensating work experience or alternative

~~credentials. Students admitted provisionally are considered probationary and must meet all requirements to earn good academic standing by the end of their first semester. Students admitted provisionally are not eligible for a second probationary semester.~~

~~Graduate certificate students are not eligible for university assistantships, fellowships, or tuition scholarships.~~

~~**Tentative Status.** Students may be admitted either regularly or provisionally with a tentative status. Tentative status is given to any student who must complete a specified requirement prior to registration and enrollment, such as completion of the undergraduate degree.~~

Leave of Absence and Readmission

A graduate student who has begun work toward a graduate degree or certificate but who is not enrolled at Appalachian during a specific Fall or Spring academic term will be officially classified as being on leave. A student who is on leave of absence will have no access to university resources, and cannot schedule and pass a thesis or dissertation defense, nor take comprehensive or qualifying examinations. To return after a leave, students should contact Graduate Records for instructions.

A leave of absence has no effect on the time limit to graduation, i.e., the time limit will remain seven calendar years from the year of admission, including the time spent on leave. All students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.

Readmission

Students who have withdrawn in good standing from the University or who have been suspended for academic deficiencies or for other reasons should submit their requests for readmission to their program directors, who will, in turn, make an appeal to the Graduate School. Consideration of requests for readmission of students who have been suspended for any reason will be made in light of the applicant's ability, evidence of growth and maturity, credits earned at another institution, and time elapsed since leaving Appalachian.

Disposition of Application Documents

All documents submitted in support of applications become a part of the permanent records of the University and are not returnable. Documents submitted by applicants who do not enroll will be destroyed after one year.

....