

Provost approved 6/3/2024
Effective Fall 2024 unless noted otherwise

Graduate Academic Policies and Procedures Meeting
March 18, 2024, 3:00 PM, 224 IG Greer

Voting Members Present: Kristl Davison, Matt Estep, Beth Frye, Tammy Haley, Holly Hirst, Jennifer Howard, Scot Justice, Julie Sakowski, Melody Schwantes, Susan Staub, Jamie Yarbrough

Administrative Members Present: Eric Berry, Ashley Colquitt, Ross Gosky, Stefanie Heinrich, Jeffry Hirst, Gary McCullough, Jason Xiong

1. Call to Order – Dr. Holly Hirst, Chair, Graduate AP&P at 3:04pm
2. Introduction of Guests – No guests were present
3. Approval of the Minutes of the February 26, 2024 Graduate AP&P Meeting
Vote (1): Motion to approve February Minutes
Motion Approved
4. FIO: Changes to enrollment requirements for GAs and to coverage of tuition for NC Tuition Scholarships
 - Ashley Colquitt: Changes to the language of the Bulletin on number of required hours in a student’s final semester. Will reduce the requirements from 6 hours to 1 hour (provided the student does not need more than 1 credit hour to finish their program of study). Must have graduation application on file in that final semester, degree audit will also be conducted. However, if they have to enroll in an additional semester, then they will have to be reenroll in the full number (6 hours).
 - Ashley Colquitt: Re: NCTS. Change in language to reflect that this scholarship “covers a portion of the difference between in-state and out-of-state tuition” – change from “equivalent to the difference between in-state and out-of-state tuition.”
5. New Business – Policy Proposals (Note: Effective dates are Fall 2024)
 - A. Subcommittee Motion: Approve Grad Degree Time Limits 2024
Clarify language regarding time limits for completion of all graduate programs. Language was also clarified regarding time limits for transfer credit. Master’s, education specialist, and certificate programs must be completed within 7 calendar years of admission, while doctoral program time limits can be set by the individual programs, but cannot exceed 10 years. We also clarify that transfer credit must have been completed within 5 years of enrollment. Language stating that in exceptional circumstances exceptions to time limits can be granted by the program with approval from the graduate school.
Vote (2): To approve
Motion approved.
 - B. Subcommittee Motion: Approve Grad Grad Requirements 2024
Revise graduation language to only require students who are utilizing campus resources (e.g., enrolled in required degree courses, completing thesis work, or undergoing qualifying exams) to be enrolled in a course in the term in which they are graduating.
Vote (3): To approve
Motion approved.
6. Old Business – There was no old business.
7. Announcements
 - A. School of Graduate Studies
 - Ashley Colquitt: National Graduate Student Appreciation Week, April 1st – April 5th. [See the page on the Grad School’s website for list of events.](#)
 - Ross Gosky: GSGA Travel and Research 2nd round is due March 31st, 2024
8. Adjournment at 3:18pm

Current & proposed Bulletin copy**Time limit Requirements:**

There are time limit requirements for all graduate programs. In extenuating circumstances, an extension to time limits may be granted. Any student requesting an extension must petition both the graduate program and the graduate school for approval.

Additional time limits specific to transfer credit are presented in the "Transfer Credits" section.

Master's, Education Specialist, and Certificate Programs

All graduate credit offered for the master's, education specialist, and certificate programs degree must have been earned within seven (7) calendar years after the year of admission. ~~For example, students entering in Fall 2020 have until December 2027 to complete their degrees.~~

~~Coursework expires seven (7) years after the date the initial grade is awarded and may not be used for the degree after this date. For example, courses taken in Spring 2021 may be used on a program of study for graduation until May 2028.~~

**Doctoral Programs**

The time limit to complete a doctoral degree varies by program, but cannot exceed 10 years. Doctoral students should consult with their respective department/college regarding the time limit for their individual program.

Transcripts

Transcripts must be requested in writing from the Registrar's Office (<http://registrar.appstate.edu>). Transcripts will not be issued to students having unpaid accounts with the University.

Transfer Credits

A degree- or certificate-seeking student may, with permission of the program director, request approval from the Graduate School to transfer graduate course work to Appalachian from another accredited graduate school. This coursework must be at the same or higher level as the student's program at Appalachian. Only courses in which the student earned a grade of B (3.0) or higher may be considered for transfer credit. Transfer credits may only be considered for courses in which the student earned a letter grade (i.e., courses with pass/fail or satisfactory/unsatisfactory grades will not be accepted).

Permission to use transfer hours on a program of study must be granted by both the student's program and the Graduate School. Transfer credit should be reported to the Graduate School as soon as possible, but will not be applied to the student's official Appalachian program of study until official transcripts are received. **In order to be considered for transfer credit, coursework must have been completed no more than 5 years prior to enrollment in a graduate program.** ~~The seven (7) year time limit begins with the term of the first course(s) used toward the degree or certificate program, including any transfer course credits.~~

Students should arrange for official transcripts to be sent directly to the graduate records staff in the Graduate School as soon as grades are posted.

Graduate course credits used toward any previously earned degree, ~~whether at Appalachian or at another institution,~~ cannot be **transferred to** ~~included on~~ a program of study.

~~Time limit:~~

~~Transfer credits are subject to the 7 year time limit requirement at the time of graduation for master's, education specialist and certificate programs, and the time limit designated for degree completion by the program for doctoral programs.~~

Number of hours:

The maximum number of hours of transfer allowed is 9 hours for degree-seeking students, and 25% of the number of hours required for certificate-seeking students.

Minimum Acceptable Grades:

The grades earned must be at least "B" (3.0/4.0). A "B-" is not acceptable. Courses with grades of "P" meaning "Passing" or "Pass/Fail" option and grades of "S" meaning "Satisfactory" are not acceptable for transfer.

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Graduation

Degree-seeking graduate students must apply for graduation; this application initiates the ordering of diplomas and the official review of the student's transcript to verify completion of all degree requirements. The deadlines for applying are the last working day of February (for Spring), June (for Summer), and September (for Fall). The application form is online and may be accessed via the student Appalnet account, for more information on the in the online application process visit:

(www.graduate.appstate.edu/enrolled-students/graduation/graduation-app-online).

If qualified to apply for North Carolina Teacher Licensure, the candidate must also file an application for a teaching license. This form may be obtained from the Licensure Office in the Reich College of Education, and must be submitted with the appropriate fee to the Dean's Office in the Reich College of Education for submission to the North Carolina Department of Public Instruction.

~~Graduate students cannot graduate at the end of the academic term in which they were admitted. nor at the end of a term in which they have not been registered. All graduate students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.~~

~~Students who apply to graduate and are not registered will be automatically enrolled in one hour of the appropriate graduate enrollment continuation course, GRD 5989/6989/7989. Other students who do not need access to Department or University resources other than the Library may seek permission from the Graduate School to enroll provided they have no program of study coursework remaining.~~

Graduation Requirements

A degree will be conferred upon a student who has successfully completed all program of study and exit requirements. All graduating students must adhere to all requirements and regulations, such as time limit, academic standing, transfer, and non-degree course limitations. Persons who wish to graduate in a certain term must:

1. apply for graduation by the deadline for that term;
2. have completed all graduation requirements or be able to complete all graduation requirements by the end of that term; and
3. be registered for at least one semester hour for that term **unless all graduation requirements have been completed in a prior term.**

Note: Students must apply for graduation and pay the diploma fee regardless of whether they intend to participate in the commencement ceremony.

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