

Graduate Academic Policies and Procedures Meeting
Draft Minutes
April 22, 2024, 3:00 PM, 224 IG Greer

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

Administrative Members Present: Eric Berry, Ashley Colquitt, Stefanie Heinrich, Jeffrey Hirst, Gary McCullough, Jason Miller, Dontrell Parson, Jason Xiong

1. Call to Order – Dr. Holly Hirst, Chair, Graduate AP&P
Chair Hirst called the meeting to order at 3:02pm.

2. Introduction of Guests: Dr. Quinn Morris (new member effective Fall 2024) was introduced.

3. Approval of the Minutes of the March 18, 2024 Graduate AP&P Meeting
Motion Passed

4. FIO

A. Remove dual-listing notation from MGT 5770

MGT 4770 was deleted without a companion proposal to edit the bulletin description for MGT 5770. To expedite this fix, the graduate school and chair of GAPP granted permission for this to be changed as an FIO. Specifically, the bulletin description will read as follows effective Fall 2024. Note that the two programs of study impacted by this change are: Business Administration - Leading and Managing Human Resources Concentration, MBA; Business Administration - Sustainable Business Concentration, MBA.

MGT 5770 - Business Ethics (3) ~~[DL]~~

When Offered: Fall, Spring

A study of the economic, political, social and legal environments within which business processes take place and how such environments affect the decisions that businesses and managers make.

~~[Dual-listed with MGT 4770.]~~

5. New Business – Policy Proposals

A. Subcommittee Motion: Approve Grad Committee Membership 2024 to be effective Fall 2024

Revisions are being proposed to the policy/bulletin language regarding the make-up of thesis and dissertation committees. The proposed language would allow multiple committee members to be from outside the student's department, and creates language to allow committee members external to the institution without requiring them to obtain formal graduate faculty status as long as the committee membership is approved by the department chair and Dean of the Graduate School.

Motion Passed

B. Subcommittee Motion: Approve Grad Admission Recommendations 2024 to be effective Fall 2024

Revisions are being proposed to the policy/bulletin language that would allow degree programs to choose whether or not they require references and the format of references should they require them.

Motion Passed

6. New Business – Proposal from the Joint APP Committee

A. Committee Motion: Approve Changes to the APP Policy Manual to be effective Summer 2024

Clarify language related to the Faculty Handbook; allow changes in schedule type to be FIO; reword and consolidate language on course offering frequency; refine language on dual-listed course enrollment; add a section on creating new programs.

Motion Passed

7. Old Business – There was no old business

8. Announcements

A. School of Graduate Studies, Ashley Colquitt

- Thank you to all of the members whose terms will end this summer: Alby Clendennin, Holly Hirst, Margaret Gregor, Susan Staub, Beth Frye

9. Adjournment

The Meeting adjourned at 3:32pm.

Thesis - Master's or Specialist

The thesis should represent the culmination of an independent research project conducted by the student, and demonstrate understanding of the related literature and research methodology. The thesis is expected to be written in grammatically correct English and conform to accepted standards used in research writing in the discipline of study, as well as conforming to the formatting requirements established in the Graduate School Thesis Manual. In special cases, languages other than English may be used; the substitution is not permitted as a matter of the student's convenience, but may be allowed when the student has sufficient skill at composition and has a thesis topic that is, in the judgment of the advisor, especially suited to treatment in the second language. The Graduate Dean's approval of the use of a language other than English must be obtained in advance.

The department chair or designee may approve any member of the department's graduate faculty to act as chair of the thesis committee and to supervise the writing of the thesis. ~~The candidate's thesis advisor and at least two graduate faculty members will constitute the~~ Thesis committees must consist of at least three members, including the committee chair. Committee members who are not the thesis advisor may be ~~One graduate faculty member~~ from another department or institution. Those from another department must be approved by the department chair or designee for the department in which the degree program resides. Those from outside the institution must have affiliate graduate faculty status or be registered with the Graduate School as an external committee member and be approved by the department chair and Dean of the Graduate School. ~~may be appointed with the approval of the department chair Dean of the Graduate School. No more than one member of the thesis committee may be from another department or institution.~~

Before being permitted to register for thesis credit, the student must:

1. be admitted to candidacy
2. have presented a prospectus or research abstract to the thesis committee, and
3. applied for any necessary IRB or IACUC approval to work with human or animal subjects,

For all students pursuing the thesis option in a program, all thesis hours will be considered program of study hours, some of which may be over and above the minimum stated hours for the degree.

Dissertation

A dissertation is required of all doctoral students. The dissertation should represent the culmination of an independent research project conducted by the student, and will show command of the literature and research methodology of her/his specialty. The dissertation is expected to be written in grammatically correct English and conform to accepted standards used in research writing. In special cases, languages other than English may be used; the substitution is not permitted as a matter of the student's convenience, but may be allowed when the student has sufficient skill at composition and has a dissertation topic that is, in the judgment of the advisor, especially suited to treatment in the second language. Graduate School approval of the use of a language other than English must be obtained in advance.

The student must have passed qualifying examinations and presented a prospectus to the dissertation committee and received approval of the proposed topic before being permitted to register for dissertation hours. ~~Dissertation committees must consist of at least three members, including the committee chair. Committee members who are not the thesis advisor may be from another department or institution. Those from another department must be approved by the department chair or designee for the department in which the degree program resides. Those from outside the institution must have affiliate graduate faculty status or be registered with the Graduate School as an external committee member and be approved by the department chair and Dean of the Graduate School. The candidate's dissertation advisor and at least two graduate faculty members will constitute the dissertation committee. No more than one member of the dissertation committee may be from another institution.~~

Dissertation grading: Students who are judged by the dissertation committee chair to be making satisfactory progress in the term of enrollment will be assigned a grade of IP (in progress) by the chair for that term. Students who are not progressing satisfactorily will be assigned a grade of U. Students who receive a grade of U will not be permitted to continue.

Completion of dissertation: The dissertation defense should be completed at least 10 calendar days before the last regular class day, and the final draft of the dissertation must be submitted to the graduate school no later than 7 calendar days prior to the last regular class day. The Graduate School will review the dissertation for style and format, and return the manuscript to the student within 15 business days of submission.

Students may be required to make modifications and resubmit for additional review prior to signature by the Dean of the Graduate School. Once the Dean has signed the dissertation, the dissertation requirement is met, and the grade in all dissertation hours will be changed by the Registrar from IP to S. This entire approval process must be completed by the day before the next academic term begins or the student will not be eligible to graduate until the next term. For detailed information on the dissertation process, the student should refer to

Committee Membership - Tracked

<https://bulletin.appstate.edu/content.php?catoid=31&navoid=1917#thesis-master-s-or-specialist>

the Thesis and Dissertation Handbook, available from the Graduate School

(<http://www.graduate.appstate.edu/graduate-thesis-and-dissertation-manual>).

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(<http://www.graduate.appstate.edu/graduate-thesis-and-dissertation-manual>).

Committee Membership - Clean

<https://bulletin.appstate.edu/content.php?catoid=31&navoid=1917#thesis-master-s-or-specialist>

*Admissions Requirements - Recommendations - Tracked
(Language below includes changes approved by GAPP in the Fall 2023)*

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. 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.

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

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

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

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

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.
- Unofficial or official 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, [references](#), 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 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.

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.

Joint APP Committee Proposal to be effective Summer 2024

Proposal from the Joint Academic Policies and Procedures Committee To the Undergraduate and Graduate Academic Policies Committees April 2024

Members: Co-chairs Jeffrey Hirst (U-AP&P Committee Chair) and Holly Hirst (G-AP&P Committee Chair), Katy Strand and Whitney Bevill (U-AP&P Committee Members), Scot Justice and Matt Estep (G-AP&P Committee Members), Eric Berry (Registrar's Office), Julie Hayes (Academic Affairs), Ross Gosky (Graduate School)

The J-AP&P Committee requests consideration of the following motion: Make five changes to the AP&P Procedure Manual. A marked-up draft of the Manual can be viewed at:

https://docs.google.com/document/d/1vAZxePRg0EP8pX-ZLUAo_h94-0kkMAQVFYAbEKzHLxY/edit?usp=sharing

1. Remove References to the Faculty Handbook Sections that no longer exist, and refer to the Senate Bylaws regarding AP&P membership and deadline information. *Draft Page 2 – two edits; Page 3 - one edit; Page 8 - two edits; Page 9 - one edit.*
2. Allow course schedule type changes (lecture, lab, etc.) to be presented as FIO when the type change is the only one requested for a course, and also this include information in the section on Curriculum Proposals. *Draft Pages 7 and 11.*
3. Merge the two sections on course semester offering information into the first section with the following revised wording. *Draft Pages 5 and 11. Changes: (a) the use of “On Demand” has been clarified; (b) the specific summer session is not needed to allow flexibility; (c) the book rental system information has been deleted, because books for on demand and even-/odd-numbered years are no longer excluded from the rental system – some general text regarding the book rental system was added under information for syllabi on page 9.*

Course Semester Offering Information

Course offering frequency is included in the course description in order to help with planning and advising. Departments are encouraged to abide by the terms listed in the bulletin, but can choose to offer the course more frequently.

Courses can be listed as being offered in Fall, Spring, Summer Session, or any combination of these. Courses that are offered every other year may be designated as Fall (or Spring) Even-numbered Years, Fall (or Spring) Odd-Numbered Years (note that “alternate years” is not acceptable in this case as it does not provide enough information).

If the frequency of the course offering cannot be determined, the course should be listed with the single notation “On Demand.”

Examples

- HIS 3156. History of International Terrorism (3). Fall, Even-numbered years.
- HIS 3158. Ethnic Conflict: East Versus West (3). Fall, Odd-numbered years.
- HIS 3823. American Military History (3). Fall; Spring, Odd-numbered years; Summer Session, Even-numbered years.
- PS 2610. Asian Politics (3). On Demand.

Semester offerings can be changed without an AP&P proposal if no other changes are needed. Details about that process can be found on the AP&P proposal development website.

4. Refine information related to dual-listed course student composition as follows (addition highlighted). *Draft Pages 8-9.*
Consideration should be given to the ratio of undergraduate to graduate students in dual-listed courses. **Where possible, graduate students should make up at least 30% of the enrollment.**
5. Add a section on creating new programs. *Draft Pages 11-12.*