

Graduate Academic Policies and Procedures Meeting Minutes

March 3, 2025

3:00 - 5:00 PM

Meeting Location: 224 IG Greer

Voting Members Present: Gary Boye, Kristl Davison, Matt Estep, Darci Gardner, Jennifer Howard, Scot Justice, Quinn Morris, Alan Needle, Lily Nilo, Dan Poling, Melody Schwantes, Andrew Windham.

Voting Members Absent: Tammy Haley, Jamie Yarbrough.

Administrative Members Present: Eric Berry, Mark Bradbury, Victoria Carlberg, Ashley Colquitt, Ross Gosky, Ed Hassler, Terry McClannon, Jason Miller, Jason Xiong.

Administrative Members Absent: Angie Daugherty, James Douthit, Karen Fletcher, Adam Hege, James Ivory, Wesley Kapp, Cassie Morgan, Adryona Nelson, Dontrell Parson.

1. Call to order—The meeting was called to order by Grad AP&P Chair Scot Justice at 3:00 pm.
2. Introduction of guests—none.
3. Approval of the Minutes of the January 27, 2025, Graduate AP&P Meeting.

Vote 1: Approved by majority vote, 1 abstention.

MOTION 1 Passed.

4. New Business—Curriculum Proposals

Reich College of Education

Subcommittee Motion: Approve

G_COE_CLE_2024_3 Change the program of study for the Special
Education Graduate Certificate (GCERT_720A).

Vote 2: Approved by majority vote.
MOTION 2 PASSED.

Subcommittee Motion: Approve

G_COE_CTH_2024_10 Modify the MA in Higher Education Program- Community
College and University Leadership Concentration
(MA_454_G).

G_COE_CTH_2024_11 Modify the Dual Degree MBA Interdisciplinary Business
Concentration (MBA 305G)/MA in Higher Education
Program (MA_454G).

Vote 3: Approved by majority vote.
MOTION 3 PASSED.

Subcommittee Motion: Approve

G_COE_LTC_2024_2 Change Elementary Education Concentration, MA code
from MA_422A_1 to MA_422B.

G_COE_LTC_2024_3 Create new concentration for the MA: Elementary
Mathematics Education (422C).

G_COE_LTC_2024_4 Create new concentration for the MA: Teaching Emergent
Bilingual Populations in Content Areas (422D).

Vote 4: Approved by majority vote.
MOTION 4 PASSED.

College of Arts & Sciences

G_CAS_GHY_2024_20

Revise the program of study for an Existing Certificate Program (Geographic Information Science Graduate Certificate – Program Code: GCERT_114A, CIP Code: 45.0701).

Vote 5: Approved by majority vote.

MOTION 5 PASSED.

5. Old Business: No items.
6. Discussion Items – Updates from the Graduate School.

Dr. Ashley Colquitt and Dr. Ross Gosky provided updates from the Graduate School. Dr. Colquitt noted that members of the Graduate School will attend the Conference of Southern Graduate Schools conference in March in Highland Park, TX, and that Jonathan Culpepper will represent Appalachian in the regional 3MT competition. Dr. Gosky noted that the final round of GSGA Research and Travel Award funding has a deadline of March 31st for submissions.

7. Adjournment—The meeting adjourned at 3:30pm.

~~2024-2025~~ 2025-2026 Graduate Bulletin
Appalachian State University

Special Education Graduate Certificate

Program Code: GCERT_720A_1

CIP Code: 13.1011

Program of Study for the Graduate Certificate in Special Education

This certificate with the successful completion of appropriate licensure exams will allow candidates to be eligible for a NC license in Special Education: General curriculum. Approved hours of the certificate (up to a maximum of 18 hours) may be used toward the fulfillment of the 36-hour requirement for the MA degree in Special Education.

Admission Requirements: Baccalaureate degree in approved field with relevant coursework in the area of study from an accredited college or university; **complete application to the Graduate School.**

To be considered for admission, applicants must meet the **criteria for admission to the Graduate School.** Meeting this condition does not guarantee admission.

Minimum GPA to Qualify for Regular Admission: 2.7

Location: Online

Course Requirements for the Graduate Certificate in Special Education

Total Required (Minimum ~~27~~ 21 Hours)

Required Courses (~~27~~ 12 Hours)

- **LIT 5100 - Teaching Beginning Readers and Writers (3)**
- ~~**LIT 5210 - Educating Students with Reading Disabilities (3)**~~
- ~~**SPE 5220 - Characteristics, Identification, and Instruction of Individuals with Specific Learning Disabilities in the General Curriculum (3)**~~
- ~~**SPE 5240 - Mathematics for Special Education Teachers (3) [CL]**~~
- **OR**

- ~~C I 5240 - Mathematics for Special Education Teachers (3) [CL]~~
-
- ~~SPE 5250 - Teaching Mathematics to Students with Learning Disabilities (3)~~
- SPE 5595 - Individual Differences (3)
- ~~SPE 5610 - Classroom Management for Effective Instruction (3)~~
- SPE 5901 - Practicum ~~(1-3)~~ (1+1+1=3) (3)
- EDU 5900 - Graduate Student Teaching (3)

Track - Based Courses. Total Required (9)

Track 1 - Special Education - General Curriculum Total (9)

- SPE 5610 - Classroom Management for Effective Instruction (3)
- SPE 5220 - Characteristics, Identification, and Instruction of Individuals with Specific Learning Disabilities in General Curriculum (3)
- SPE 5240 - Mathematics for Special Education Teachers (3)

Track 2 - Special Education - Adapted Curriculum Total (9)

- SPE 5150 - Advanced Classroom Management and Behavior Supports (3)
 - SPE 5230 Assessment and Instruction of Individuals with Intellectual Disabilities (3)
 - SPE 5640 Transition Planning and Assessment: Pathways to Independence for Students with Disabilities (3)
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~~2024-2025~~ ~~2025-2026~~ Graduate Bulletin

Appalachian State University

Higher Education ~~-Community College~~ and ~~-Student Affairs~~ University Leadership
Concentration, MA

Program Code: MA_ ~~454G-1~~ 454A

CIP Code: 13.0406

Program of Study for the Master of Arts in Higher Education ~~and Student Affairs~~

Admission Requirements: Baccalaureate degree from an accredited college or university; **complete application to the Graduate School.**

To be considered for admission, applicants must meet the **criteria for admission to the Graduate School.** Meeting this condition does not guarantee admission.

Location: Boone Campus and Online

~~Accelerated Master's Program~~

This program offers an ~~Accelerated Master's~~ option for undergraduate students with a ~~3.2 or higher~~ currently enrolled at Appalachian State University.

Course Requirements for the Master of Arts in Higher Education ~~and Student Affairs~~

Total Required (Minimum 36 hours)

Required Courses ~~(9 Hours)~~ (30 Hours)

- ~~RES-5000 - Research Methods (3)~~

- [H_E 5730 Assessment and Evaluation \(3\)](#)
- **H_E 5380 - Diversity in Higher Education (3)**
- ~~H_E 6861 - The History and Law of American Higher Education (3)~~
- [H_E 5410 Introduction to Higher Education and Student Affairs \(3\)](#)
- [H_E 5990 Ethical and Legal Issues in Higher Education \(3\)](#)

Concentration Requirements (27 Hours)

- **H_E 5160 - [Advising and Supporting in Student Services](#) ~~Supervising and Advising in Higher Education~~ (3)**
- ~~H_E 5420 - The Community College (3)~~
- **H_E 5430 - Organization and Governance in Higher Education (3)**
- **H_E 5700 - ~~Leadership~~ [and Supervision](#) ~~in Higher Education~~ (3)**
- **H_E 5840 - Higher Education Finance (3)**
- **H_E 5860 - [Student Development and the 21st Century College Student](#) ~~The 21st Century College Student~~ (3)**
- [H_E 5890 - Master's Professional Seminar in Higher Education \(3\)](#)

• [Electives \(6 Hours\)](#)

6 hours chosen in consultation with the Program Director

Other Requirements for the MA in Higher Education

- **Thesis:** Not required
 - **Proficiency:** Not required
 - **Candidacy:** Not required
 - ~~**Comprehensive:** [Not required](#) Students must successfully complete a written comprehensive exam.~~
 - **Product of Learning:** Not required
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~~2024-2025~~ ~~2025-2026~~ Graduate Bulletin

Appalachian State University

**Business Administration - Interdisciplinary Business Concentration, MBA and Higher Education
and Student Affairs-~~Community College and University Leadership Concentration~~, MA**

Program Code: MBA_305G and MA_454G454A

CIP Code: 52.0201 and 13.0406

**Program of Study for the Dual Master of Business Administration and the Master of Arts in
Higher Education and Student Affairs**

Admission Requirements: Baccalaureate degree from an accredited college or university; **complete application to the Graduate School**; official general GMAT or GRE exam scores.

Additional MBA Admission Requirements: Evidence of knowledge in statistics, financial accounting, economics, corporate finance, marketing, and organizational behavior through course work, work experience or completion of the accelerated prerequisite program before taking graduate course work in those subjects.

To be considered for admission, applicants must meet the **criteria for admission to the Graduate School**. Meeting this condition does not guarantee admission.

Location: Boone Campus and Online. Online cohorts follow a part-time extended format.

**Course Requirements for the Dual Master of Business Administration and Master of Arts in
Higher Education and Student Affairs**

Total Required (Minimum 54 Hours)

Students are required to work with both program advisors each semester to determine appropriate program of study and course scheduling.

MBA Required Coursework (27 Hours)

- **MBA 5110 - Economics for Decision-Making (3)**
- **MBA 5200 - Problem Analysis and Quantitative Methods (3)**
- **MBA 5220 - Operations and Supply Chain Management (3)**
-
- **MBA 5230 - Fundamentals of Business Analytics (3) [CL]**
- OR
- **MBA 5260 - Introduction to Business Analytics and Information Systems (3)**
-
- **MBA 5320 - Managerial Accounting (3)**
- **MBA 5420 - Marketing Strategy and Applications (3)**
- **MBA 5600 - Managerial Finance (3)**
- **MBA 5750 - Strategic Management (3)**
- **MBA 5820 - Executive Skills (0)**
- Interdisciplinary MBA elective with approval of advisor (3 Hours)

MA in Higher Education Required Coursework (27 Hours)

- **H_E 5160 -- Advising and Supporting ~~Supervising and Advising in Higher Education~~ (3)**
- **H_E 5410 – Introduction to Higher Education and Student Affairs (3)**
- **H_E 5380 - Diversity in Higher Education (3)**
- **~~H_E 5420 - The Community College (3)~~**
- **H_E 5430 - Organization and Governance in Higher Education (3)**
- **H_E 5700 -- Leadership and Supervision ~~Leadership in Higher Education~~ (3)**
- **H_E 5840 - Higher Education Finance (3)**
- **H_E 5860 -- Student Development and the 21st Century College Student ~~The 21st Century College Student~~ (3)**
- **H_E 5890 - Master's Professional Seminar in Higher Education (3)**
- **H_E 5990 – Ethical and Legal Issues in Higher Education (3)**

- **H_E 6861 - The History and Law of American Higher Education (3)**

MBA Differential Tuition

Students enrolled in the dual degree will pay an additional tuition amount above the regular tuition assessed for graduate students on those courses that satisfy the requirements of the MBA degree. For more information about differential tuition, please refer to **<http://studentaccounts.appstate.edu/tuition-and-fees>**

Other Requirements for the Dual MBA and MA in Higher Education

- **Thesis:** Optional (MBA elective)
 - **Proficiency:** Not required
 - **Candidacy:** Required for MBA. Not required for MA in Higher Education.
 - ~~**Comprehensive:** Not required. for MBA. MA in Higher Education students must successfully complete a written comprehensive exam.~~
 - **Product of Learning:** Not required
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~~2024-2025~~ 2025-2026 Graduate Bulletin
Appalachian State University

Elementary Education [Concentration](#), MA

~~Location(s): [Program Currently CLOSED](#)~~

Program Code: MA_422[BA](#)_1

CIP Code: 13.1202

Program of Study for the Master of Arts in Elementary Education

Advanced Licensure: Requirements for this degree were designed, and have been approved by the appropriate bodies at the state level, to meet the advanced competencies as mandated in the North Carolina Excellent Schools Act for Master-level teacher education programs.

Admission Requirements: Baccalaureate degree from an accredited college or university; **complete application to the Graduate School**; official general GRE or MAT exam scores, unless waived; North Carolina "A" license or the equivalent from another state.

To be considered for admission, applicants must meet the **criteria for admission to the Graduate School**. Meeting this condition does not guarantee admission.

[Accelerated Master's Program](#)

[This program offers an Accelerated Master's option for Undergraduate Students with a 3.2 or higher currently enrolled at Appalachian State University](#)

Standardized Exam Waiver Eligibility: The standardized exam (GRE or MAT) requirement may be waived for applicants who have an undergraduate GPA of 3.4 or higher.

Additional Information on License Requirement: Applicants who do not have an A level license in the area of Elementary Education will need to take Praxis II to receive M licensure in that area.

Course Requirements for the Master of Arts in Elementary Education

Total Required (~~Minimum 39 Hours~~) ([Minimum 33 Hours](#))

Students without grades K-6 student teaching or teaching experience in grades K-6 must take **C 15900 -**

Internship/Practicum (1-6). This may result in the total number of hours exceeding 39 hours.

Required Courses (~~27 Hours~~) ([15 Hours](#))

- **C I 5045 - Advanced Topics in Diversity (3) [CL]**
- or
- **SPE 5045 - Advanced Topics in Diversity (3) [CL]**
- **C I 5130 - Recent Trends and Issues in Education (3)**
- **C I 5525 - Product of Learning (1-3) (1+1+1=3)**
- ~~**C I 5585 - Teacher Leadership and School Improvement (3) [CL]**~~
- or
- ~~**LSA 5585 - Teacher Leadership and School Improvement (3) [CL]**~~
- ~~**C I 5591 - Advanced Curriculum Design in Elementary Education (3)**~~
- **MTL 5630 - Instructional Technology (3)**

Choose One Course from below

- **C I 5040 - Teacher as Researcher (3) [CL]**
- **LIT 5040 - Teacher as Researcher (3) [CL]**
- **RES 5040 - Teacher as Researcher (3) [CL]**
- **SPE 5040 - Teacher as Researcher (3) [CL]**
- **RES 5000 - Research Methods (3)**

~~Choose One Course From the Two Below~~

General Requirements (Minimum 18 Hours)

Choose one course from the two below

- **C I 5041 - Assessment to Improve Learning and Inform Teaching (3)**

or

- **RES 5560 - Classroom Assessment (3)**

Choose one course from the two below

- **C I 5585 - Teacher Leadership and School Improvement (3) [CL]**

Or

- **LSA 5585 - Teacher Leadership and School Improvement (3) [CL]**

~~Choose One Course From the Two Below~~

- ~~**FDN 5840 - Social and Philosophical Foundations of Education (3)**~~
- ~~**PSY 5555 - Advanced Educational Psychology (3)**~~

Teaching Field Courses (12 Hours)

Graduate courses selected from each of the content areas; math, science, social studies, and English language arts with the advice and approval of the academic advisor

Mathematics

Choose One:

- **C I 5070 - Advanced Study in Elementary School Mathematics (3)**
- Graduate level mathematics course (3)

Science

Choose One:

- **C I 5075 - Advanced Study in Elementary School Science and Assessment (3)**
- Graduate level science course (3)

Social Studies

Choose One:

- **C I 5080 - Advanced Study in Elementary School Social Studies (3)**
- Graduate level course from a social studies area (3)

English Language Arts

Choose One:

- Graduate level course in RE
or
- ENG (3)

Other Requirements for the MA in Elementary Education

- **Thesis:** Not required
- **Proficiency:** Not required
- **Candidacy:** Not required
- **Comprehensive:** Not required
- **Product of Learning:** Required

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2025-2026 Graduate Bulletin
Appalachian State University

Elementary Mathematics Education, MA

Program Code: MA_422C

CIP Code: 13.1202

Program of Study for the Master of Arts in Elementary Education

Advanced Licensure: Requirements for this degree were designed and have been approved by the appropriate bodies at the state level, to meet the advanced competencies as mandated in the North Carolina Excellent Schools Act for Master-level teacher education programs.

Admission Requirements: Baccalaureate degree from an accredited college or university; **complete application to the Graduate School**; official general GRE or MAT exam scores, unless waived; North Carolina "A" license or the equivalent from another state.

To be considered for admission, applicants must meet the **criteria for admission to the Graduate School**. Meeting this condition does not guarantee admission.

Accelerated Master's Program

This program offers an Accelerated Master's option for Undergraduate Students with a 3.2 or higher currently enrolled at Appalachian State University.

Standardized Exam Waiver Eligibility: The standardized exam (GRE or MAT) requirement may be waived for applicants who have an undergraduate GPA of 3.4 or higher.

Additional Information on License Requirement: Applicants who do not have an A level license in the area of Elementary Education will need to take Praxis II to receive M licensure in that area.

Course Requirements for the Master of Arts in Elementary Education

Total Required (Minimum 33 Hours)

Students without grades K-6 student teaching or teaching experience in grades K-6 must take **C I 5900 - Internship/Practicum (1-6)**. This may result in the total number of hours exceeding 39 hours.

Required Courses (15 Hours)

- C_I 5045 - Advanced Topics in Diversity (3) [CL]
- or
- SPE 5045 - Advanced Topics in Diversity (3) [CL]
- C_I 5130 - Recent Trends and Issues in Education (3)
- C_I 5525 - Product of Learning (1-3) (1+1+1=3)
- MTL 5630 - Instructional Technology (3)

Choose One Course from below

- C_I 5040 - Teacher as Researcher (3) [CL]
- LIT 5040 - Teacher as Researcher (3) [CL]
- RES 5040 - Teacher as Researcher (3) [CL]
- SPE 5040 - Teacher as Researcher (3) [CL]
- RES 5000 - Research Methods (3)

Elementary Mathematics Specialist (Minimum 18 Hours) Education

- C_I 5922 – Number Systems and Operations: K-5 Mathematical Tasks (3)
- C_I 5923 – Geometry & Spatial Visualization: K-5 Assessment (3) [CL]
- Or
- MAT 5923 – Geometry & Spatial Visualization: K-5 Assessment (3) [CL]
- C_I 5924 – Algebraic Reasoning: K-5 Discourse & Questioning (3) [CL]
- Or
- MAT 5924 – Algebraic Reasoning: K-5 Discourse & Questioning (3)[CL]
- C_I 5925 – Data Analysis and Measurements: K-5 Classroom Interactions (3) [CL]
- Or
- MAT 5925 – Data Analysis and Measurements: K-5 Classroom Interactions (3) [CL]
- C_I 5926 – Rational Numbers and Operations: K-5 Learning Trajectories (3)
- C_I 5927 – Mathematical Modeling: K-5 Leadership (3)

Other Requirements for the MA in Elementary Education

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- **Thesis:** Not required
 - **Proficiency:** Not required
 - **Candidacy:** Not required
 - **Comprehensive:** Not required
 - **Product of Learning:** Required
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**2025-2026 Graduate Bulletin
Appalachian State University**

Elementary Education Teaching Emergent Bilingual Population in Content Areas, MA

Program Code: MA_422D

CIP Code: 13.1202

Program of Study for the Master of Arts in Elementary Education

Advanced Licensure: Requirements for this degree were designed and have been approved by the appropriate bodies at the state level, to meet the advanced competencies as mandated in the North Carolina Excellent Schools Act for Master-level teacher education programs.

Admission Requirements: Baccalaureate degree from an accredited college or university; **complete application to the Graduate School**; official general GRE or MAT exam scores, unless waived; North Carolina "A" license or the equivalent from another state.

To be considered for admission, applicants must meet the **criteria for admission to the Graduate School**. Meeting this condition does not guarantee admission.

Accelerated Master's Program

This program offers an Accelerated Master's option for Undergraduate Students with a 3.2 or higher currently enrolled at Appalachian State University.

Standardized Exam Waiver Eligibility: The standardized exam (GRE or MAT) requirement may be waived for applicants who have an undergraduate GPA of 3.4 or higher.

Additional Information on License Requirement: Applicants who do not have an A level license in the area of Elementary Education will need to take Praxis II to receive M licensure in that area.

Course Requirements for the Master of Arts in Elementary Education

Total Required (Minimum 33 Hours)

Students without grades K-6 student teaching or teaching experience in grades K-6 must take **C I 5900 - Internship/Practicum (1-6)**. This may result in the total number of hours exceeding 39 hours.

Required Courses (15 Hours)

-
- C_I 5045 - Advanced Topics in Diversity (3) [CL]
 - or
 - SPE 5045 - Advanced Topics in Diversity (3) [CL]
 - C_I 5130 - Recent Trends and Issues in Education (3)
 - C_I 5525 - Product of Learning (1-3) (1+1+1=3)
 - MTL 5630 - Instructional Technology (3)

Choose One Course from below

- C_I 5040 - Teacher as Researcher (3) [CL]
- LIT 5040 - Teacher as Researcher (3) [CL]
- RES 5040 - Teacher as Researcher (3) [CL]
- SPE 5040 - Teacher as Researcher (3) [CL]
- RES 5000 - Research Methods (3)

Teaching Emergent Bilingual Students in the Content Areas (Minimum 18 Hours)

- C_I 5585 – Teacher Leadership and School Improvement (3) [CL]
- Or
- LSA 5585 – Teacher Leadership and School Improvement (3) [CL]

Choose one course from the two below

- C_I 5041 – Assessment to Improve Learning and Inform Teaching (3)
- Or
- RES 5560 – Classroom Assessment (3)

Teaching Emergent Bilingual Students in the Content Areas Graduate Certificate Courses

- C_I 5320 – Teaching Mathematics to Emergent Bilinguals Learners (3)
- C_I 5330 – Teaching Emergent Bilinguals in Science (3)
- C_I 5340 – Culturally Sustaining Pedagogies (3)
- C_I 5553 – Literacy, Popular Culture and Representation for Diverse Learners (3)

Other Requirements for the MA in Elementary Education

- **Thesis:** Not required
- **Proficiency:** Not required
- **Candidacy:** Not required
- **Comprehensive:** Not required
- **Product of Learning:** Required

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[Skip to Content](#)

~~2024-2025~~2026-2027 Graduate Bulletin
Appalachian State University

Geographic Information Science Graduate Certificate

Program Code: GCERT_114A

CIP Code: 45.0701

Program of Study for the Graduate Certificate in Geographic Information Science

Admission Requirements: Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); cover letter (not to exceed two pages) stating reasons why applicant wishes to enter the program.

To be considered for admission, applicants must meet the [criteria for admission to the Graduate School](#). Meeting these criteria does not guarantee admission.

Location: Boone Campus [and Online](#)

Course Requirements for the Graduate Certificate in Geographic Information Science

Total Required (Minimum 12 Hours)

Required Courses (~~12~~6 Hours)

If a student has proficiency in one of the required courses and is exempted by the program director, an equivalent GIScience course may be substituted.

~~**GHY 5150 – Seminar in GIScience (3)**~~

GHY 5810 - Satellites, Drones, and Spatial Analysis (3) [DL]

GHY 5812 - GIS Analysis and Modeling (3) [DL]

Choose One (3 Hours)

~~C S 5245 – Data Programming (3)~~

~~GHY 5815 – GIS Programming and Databases (3)~~

~~GHY 5816 – Environmental GIScience (3) [DL]~~

~~GHY 5818 – Web Mapping (3) [DL]~~

Choose one track:

Campus-Based Track (6 hours)

GHY 5150 – Seminar in GIScience (3)

Choose one (3 Hours)

C S 5245 – Data Programming (3)

GHY 5815 – GIS Programming and Databases (3)

GHY 5816 – Environmental GIScience (3) [DL]

GHY 5818 – Web Mapping (3) [DL]

Online Track (6 hours)

GHY 5818 – Web Mapping (3) [DL]

GHY 5815 – GIS Programming and Databases (3) OR GHY 5850 – Transportation GIS (3)
