

Provost approved March 26, 2020
Effective Fall 2021 unless otherwise noted.

**MINUTES OF THE MEETING OF THE
GRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
March 23, 2020**

The Graduate AP&P Committee met on Monday, March 23, 2020 at 3:00 p.m. in IG Greer 224.

Members present: Brad Nash, Susan Staub, Victor Mansure, Marie Hoepfl, Jonathon Stickford, Tracy Smith, Jennifer McGee, Sandi Lane, Will Canu, Lisa Houser, Dru Henson, Adam McCoury, Katherine Ledford, Julie Hayes, Gary McCullough, Eric Berry, Timothy Forsythe, Mike McKenzie, Terry McClannon, Debbie Race, Laura Padgett

Excused: Agnes Gambill, Ray Williams, Jeff Ramsdell

Absent: David Shows, Sandra Vannoy, Janice Pope, James Douthit, Dontrell Parson, Karen Fletcher, Dale Wheeler (Faculty Senate), Dalton Sizemore

1. CALL TO ORDER

Chairperson Susan Staub called the zoom meeting to order at 3:00 p.m.

MOTION 1: Chairperson Staub suggests suspending the regular rules of order in order to have a quorum of nine voting members who are present. Motion was made (Mansure) and seconded (Canu) to suspend the regular rules of order. A vote was taken. **Motion passed.**

2. APPROVAL OF THE MINUTES

MOTION 2: A motion was made (Nash) and seconded (McGee) to approve the minutes of the January 27, 2020 GAPP Meeting. A vote was taken. **Motion passed.**

MOTION 3: A motion was made (Nash) and seconded (Smith) to approve the minutes of the February 17, 2020 GAPP Meeting. A vote was taken. **Motion passed.**

3. NEW BUSINESS:

A. Policy Proposals

G_GRD_2019_3 Change the Bulletin language for Admission Criteria and Status for Degree and Certificate Students to: (1) create separate admission criteria for degree and certificate programs, (2) update language regarding standardized exam requirements, (3) adjust the minimum UGPA requirement for certificate program applicants, and (4) streamline the language for provisional admission.

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Tracy Smith explained the development of the policy. There was discussion about the need for the policy and how it would be implemented.

MOTION 4: A motion was made from the Policy Subcommittee. A vote was taken. **Motion passed.**

G_GRD_2019_4 Change the Dual Degree policy to: adjust the maximum number of hours by which a student must request a dual degree pairing, and (2) adjust the total number of hours required for a dual degree program of study pairing when one of the programs requires 54 or more credit hours.

Tracy Smith explained the development of the policy. There was discussion about the need for the policy and how it would be implemented.

MOTION 5: A motion was made from the Policy Subcommittee. A vote was taken. **Motion passed.**

4. DISCUSSION ITEMS:

A. Chairperson Staub brought up the issue of the Pass/Fail grading proposal that is circulating about campus. It was being discussed simultaneously at Faculty Senate. Dean McKenzie shared that the proposal would not be imposed but would go through both APP as well as GAPP. It will first go through the Policy Subcommittee and then to both the Dean McKenzie and Associate Dean Hoepfl before coming to the full GAPP. He encouraged programs to begin thinking about the implications for their areas now. He asked that we look at the full landscape and what other institutions are doing. Debbie Race added that it is important to keep in mind that P/F grading is different than S/U grading. There has been a small number over the past ten years. She added that it would potentially be decided by this week. Victor Mansure added that this may not be the last semester we have to consider this and therefore, everyone should think ahead and the future implications of this.

B. This meeting was held via Zoom and members were sending thoughts and comments via the Chat option. Those are included here:

From Tracy Smith: As I read it, it seemed more a student-by-student than course-by-course process.

From Will C: Yes, that's what it seemed like to me too.

From Jennifer McGee: That was my interpretation as well.

From Susan Staub: It is. The problem is so many courses require grades for certification.

From Mike McKenzie: Exactly Susan, none of those courses would be eligible.

From Tracy Smith: Professors still enter letter grades in many instances, and then the "system" assigns P/F.

From Susan Staub: And does it affect financial aid in any way?

From Tracy Smith: And couldn't it be retroactive - final on August 7, 2020?

From Marie: It's important for them to make informed decisions; seems like some will choose the P/F option without considering the implications.

From Will C: I think that the issues we are raising really speak to the importance of the graduate program directors understanding the P/F or S/U implications for credentialing but also for individual students (e.g., those on probation).

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From Will C: And the importance of it being an opt-in.

From Mike McKenzie: Great point, Will.

From Marie: One thing we need to consider in this conversation is the possibility of extending some type of incomplete option. That might be preferable to moving to a PF or SU type of approach, particularly for graduate students.

From Gary H. McCullough CCC-SLP: Empowering the students and the faculty in a thoughtful, respectful way can be a positive.

From Sandi Lane: The MHA students are health care professionals working 12-14 hours each day with no days off. Some are very stressed.

From Will C: Exceptions may need to drive the rule in this instance. There are all kinds of reasons why any individual may be less able to learn/to show what they learned in this time, and I agree with what Mike and Tracy and others are saying that we need to err on the side of supporting students.

From Debbie Race: To Marie's point on an incomplete option, I got an email that it might be under consideration as well last week - a different code to use, etc. Not sure where that still is in discussion but thought I should mention it has come up as well.

From Katherine Ledford: UNC's proposal has an alternative incomplete option called "CV".

From Debbie Race: Yes, and at least two of the Dean's mentioned they liked that idea. It has not been determined if that will move forward.

From Debbie Race: (to my knowledge at least)

C. Updates from the Graduate School

- a. Associate Dean Hoepfl spoke about thesis deadlines which will remain the same. She added that there would be flexibility on a case by case basis. Documents will be accepted electronically and signature pages can be accepted at a later date.
- b. Dean McKenzie spoke about allowing waivers for April 1st deadlines for new applicants. He added that applications will not be denied because they have not been able to complete entrance exams. Transcripts could be delayed. Recommendation letters could be delayed. Communications to students have been sent out. Applicants should submit by April 1st knowing they may not have all of their documents.

D. ADJOURNMENT

A motion was made (Canu) and seconded (Nash) to adjourn at 4:30 p.m. **Motion passed.**

ADDENDUM

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**MINUTES OF THE MEETING OF THE
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March 23, 2020
DRAFT**

G_GRD_2019_3 Change the Bulletin language for Admission Criteria and Status for Degree and Certificate Students to: (1) create separate admission criteria for degree and certificate programs, (2) update language regarding standardized exam requirements, (3) adjust the minimum UGPA requirement for certificate program applicants, and (4) streamline the language for provisional admission.

CURRENT

Admission Criteria and Status for Degree or Certificate Students

Persons who apply for admission to the Graduate School, if accepted, may be admitted in one of several categories as described below. If a student does not complete degree requirements within seven years of being admitted, the admission expires.

Regular Admission. To be considered for regular admission to a degree program in the Graduate School at Appalachian, an applicant must meet or exceed one of the criteria below, using the test required for admission to the program (GRE, GMAT, or MAT - check the program section for information on which test is required).

- 3.0 GPA in the last earned degree and official scores from the appropriate admission test(s), OR
- 2.5 GPA in the last earned degree and official scores at the 25th percentile level from the appropriate admission test(s).

Meeting one of these criteria does NOT guarantee admission to any program; academic departments also consider other factors, including recommendation letters, supplemental materials, size and quality of the current applicant pool, etc. The program may request that a 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. Provisional admission to a graduate program may be granted in the following circumstances with a recommendation from the program director or the department chair of the admitting program: 1) a student whose application materials do not meet the criteria for regular admission, but who has compensating work experience or outstanding alternative credentials; 2) a student whose undergraduate degree is in another discipline but who shows evidence of potential success in the desired program. Students admitted provisionally may be required to take additional prerequisite courses during their first year, and may have to achieve a specific graduate GPA as determined by the admitting program. Provisionally admitted students cannot hold assistantships, scholarships, or tuition scholarships during the first semester.

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Tentative Status. Students may be admitted either regularly or provisionally under 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.

PROPOSED

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 to a degree program in the School of Graduate Studies at Appalachian, an applicant must have earned a baccalaureate degree from an accredited institution and must meet or exceed one of these criteria:

- 3.0 GPA in the last earned degree 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 one of these 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.

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Admission Criteria 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 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.

G_GRD_2019_4

Change the Dual Degree policy to: adjust the maximum number of hours by which a student must request a dual degree pairing, and (2) adjust the total number of hours required for a dual degree program of study pairing when one of the programs requires 54 or more credit hours.

CURRENT

Dual Degree

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The purpose of a dual degree program is to allow students to simultaneously complete two complementary graduate degree programs through a prearranged curriculum plan that meets the requirements of both degree programs, while allowing for dual credit for a specified set of shared courses.

Students apply for entrance into an approved dual degree program either (1) at the time of initial admission into the School of Graduate Studies, or (2) by later requesting entrance into a second degree program that could be paired with the student's initial program. Those students requesting a later admission must apply before completing 18 hours in their initial degree program.

Students begin the admissions process by conferring with both program directors of the requested paired programs. Admission to all dual degree programs requires approval by both paired degree programs and the School of Graduate Studies. The form to add a second degree program is available on the Graduate School forms page.

Students approved to pursue two programs will be subject to the following requirements:

1. Degree programs that have been paired two times in the last five years to offer a dual degree must develop a formal program of study (POS) before offering the dual degree pairing a third time. The dual degree POS must be approved by the respective programs, their colleges, the School of Graduate Studies, and the Graduate Academic Policies and Procedures Committee (GAPP). Once approved, the degree pairing will be published in the Graduate Bulletin.
2. If the dual degree pairing has been offered no more than two times in the last five years, the program directors can create individualized programs of study for requesting students with the approval of both programs, their respective chairpersons, and the School of Graduate Studies. However, it is expected that those paired programs will develop a formal pre-approved POS before offering the pairing for a third time.
3. All admissions requirements for both degree programs must be met.
4. The paired POS must meet all requirements for both degree programs, including admission to candidacy, proficiency, comprehensive exam, or other requirements. All courses being shared for credit must be clearly defined in the paired POS. No more than 50% of the courses, based on the program with the least required credit hours, may be shared on the dual degree POS.
5. Students must complete both dual degree programs within seven (7) years of the initial admission term and must graduate from both programs in the same term. No dual degrees will be awarded retroactively.

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Students apply for entrance into an approved dual degree program either (1) at the time of initial admission into the School of Graduate Studies, or (2) by later requesting entrance into a second degree program that could be paired with the student's initial program. Those students requesting a later admission must apply before completing 50% of the required credit hours in their initial degree program.

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3. All admissions requirements for both degree programs must be met.
4. The paired POS must meet all requirements for both degree programs, including admission to candidacy, proficiency, comprehensive exam, or other requirements. All courses being shared for credit must be clearly defined in the paired POS. No more than 50% of the courses, based on the program with the least required credit hours, may be shared on the dual degree POS, except when credit hours required for the larger program is 54 hours or greater. In that case, the dual degree program shall require a minimum of 69 credit hours OR 54 hours plus 50% of the number of credit hours required for the smaller program, whichever is greater.
5. Students must complete both dual degree programs within seven (7) years of the initial admission term and must graduate from both programs in the same term. No dual degrees will be awarded retroactively.

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