

**MINUTES OF THE MEETING**  
**GRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE**  
**April 19, 2021**

The Graduate AP&P Committee met on Monday, April 19, 2021 at 3:00 p.m. via Zoom.

Members present: Laura Padgett, Victor Mansure, Marie Hoepfl, Susan Staub, Brian Whitaker, Mark Bradbury, Jerianne Taylor, Dalton Sizemore, Debbie Race, Sandi Lane, Ray Williams, Sara Konu, Wesley Armstrong, Andrew Windham, Katherine Ledford, Dontrell Parson, Lucy Purgason, Eric Berry, Agnes Gambill, Jamie Yarbrough.

Absent: Rajat Panwar, Jonathon Stickford

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE MINUTES**

**MOTION 1:** A motion was made (Lane) and seconded (Mansure) to approve the minutes of the January 25, 2021 GAPP meeting. A vote was taken. **MOTION PASSED.**

**MOTION 2:** A motion was made (Williams) and seconded (Lane) to approve the minutes of the February 15, 2021 GAPP meeting. A vote was taken. **MOTION PASSED.**

**3. ANNOUNCEMENTS / FOR INFORMATION ONLY**

A. Standardized Exam Waivers

- i. GRE waiver language for History (MA)
- ii. GRE waiver language for Marriage and Family Therapy (MA)
- iii. GRE waiver language update for Master of Business Administration (MBA)
- iv. GRE waiver language for Political Science (MA)
- v. GRE waiver language for Biology (MS)
- vi. GRE waiver language for Applied Data Analytics and Public Administration dual degree (MSADA/MPA)
- vii. GRE waiver language for Business Administration and Public Administration dual degree (MBA/MPA)

Dr. Hoepfl explained the waivers for each program and asked for questions.

B. Change in Delivery Mode

- i. Music Theory Pedagogy graduate certificate (adding online delivery mode): G\_MUS\_MUS\_2020\_7
- ii. Elementary Mathematics Education graduate certificate (change to online delivery mode): G\_COE\_CI\_2020\_7

Chairperson Staub explained the process that will be used for changes in delivery mode. Dr. Hoepfl shared that she worked with both the RCOE and the HSOM to create this process that shows the chain of approval at both the program and the college levels. SACSCOC must be notified when there is a change of delivery mode.

- B. Program of Study correction: Business Analytics graduate certificate:  
G\_COB\_GCERT\_BA\_2020\_2

#### 4. NEW BUSINESS

A. AP&P Joint Subcommittee

- GU\_APP\_2020\_1      Add a policy establishing a consistent procedure for requesting a change in delivery mode for existing certificate or degree programs.

Dr. Hoepfl explained that there hasn't been a process to document the chain of approval. This was created to take care of that issue. There is a different form for use with degree and certificate programs. Certificate changes in delivery mode do not require system office approval, only degree changes in delivery.

**MOTION 3:** A motion was brought forward from the Joint Subcommittee for approval. A vote was taken. **MOTION PASSED.**

B. Proposed updates to the AP&P Manual

Add three sections: (1) an "FIO Items" section clarifying what updates can be handled as information only (p. 7); (2) instructions for proposing changes to program location (p. 11); and (3) instructions for requesting a change in mode of program delivery for existing programs (p. 11).

Dr. Hoepfl shared that Ms. Julie Hayes spearheaded this FIO item addition. This action ensures that it becomes part of the bulletin copy.

**MOTION 4:** A motion was brought forward from the Joint Subcommittee for approval. A vote was taken. **MOTION PASSED.**

C. Proposed updates to the Graduate Bulletin

- G\_GRAD\_2020\_7      Change the Bulletin language for two graduate policies:  
1. Amend the "alternative admission requirements in lieu of the standardized exam" language that was approved by GAPP in January 2021 to allow a cumulative GPA of 3.0 or higher in a prior earned graduate degree to qualify for an exam waiver.

2. Update the dates for the examples in the "Time Limit Requirements" section so that they are more current. No other changes to the policy are requested.

Dr. Hoepfl explained that GAPP voted on some changes to the "Alternative Admission Requirements" at the January 2021 meeting. However, one amendment to those changes is needed to make the policy consistent with current practice. Dr. Lane explained that the proposed change to the "Time Limit Requirements" section is needed to keep the document current.

**MOTION 5:** A motion was made (Lane) and seconded (Mansure) to be able to vote on these two changes. The vote was taken. **MOTION PASSED.**

**MOTION 6:** A motion was brought forward from the Policy Subcommittee to approve. A vote was taken. **MOTION PASSED.**

## 5. DISCUSSION ITEMS

### A. Updates from the Graduate School

Marie Hoepfl shared that the Graduate School awards event was held last Thursday in a virtual Zoom format. It was well attended. She also shared that the Graduate Student Life Team is coordinating "Graduate Gratitude Shout Outs," which will be featured on social media and in the weekly newsletter. Cratis D. Williams nominees are being collected at this time. She is sending out weekly updates and asked that anyone who would like to receive them send her a request. The Graduate Student Support & Wellness conference is coming up and is free to attendees. She shared that end of term processing could be delayed based on a vote before the UAPP Committee today. Summer tuition rates have been posted on the student accounts webpage. She reported that her term as Acting Dean could go into the summer. She acknowledged the members of the committee who will be cycling off:

- a. Susan Staub (has been reelected)
- b. Lucy Purgason
- c. Andrew Windham who has been filling in
- d. Sandy Lane
- e. Agnes Gambill
- f. Dalton Sizemore (graduating)
- g. Debbie Race (retiring)

## 6. ADJOURNMENT

A motion was made to adjourn the meeting (Williams) and seconded (Lane). A vote was taken. **MOTION PASSED.**

**ADDENDUM**  
**MINUTES OF THE MEETING OF THE GRADUATE**  
**ACADEMIC POLICIES AND PROCEDURES COMMITTEE**  
**April 19, 2021**

**AP&P Manual**  
**Appalachian State University**

Revised for 2021-2022 (ver. 2 – April 2021)  
(after Provost approved 2020-2021 changes)

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## Academic Policies and Procedures (AP&P) Committees

### AP&P Committees Summary

Complete information about the memberships of university committees (including Graduate and Undergraduate AP&P Committees), reporting, and areas of responsibility are outlined in the *Faculty Handbook* (§7.3.4.8 and §7.3.4.14).

### AP&P Joint Subcommittee

A Joint Subcommittee consisting of representatives from both Undergraduate and Graduate Academic Policies and Procedures (AP&P) Committees will be tasked with considering and recommending changes to the [AP&P Manual](#), AP&P proposal forms, and AP&P procedures.

The Joint Subcommittee will include a minimum of two representatives each from the Undergraduate and Graduate AP&P committees; the University Registrar and Associate Registrar; the Undergraduate AP&P Specialist; and a representative from the School of Graduate Studies. The chairpersons of Undergraduate AP&P and Graduate AP&P will co-chair the Joint Subcommittee. Meetings will be called on an as-needed basis.

Changes recommended by the Joint Subcommittee must be approved by both AP&P Committees.

### AP&P Operating Procedures

1. Proposals to be presented to an Academic Policies and Procedures (AP&P) committee must be submitted using the approved proposal forms available on the [AP&P website](#).
2. Proposals to be considered by an (AP&P) committee must be agenda-ready and submitted prior to the published due date (approximately twenty-five [25] calendar days prior to the scheduled meeting). The AP&P committees will send the agenda to the entire faculty at least six (6) working days prior to a scheduled meeting, according to *Faculty Handbook* guidelines.
3. The proposal author, department chair, or dean's office should consult with any department(s) or unit(s) that may be affected by the proposal prior to submission. This includes proposals that originate from a Council, a student government association, or the Faculty Senate.
4. Committee members, deans' offices, authors, department chairs, faculty and students should provide feedback and inquiries on the AP&P AsULearn forum to address proposal concerns prior to committee meetings when appropriate and possible.
5. A quorum for the transaction of business shall consist of two-thirds majority of the voting members of the committee.
6. The order of consideration of proposals before the committee shall be rotated among the colleges and schools.
7. Committee meetings are limited to two hours in length unless a vote to extend is passed. In the event of a backlog of committee business, a second meeting will be called for that

month.

8. Voting on proposals/motions is by voice vote or by a show of hands. Proxy representation and absentee voting for the purpose of voting on proposals under consideration is NOT permitted. Proposal/motion decisions shall be by a simple majority of the verbal or show of hands votes cast.
9. The chairs of the AP&P committees shall be elected from the voting membership. The chairs are elected in the first Fall semester meeting by the voting members. The chairs retain their right to vote on proposals/motions. The term of chair is for one year and is renewable. The chair is eligible to receive one-quarter reassigned time per semester.

### **Primacy of Academic Governance over Academic Curriculum and Instruction**

#### Faculty Handbook Academic Governance Summary

The basic and most important unit in determining curricula is the academic department.

Each department/academic unit and college/school shall have a curriculum committee to carefully consider changes to courses, programs, policies, or structures within or affecting the academic unit. All academic units should develop and implement plans for involving students in academic governance at the departmental level.

In addition, the General Education Council, Honors Council, and Teacher Education Council shall each carefully consider changes to curriculum, policies, programs, or structures within or affecting their programs.

The Graduate and Undergraduate Academic Policies and Procedures (AP&P) Committees are the final committees to carefully consider and recommend changes to the University's curriculum, policies, programs, or structures.

The Provost and the Chancellor shall communicate to the University in a timely fashion their decisions on proposals/motions involving recommendations for changes in curriculum, policies, programs, or structures.

#### Guideline I

Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Only graduate faculty and affiliate graduate faculty may vote on changes to graduate programs and curriculum in their respective areas ([Faculty Handbook, §4.5](#)). Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee. After a proposal for curricular or structural change has been acted upon by a college or school and after the dean of that college or school has submitted the proposal to all other necessary groups, the dean will

then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Guideline II

Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee by any of the following:

- A. Department, program, college, or school
- B. Faculty Senate
- C. Student Government Association
- D. Graduate Student Government Association
- E. Council of Deans
- F. Council of Chairs

A faculty member, student, or ad hoc faculty or student group will channel proposals through the appropriate body above.

Guideline III

The Undergraduate Academic Policies and Procedures Committee and the Graduate Academic Policies and Procedures Committee are, in most circumstances, the final recommending bodies to the provost/executive vice chancellor and the chancellor. The faculty members and the students on these committees serve as the representatives for the faculty and students, respectively. As such, these groups should make their respective views known through their appointed representatives and should make arrangements for their respective representatives to be held accountable to them.

Guideline IV

If a proposal for changes in a department's courses or programs is not approved by that department, then the group initiating the proposal may appeal (within 90 days after rejection) first to the advisory council of the college to which that department belongs. If the proposal is also rejected by the college or school, then the group may appeal (as above) to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

When a departmental proposal is not recommended at the college advisory council level, the department may appeal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

### **Bulletin Style Guide**

The information below improves course information consistency and sets standards for the undergraduate and graduate Bulletins. Bulletin course description and title information will be altered to meet these guidelines before being published in the AP&P minutes and Bulletins.



### Alternate Year Course Offerings

When courses are offered in alternate years, information listing what years the course will be offered should be provided. “Spring, Alternate years” is not acceptable. If the year cannot be determined, the course offering should be designated “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 1, Even-numbered years.
- PS 2610. Asian Politics (3). On Demand.

Courses may be scheduled in a regular semester “Fall; Spring; Summer Sessions” and “On Demand” if a course will be offered in one semester, but only periodically in another.

**Examples:**

- PE 1822. Tennis (1). Fall; On Demand.
- HPE 2140. Principles of Fitness and Conditioning (3). Summer Session; On Demand.

### Course Descriptions

- Course descriptions should be concise—two to five sentences/statements total.
- Avoid information technology (IT) language that may become outdated.
- Do not use course titles within the course description or prerequisite statement.
- Ensure contact time coincides with course credit hours and course schedule type.
- Only include prerequisites for that course, not the prerequisites of prerequisite courses.
- Spell out “and” instead of using “&”.
- Spell out “laboratory”.
- Spell out numbers one through nine (e.g., Studio six hours).
- Mode of instruction should not be included (e.g., online, lecture). Statements such as “lecture three hours.” should not be included in the course description unless the course includes multiple modes of instruction (i.e., lecture/lab, lecture/studio). If the course includes multiple modes of instruction, this may be reflected in the course description (e.g., “Includes lecture and studio components meeting for X hours per week.” or Lecture X hours, laboratory Y hours.”).
- Use the standard statement “Graded on an S/U basis.” when the course is graded S/U.
- Use a course prefix before each number (e.g., ENG 3661, ENG 3662, ENG 3663, rather than ENG 3661, 3662, 3663).

### Course Titles

Attempt to use course titles shorter than 30 characters, including spaces. The short title in Banner appears on the class schedule and student transcripts and is limited to 30 characters (including spaces and punctuation). The long course title appears in the Bulletins. The long course title in Banner is limited to 100 characters (including hours and semester offering).

### Numeric Grade Representation

Grade Point Average (GPA) points should follow all letter grades listed in the bulletins, programs of study, or other university materials and documents. GPA points should follow all course or program grade prerequisites. Inclusion of “or higher” and “or above” is not necessary.

#### **Examples:**

- Prerequisites: completion of LLC 2510 and FRE 3510 with a minimum grade of “B” (3.0).
- Prerequisites: completion of HIS 4100 Senior Seminar with a minimum grade of “C” (2.0) is required to complete the History major.
- Course Description: A minimum grade of “C” (2.0) is required. Prerequisites: completion of HPE 2110, HPE 2120 and HPE 2130 with a minimum grade of “C” (2.0) in each.
- Major Requirement: In order to progress through the RN to BSN program, the student must achieve a minimum grade of “C” (2.0) in each nursing course before proceeding to the next nursing course.

### **For Information Only (FIO) Items**

There are a number of curriculum, program, and policy updates that do not require *approval* from the AP&P Committees but that do need to be submitted as information only items for purposes of updating Bulletin copy. These include:

- **Changes to existing General Education courses** (e.g., inclusion in various components, WID status and associated RC 2001, prerequisites, capstone status). Submit a proposal (Part C) to the General Education Council. Once approved by the General Education Council, this record will be sent to Undergraduate AP&P for inclusion in the AP&P Committee meeting minutes.
- **Department or program name changes.** Submit the [Department Name Change form](#). These are reviewed for approval by the Provost and Chancellor and are information-only items for the AP&P committees.
- **Semester offerings.** See page 11 for more complete instructions.
- **Change in program delivery mode.** See page 11 for more complete instructions.

### **Curriculum Proposal and Scheduling Information**

#### Program of Study Change Procedures

When revising programs of study (majors, minors, concentrations, certificates, or Second Academic Concentrations), submit a single, marked-up program of study using track changes. For more information, refer to the [AP&P website instructions](#).

#### Contact Time

Across the UNC system, a class must meet for a minimum of 750 minutes for every semester hour of credit. The amount of contact time remains constant, regardless of the academic term.

One semester hour	Minimum of 750 contact minutes
Two semester hours	Minimum of 1500 contact

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minutes Three semester hours	Minimum	of	2250	contact
minutes Four semester hours	Minimum	of	3000	contact
minutes				

The [Appalachian State University Policy Manual](#) provides a thorough explanation of credit hour applications across different modes of instruction and contact time required. In addition, detailed information on current course schedule types (Banner course term file guidelines) can be found on the [Office of the Registrar's website](#).

#### Determining When a New Course Number is Needed

In some cases proposers wish to make significant revisions to an existing course. If the changes are substantial enough that a student who had the earlier course would not be able to use the revised course interchangeably, then a new course number is needed. In certain circumstances, even if a course could be used interchangeably, a new course number may be required, as determined by the Registrar's Office in consultation with the respective AP&P committee chairpersons. If a new course number is assigned, this becomes a course add, and Parts A & B of the form must be completed.

#### Numbering of Coursework

The following is a summary of the restrictions imposed by university policy on the numbering of coursework. University policy stipulates the following general classifications:

<b>Level</b>	<b>Number Range</b>
Remedial	0001-0999
Freshman	1000-1999
Sophomore	2000-2999
Junior	3000-3999
Senior	4000-4999
Master's	5000-5999
Specialist	6000-6999
Doctorate	7000-7999

#### **Numbers specified within the reserved ranges are as follows:**

General & Departmental Honors	1510-1519, 2510-2519, 3510-3519, 4510-4519
Independent Study	1500, 2500, 3500, 4500, 5500, 6500, 7500
Instructional Assistance	3520
Selected Topics	1530-1549, 2530-2549, 3530-3549, 4530-4549, 5530-5549, 6530-6549, 7530-7549

#### **Other numbers reserved by University policy are as follows:**

Bibliography & Research	5000
Experiential Learning	1999, 2999, 3999, 4999
Graduate Research	5989, 6989, 7989
Internships	2900, 3900, 4900, 5900, 6900, 7900

Thesis/ Dissertation

5999, 6999, 7999

Proposals for new courses or programs are submitted to the Office of the Registrar during the proposal development process to confirm the appropriateness of course numbering.

#### Course Syllabi

When proposing a new course, or substantial changes to an existing course, a course syllabus is required as an attachment to the AP&P form. Proposers should note that both the Appalachian State University [Faculty Handbook](#) (§6.3.1.2) and the Office of Academic Affairs have stipulated that [certain elements](#) must be included in all course syllabi.

For purposes of AP&P proposal review, the course syllabus should include the following minimum components:

- The course title and description as they will appear in the Bulletin(s).
- A list of student learning outcomes for the proposed course.
- The name of the text and any other materials required of each student.
- A description of course activities and assignments, including assessment methods.
- An explanation of how the course grade is to be determined. (Note: for graduate courses, no “D” grades may be assigned; grades below C- will automatically revert to a failing [F] grade.)
- If it is a dual-listed course, the dual-listed course differentiation, as described below.

#### Dual-Listed Course Proposals

Dual-listed courses are classes taught concurrently at the 4000/5000 level and by the same instructor, either (1) meeting at the same time and in the same classroom, or (2) in the same online setting. Dual-listed graduate courses are noted in the course descriptions as follows: “[Dual-listed with XXX 4xxx.]”

All dual-listed courses must be approved by both the Undergraduate (UAP&P) and the Graduate Academic Policies and Procedures Committee (GAP&P) and will be designated as dual-listed in the University Bulletins. Approval will require the submission of a single “GU” AP&P proposal form with syllabi indicating the advanced academic content and rigor appropriate for graduate courses. Only courses at the 4000 level will be approved for dual listing with 5000-level courses, and only the credit hours of dual-listed courses that were reviewed/approved will count in the student’s Graduate Program of Study. Course descriptions for undergraduate dual-listed courses must include the following standard wording: “[Dual-listed with XXX 5xxx.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.”

In the case of dual-listed selected topics and study abroad courses, syllabi for the undergraduate and graduate course pairings must be submitted for review and approval by the School of Graduate Studies. All materials must be submitted to allow sufficient time for approval before the course is taught, preferably before the schedule is published for the next semester.

Consideration should be given to the ratio of undergraduate to graduate students in these classes and, where possible, graduate students should make up at least 30% of the enrollment.

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~~or Course Prefix Changes~~ (material moved to page 7)

### Course Prefix Changes

Course prefix changes require submission of an AP&P proposal.

### Proposal Process Resources

Resources are available on the Academic Policies and Procedures website:

<https://app.appstate.edu/>

AP&P Approval Process

AP&P Process Flowchart Bulletin Deadlines

Contact and Submission Information

Meeting Agendas, Dates, Deadlines, and Minutes

Proposal Forms, Instructions, and Sample Proposals

File Naming Protocol

Department Name Change Form

Semester Offering Changes Information

UNC-GA Process for Planning and Establishment of New

Program UNC-GA-SACS Flowchart

### Scheduling of Courses to be Offered for Credit

Scheduling a course to be offered for credit is authorized by the department chair (or equivalent) under which the course is listed (see *Faculty Handbook*).

After authorizing a course to be offered, the chair will provide the schedule information to the dean's office (or equivalent).

#### **Provide schedule information to:**

- The Office of the Registrar if the course is to be offered for main campus credit during a term of the regular academic year.
- The Office of Summer Sessions if the course is to be offered during a summer term.
- The App State Online Office for all distance education courses.

Courses beginning before 2:00pm Monday-Friday should adhere to regular meeting patterns unless approved as an exception by the appropriate dean's office. Regular meeting patterns and additional information can be found on the schedule build/CTF section of the [Office of the Registrar's webpage](#).

### Selected Topics Course Guidelines

Selected topics are available to allow faculty to test the viability of a new course on a short-term basis. A selected topics course should not be offered more than a total of four semesters before beginning the process for adding the course permanently to the Bulletin(s).

A course under a selected topics designation should not be scheduled when a course with substantially similar content and methodology exists, without first consulting the existing course department chair(s) (or equivalent).

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If departments and/or individual faculty members would like to express concerns about a selected topics course, contact should be made with the department chair (or equivalent) at least two weeks in advance of registration. The concerned party, the individual offering the course, and the department chair(s) should attempt to resolve the concern in advance of registration. If that course of action does not result in a solution, the appropriate college dean(s) will serve to arbitrate.

Graduate/undergraduate dual-listed selected topics courses must adhere to the same requirements as other graduate/undergraduate dual-listed courses.

Graduate selected topics courses must adhere to the same requirements as other graduate courses. Contact the Graduate School for additional information.

See the Numbering of Coursework section of this manual for information about selected topics numbering.

### Semester Offering Information

Main campus undergraduate courses offered in a fall or spring term are eligible for the university's book rental program. Selected Topics, On Demand, and courses offered in Summer Sessions only, are not eligible.

Semester offerings (only) can be changed without an AP&P proposal. Details about that process can be found at: <https://app.appstate.edu/proposal-resources/semester-offering-changes>

Courses can be offered: Fall, Spring, Summer Session, On Demand, Even-numbered Years, Odd-Numbered Years. Please see the Alternate Year section of this manual for details on inclusion in course descriptions.

## **Making Changes to Programs**

### Changing the Location of a Program

Moving a program from one department or college to another requires submission of a proposal, showing necessary departmental and college approvals, to the appropriate AP&P committee. The request requires approval by AP&P and the Provost.

### Changing the Mode of Program Delivery – Existing Programs

Four delivery mode options are offered: on campus, hybrid/partially online, fully online, or site-based at an off-campus location. Requests to add a delivery mode must be submitted via the following procedure if 50% or more of the credit hours in the program will be delivered through the new delivery mode.

Proposals to add or discontinue a mode of delivery for existing programs (degree or certificate) must be approved at the departmental (curriculum committee and chairperson) and college (curriculum committee and dean) levels, then submitted to the appropriate AP&P committee as an FIO item. Final approval of a change in

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delivery mode is granted by the Chief Academic Officer/Provost. Forms for requesting a change in delivery mode for **certificate programs** and for **degree programs** can be found on the AP&P website.

GRE waiver language for Biology (MS)

**CURRENT**

## **Program of Study for the Master of Science in Biology**

**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam

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scores, unless waived; letter of intent; commitment from a Biology faculty member to chair the applicant's thesis committee.

**Additional Admission Requirements:** Recommendations for the application should be written by persons familiar with the applicant's academic performance. GRE Subject test is not required. Only qualified applicants may be considered for an exam waiver. Applicants are encouraged to contact the program director as early as possible regarding thesis research interests.

To be considered for admission, applicants must meet the [criteria for admission to the Graduate School](#). In addition, applicants must receive a minimum GRE analytical writing score of 4 to be considered for normal admission and assistantships. Meeting these criteria does not guarantee admission.

**Standardized Exam Waiver Eligibility:** The standardized exam (GRE) requirement may be waived for qualified applicants who complete an interview (on-campus preferred, although video interview is acceptable) with the potential faculty adviser(s) and the graduate program director.

**Accelerated Admissions Option:** This program offers an [accelerated admission](#) option for undergraduate students currently enrolled at Appalachian State University.

**Location:** On Campus

## PROPOSED

**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam scores, unless waived; letter of intent; commitment from a Biology faculty member to chair the applicant's thesis committee.

**Additional Admission Requirements:** Recommendations for the application should be written by persons familiar with the applicant's academic performance. At least one letter must be from a faculty member at the applicant's undergraduate degree-granting institution. Applicants are encouraged to contact the program director as early as possible regarding thesis research interests.

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

**Standardized Exam Waiver Eligibility:** The standardized exam (GRE) requirement may be waived for applicants who earned a cumulative undergraduate GPA of 3.0 or higher and who complete an interview (on-campus preferred, although video interview is acceptable) with the potential faculty adviser(s) and the graduate program director.

**Accelerated Admissions Option:** This program offers an [accelerated admission](#) option for undergraduate students currently enrolled at Appalachian State University.



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**Location:** On Campus

**NOTE: These admission criteria changes will apply to all concentrations in the MS in Biology program:**

- Program Code: MS\_207B / CIP Code: 26.0101
- Program Code: MS\_207D / CIP Code: 26.0101
- Program Code: MS\_207D / CIP Code: 26.0101

**Appalachian State University  
Request to Add or Discontinue a Delivery Mode or Site  
Existing Certificate Program**

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Department/College: \_\_\_\_\_

Title of certificate program: \_\_\_\_\_ Level: UG \_\_\_\_\_ G \_\_\_\_\_

Proposed term to enroll students in alternate delivery mode: term \_\_\_\_\_ year \_\_\_\_\_

What change in delivery mode is requested? (select one or more of the following):

- Add on-campus delivery
- Discontinue on-campus delivery
- Add online or hybrid delivery; Minimum percent offered online: \_\_\_\_\_
  - Program will be listed in UNC Online
  - One or more online courses in the program will be listed in UNC Online
- Discontinue online delivery
- Add site-based delivery (list new sites below; add lines as needed)
  - Instructor present (off-campus delivery)
  - Instructor remote (site-based distance education)
- Discontinue site-based delivery

Site-based location (city, county, address):

This will be converted to a fillable PDF form. The justification text will use text boxes so that the length is limited (~250 words for each item)

**A. Justification for *New Delivery Mode***

1. Description and Rationale. Provide a brief description of the new delivery mode and a short rationale for the proposed change. For online programs, describe whether the delivery is synchronous, partially synchronous, or asynchronous.
  
2. Student demand. Cite evidence showing student demand for the new delivery mode. Indicate how the new delivery mode is expected to impact enrollments in the existing program.

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

3. Enrollment. Estimate the total number of students that would be enrolled in the program during the *first* year of offering the new delivery mode, and estimate the *maximum* number of students that could be accommodated via this delivery mode, given current resources.
4. Resources.
  - a. How will the new delivery mode impact the workload of existing faculty?
  - b. What additional resources are needed in order to offer the new delivery mode?
5. Planning and Professional Development (online delivery requests only).
  - a. What professional development have program faculty received, and what prior experience do they have, in effective delivery of coursework in an online format?
  - b. What changes have been made in the program's curriculum to accommodate the shift to an online delivery mode? (NOTE: If there are changes to the program's *learning objectives* as a result of the proposed change, you must submit this proposal through the regular AP&P approval process.)

**B. Required Approvals for Changes in Delivery Mode (New or Discontinued)**

This request to add/discontinue a delivery mode or site has been reviewed and approved by:

Departmental Curriculum Committee: \_\_\_\_\_ Department Chair: \_\_\_\_\_  
\_\_\_\_\_ *date* *date*

College Curriculum Committee: \_\_\_\_\_ Dean: \_\_\_\_\_  
\_\_\_\_\_ *date* *date*

Submit the completed form to the appropriate Academic Policies and Procedures Committee. Proposals to discontinue or add a program delivery mode must be submitted by the Bulletin copy deadline posted for the committee in order to be included in the next Bulletin. New delivery mode requests submitted by the February Bulletin deadlines become effective Fall semester of that year.

**GRE waiver language update for Master of Business Administration (MBA)**

**CURRENT**

**Business Administration - Interdisciplinary  
Business Concentration, MBA and Public  
Administration - Public Management  
Concentration, MPA**

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← Return to: [Programs Offered](#)

Program Codes: MBA\_305G and MPA\_279B

CIP Codes: 52.0201 and 44.0401

**Program of Study for the Master of Business  
Administration and the Master of Public  
Administration**

---

**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); and 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:** On Campus and Off Campus. Off-Campus cohorts follow a part-time extended format.

## PROPOSED

# Business Administration - Interdisciplinary Business Concentration, MBA and Public Administration - Public Management Concentration, MPA

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← Return to: [Programs Offered](#)

Program Codes: MBA\_305G and MPA\_279B

CIP Codes: 52.0201 and 44.0401

## Program of Study for the Master of Business Administration and the Master of Public Administration

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**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); and official general GMAT or GRE exam scores, unless waived.

**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.

**Standardized Exam Waiver Eligibility:** The standardized exam requirement may be waived for applicants who:

- Have a cumulative undergraduate GPA of 3.0 or higher AND have five or more years of relevant full-time, post-baccalaureate work or military experience; OR
- Have an earned Master's or higher level degree with a cumulative GPA of 3.0 or higher; OR
- Have a cumulative undergraduate GPA of 3.6 or higher in a degree earned from Appalachian State; OR
- Hold membership in Beta Gamma Sigma Honor Society.

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

**Accelerated Admissions Option:** This program offers an [accelerated admission](#) option for undergraduate students currently enrolled at Appalachian State University.

**Location:** On Campus, or combination of Off Campus and Online. Off-Campus/Online cohorts follow a part-time extended format.

## **Additional Information about Standardized Exam Waiver Eligibility**

Any standardized exam waiver for a graduate degree program at Appalachian State requires that applicants hold a minimum cumulative undergraduate GPA of 3.0 or higher in their last earned degree (undergraduate or graduate; some programs have established higher GPA requirements). No exam waiver is automatic but will require review and approval by the Graduate School upon submission of a complete application. An approved waiver request does not guarantee acceptance into the program. A denied waiver request does not mean that a candidate is denied admission to the program, only that a standardized exam score is needed to more fully evaluate the application. Standardized test scores may be required for scholarship consideration.

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

**GRE waiver language for Applied Data Analytics and Public Administration dual degree (MSADA/MPA)**

**CURRENT**

**Applied Data Analytics - Interdisciplinary Analytics Concentration, MS and Master of Public Administration – Not-for-Profit Management Concentration, MPA**

Program Code: MS\_304D and MPA\_279F  
CIP Code: 11.0802 and 44.0401

**Applied Data Analytics - Interdisciplinary Analytics Concentration, MS and Master of Public Administration – Public Management Concentration, MPA**

Program Code: MS\_304D and MPA\_279B  
CIP Code: 11.0802 and 44.0401

**Applied Data Analytics - Interdisciplinary Analytics Concentration, MS and Master of Public Administration – Town, City and County Management Concentration, MPA**

Program Code: MS\_304D and MPA\_279C  
CIP Code: 11.0802 and 44.0401

**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GMAT or GRE exam scores, unless waived.

**Additional MSADA Requirements:** evidence of knowledge in statistics, economics, and domain specific knowledge for the concentration 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 these criteria does not guarantee acceptance.

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

**Location:** On Campus

## **PROPOSED**

**Applied Data Analytics - Interdisciplinary Analytics Concentration, MS and Master of Public Administration**

**(NOTE: the proposed changes will apply to all concentrations as listed below)**

Program Code: MS\_304D and MPA\_279B  
CIP Code: 11.0802 and 44.0401

Program Code: MS\_304D and MPA\_279B  
CIP Code: 11.0802 and 44.0401

Program Code: MS\_304D and MPA\_279F  
CIP Code: 11.0802 and 44.0401

**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GMAT or GRE exam scores, unless waived.

**Additional MSADA Requirements:** evidence of knowledge in statistics, economics, and domain-specific knowledge for the concentration 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 these criteria does not guarantee acceptance.

**Standardized Exam Waiver Eligibility:** The standardized exam (GMAT or GRE) requirement may be waived for applicants who:

- Have five or more years of full-time, professional work or military experience; OR
- Have a cumulative undergraduate GPA of 3.5 or higher in a degree earned from Appalachian State; OR
- Have completed a graduate certificate in Business Analytics at Appalachian State University with a minimum GPA of 3.5 or higher; OR
- Hold verified membership in Beta Gamma Sigma.

**Accelerated Admissions Option:** This program offers an [accelerated admission](#) option for undergraduate students currently enrolled at Appalachian State University.

**Location:** On Campus



Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

### **Additional Information about Standardized Exam Waiver Eligibility**

Any standardized exam waiver for a graduate degree program at Appalachian State requires that applicants hold a minimum cumulative GPA of 3.0 or higher in their last earned degree (undergraduate or graduate; some programs have established higher GPA requirements). No exam waiver is automatic but will require review and approval by the Graduate School upon submission of a complete application. An approved waiver request does not guarantee acceptance into the program. A denied waiver request does not mean that a candidate is denied admission to the program, only that a standardized exam score is needed to more fully evaluate the application. Standardized exam scores may be required for scholarship consideration.

### **GRE waiver language for History (MA)**

## **CURRENT**

Program Codes: MA\_255B, MA\_255C, MA\_255D, MA\_255E, and MA\_255F  
CIP Code: 54.0101

# **History - General History Concentration, MA**

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← Return to: [Programs Offered](#)

Program Code: MA\_255B

CIP Code: 54.0101

## **Program of Study for the Master of Arts in History**

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**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application](#) [Graduate School](#); official general GRE exam scores; cover letter stating reasons that the applicant wishes to enter in history; sample of written work such as a research paper.

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

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

**Accelerated Admission Option:** This program offers an [accelerated admission](#) option for undergraduate students enrolled at Appalachian State University.

**Location:** On Campus

## PROPOSED

# Program of Study for the Master of Arts in History

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**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam scores, unless waived; cover letter stating reasons that the applicant wishes to enter the program in history; sample of written work such as a research paper.

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

**Standardized Exam Waiver Eligibility:** The standardized exam (GRE) is waived for applicants with a cumulative undergraduate GPA of 3.00 or higher.

**Accelerated Admission Option:** This program offers an [accelerated admission](#) option for undergraduate students currently enrolled at Appalachian State University.

**Location:** On Campus

## **Additional Information about Standardized Exam Waiver Eligibility**

Any standardized exam waiver for a graduate degree program at Appalachian State requires that applicants hold a minimum cumulative GPA of 3.0 or higher in their last earned degree (undergraduate or graduate; some programs have established higher GPA requirements). No exam waiver is automatic but will require review and approval by the Graduate School upon submission of a complete application. An approved waiver request does not guarantee acceptance into the program. A denied waiver request does not mean that a candidate is denied admission to the program, only that a standardized exam score is needed to more fully evaluate the application.

### **GRE waiver language for Marriage and Family Therapy (MA)**

#### **CURRENT**

Program Code: MA\_468A

CIP Code: 51.1505

## Program of Study for the Master of Arts in Marriage and Family Therapy

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**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam scores; a completed Department of Human Development and Psychological Counseling questionnaire.

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

**Location:** On Campus

## PROPOSED

Program Code: MA\_468A

CIP Code: 51.1505

# Program of Study for the Master of Arts in Marriage and Family Therapy

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**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam scores, unless waived; a completed Department of Human Development and Psychological Counseling questionnaire.

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

**Standardized Exam Waiver Eligibility:** The standardized exam (GRE) may be waived for applicants who:

- [Achieved a 3.0 undergraduate GPA, AND](#)
- [Have submitted letters of recommendation from at least two professors with whom they have taken at least one course, OR](#)
- [Have five or more years of professional human services or family systems-related experience](#)

**Location:** On Campus

## Additional Information about Standardized Exam Waiver Eligibility

Any standardized exam waiver for a graduate degree program at Appalachian State requires that applicants hold a minimum cumulative GPA of 3.0 or higher in their last earned degree (undergraduate or graduate; some programs have established higher GPA requirements). No exam waiver is automatic but will require review and approval by the Graduate School upon submission of a complete application. An approved waiver request does not guarantee acceptance into the program. A denied waiver request does not mean that a candidate is denied admission to the program, only that a standardized exam score is needed to more fully evaluate the application.

**GRE waiver language update for Master of Business Administration (MBA)**

## **CURRENT**

### **Program of Study for the Master of Business Administration**

**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GMAT or GRE exam scores; 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:** On Campus and Off Campus. Off-Campus cohorts follow a part-time extended format.

## **APPROVED**

### **Program of Study for the Master of Business Administration**

**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GMAT or GRE exam scores; evidence of knowledge in statistics, financial accounting, economics, corporate finance, marketing, and organizational behavior through course work 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.

**Standardized Exam Waiver Eligibility:** The standardized exam requirement may be waived for applicants who:

- (1) Have five or more years of full-time, professional work or military experience; **or**

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

- (2) Have a cumulative undergraduate GPA of 3.6 or higher; **or**.
- (3) Hold verified membership in Beta Gamma Sigma.

The GMAT waiver is only available to candidates who have not taken the GMAT within the past five years.

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

## **Additional Information about Standardized Exam Waiver Eligibility**

Any standardized exam waiver for a graduate degree program at Appalachian State requires that applicants hold a minimum cumulative undergraduate GPA of 3.0 or higher in their last earned degree (undergraduate or graduate; some programs have established higher GPA requirements). No exam waiver is automatic but will require review and approval by the Graduate School upon submission of a complete application. An approved waiver request does not guarantee acceptance into the program. A denied waiver request does not mean that a candidate is denied admission to the program, only that a standardized exam score is needed to more fully evaluate the application. Standardized test scores may be required for scholarship consideration.

**NOTE: These admission criteria changes will apply to all concentrations in the Master of Business Administration program:**

- Program Code: MA\_305F / CIP Code: 52.0201
- Program Code: MA\_305E / CIP Code: 52.0201
- Program Code: MA\_305G / CIP Code: 52.0201
- Program Code: MA\_305C / CIP Code: 52.0201
- Program Code: MA\_305H / CIP Code: 52.0201
- Program Code: MA\_305I / CIP Code: 52.0201
- Program Code: MA\_305D / CIP Code: 52.0201

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

## GRE waiver language for Political Science (MA)

### CURRENT

Program Codes: MA\_267C, MA\_267F, and MA\_267E  
CIP Code: 45.1001

## Program of Study for the Master of Arts in Political Science

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**Admission Requirements:** Baccalaureate degree with a major or minor in Political Science, Criminal Justice or a related field from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam scores; two-page statement of intent explaining applicant's academic and professional goals in chosen concentration; additional courses (up to 15 hours maximum) may be required if so indicated by the student's deficiencies.

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

**Accelerated Admission Option:** This program offers an [accelerated admission](#) option for undergraduate students currently enrolled at Appalachian State University.

**Location:** On campus

### PROPOSED

## Program of Study for the Master of Arts in Political Science

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**Admission Requirements:** Baccalaureate degree with a major or minor in Political Science, Criminal Justice or a related field from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam scores, unless waived; two-page statement of intent explaining applicant's academic and professional goals in chosen concentration; additional courses (up to 15 hours maximum) may be required if so indicated by the student's deficiencies.

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

**Standardized Exam Waiver Eligibility:** The standardized exam (GRE) is waived for applicants with:

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

- A cumulative undergraduate GPA of 3.00 or higher or a master's degree from an accredited institution from the last 5 years; **AND**
- A sample of written work (This should be a paper representative of your best work, preferably under 25 pages; if you are uncertain about what to send, contact the Program Director.)

**Accelerated Admission Option:** This program offers an [accelerated admission](#) option for undergraduate students currently enrolled at Appalachian State University.

**Location:** On campus

## **Additional Information about Standardized Exam Waiver Eligibility**

Any standardized exam waiver for a graduate degree program at Appalachian State requires that applicants hold a minimum cumulative GPA of 3.0 or higher in their last earned degree (undergraduate or graduate; some programs have established higher GPA requirements). No exam waiver is automatic but will require review and approval by the Graduate School upon submission of a complete application. An approved waiver request does not guarantee acceptance into the program. A denied waiver request does not mean that a candidate is denied admission to the program, only that a standardized exam score is needed to more fully evaluate the application. Standardized exam scores may be required for scholarship consideration.



Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

**Program of Study correction: Business Analytics graduate certificate:  
G COB GCERT BA 2020 2**

*Business Analytics Graduate Certificate*

Program Code: GCERT\_340ACIP Code: 11.0802

*Program of Study for the Graduate Certificate in Business Analytics*

Admission Requirements: Baccalaureate degree from an accredited college or university; complete application to the Graduate School; evidence of knowledge in statistics, economics, corporate finance, and marketing 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: On Campus

**Course Requirements for the Graduate Certificate in Business Analytics**

**Total Required (Minimum 15 Hours)**

Required Courses (9 Hours)

MBA 5200 - Problem Analysis and Quantitative Methods (3)

MBA 5230 - Fundamentals of Business Analytics (3) **OR ACC 5250 Fundamentals of Business Analytics (3)**

CIS 5630 - Data Management (3)

Electives (6 Hours)

Choose from the following list.

Electives outside of business require approval of the department offering the course; other course options require permission from the program director.

MBA 5660 - Web Analytics, Data Privacy and Security (3)

MBA 5870 - Analytical Models for Supply Chain Management (3)

ECO 5740 - Forecasting and Time Series Models (3)

C S 5710 - Data Mining and Knowledge

Discovery in Scientific Data (3)

BIO 5777 - Biostatistics (4)

GHY 5812 - Advanced GIS (3)

**Elementary Mathematics Education graduate certificate (change to online delivery mode):**  
**G COE CI 2020 7**

**CURRENT / PROPOSED (TRACKED CHANGES)**

# Elementary Mathematics Education Graduate Certificate

← Return to: [Programs Offered](#)

Program Code: GCERT\_711A

CIP Code: 13.1202

## Program of Study for the Graduate Certificate in Elementary Mathematics Education

Requirements for this graduate certificate leading to add-on license were designed, and have been approved by the appropriate bodies at the state level, to meet the advanced competencies to receive the elementary mathematics add-on license. In order to be eligible for the license, a candidate must possess an initial or a master level NC license in elementary education and successfully complete a portfolio and comprehensive exam.

**Admission Requirements:** Baccalaureate or master's degree from an accredited college or university; [complete application to the Graduate School](#); clear initial or master's level NC elementary education teaching license.

**Location:** [Online](#); ~~[On-Campus](#)~~ and ~~[Off-Campus](#)~~; [Off-Campus Online](#) cohorts begin periodically, and follow a part-time extended format.

## G GRAD 2020 7

- Change the Bulletin language for two graduate policies:  
Amend the "alternative admission requirements in lieu of the standardized exam" language that was approved by GAPP in January 2021 to allow a cumulative GPA of 3.0 or higher in a prior earned graduate degree to qualify for an exam waiver.
- Update the dates for the examples in the "Time Limit Requirements" section so that they are more current. No other changes to the policy are requested.

## **CURRENT and PROPOSED (tracked changes)**

### **Admission Requirements**

**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 3.3-0 or higher.

It is strongly suggested that you contact the director of the program to which you are applying to confirm your eligibility for a waiver. Applications missing a standardized exam score and without an approved waiver will not be considered for admission. The Graduate School performs the formal evaluation and final approval for a test waiver once an application is complete (application form, application fee, transcripts, recommendations, etc.) except for test scores. An approved exam waiver application does not guarantee acceptance into the program.

## CURRENT

### Time Limit Requirements

All graduate credit offered for the degree must have been earned within seven (7) calendar years after the year of admission. For example, students entering in 2010 have until December 2017 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 2010 may be used on a program of study for graduation until May 2017.

## PROPOSED

### Time Limit Requirements

All graduate credit offered for the degree must have been earned within seven (7) calendar years after the year of admission. For example, students entering in Fall 2021 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 2027.

## G\_MUS\_MUS\_2020\_7

We would like to change the delivery format of the Graduate Certificate in Music Theory Pedagogy Research and Practice (GCERT\_770A) to include both an on campus and online option.

Note: The changes of the electives on the POS were already approved at the 2/15/21 GAPP meeting. (These include changing the course title and number for HE 5440 to become HE 5201, dropping HE 5050 and HE 5635, and adding HE 5210 and HE 5220.)

Current Catalog Copy

**Program of Study for the Graduate Certificate in  
Music Theory Pedagogy Research and Practice**

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**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#) ; statement of teaching philosophy, remote or live interview with members of theory faculty including sight-singing proficiency and performance demonstrating proficiency on keyboard in playing prepared excerpts.

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

**Location:** On campus

## **Course Requirements for the Graduate Certificate in Music Theory Pedagogy Research and Practice**

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Total Required (Minimum 13 Hours)

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### **Required Courses (10 Hours)**

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- b. [MUS 5602 - Music Theory Pedagogy \(3\)](#)
- c. [MUS 5063 - Advanced Readings in Music Theory Pedagogy \(2\)](#)
- d. [MUS 5064 - Advanced Topics in Musical Analysis \(3\)](#)
- e. [MUS 5065 - Teaching Practicum in Music Theory \(1\)](#)
- f. [MUS 5066 - Pedagogy Portfolio \(1\)](#)

### **Electives (3 Hours)**

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3 hours of approved graduate electives chosen in consultation with an advisor; suggested electives include but are not limited to:

- ï [H E 5440 - College and University Teaching \(3\)](#)
- ï [H E 5635 - Adult Development and Learning Theories \(3\)](#)
- ï [H E 5050 - Designing Adult Learning Experiences Using Technology \(3\)](#)
- ï [MUS 5530-5549 - Selected Topics \(1-4\)](#) (3 Hours)

## Proposed Catalog Copy

# Program of Study for the Graduate Certificate in Music Theory Pedagogy Research and Practice

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**Admission Requirements:** Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); statement of teaching philosophy, remote or live interview with members of theory faculty including sight-singing proficiency and performance demonstrating proficiency on keyboard in playing prepared excerpts.

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

**Location:** [On Campus and Online](#).

Deleted: On campus

## Course Requirements for the Graduate Certificate in Music Theory Pedagogy Research and Practice

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Total Required (Minimum 13 Hours)

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### Required Courses (10 Hours)

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- [MUS 5602 - Music Theory Pedagogy \(3\)](#)
- [MUS 5063 - Advanced Readings in Music Theory Pedagogy \(2\)](#)
- [MUS 5064 - Advanced Topics in Musical Analysis \(3\)](#)
- [MUS 5065 - Teaching Practicum in Music Theory \(1\)](#)
- [MUS 5066 - Pedagogy Portfolio \(1\)](#)

### Electives (3 Hours)

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3 hours of approved graduate electives chosen in consultation with an advisor; suggested electives include but are not limited to:

[HE 5201- Foundations of College and University Teaching \(3\)](#)

[HE 5210 – Teaching for Equity and Inclusion \(3\)](#)

[HE 5220 – Exploring Digital Learning Environments in Postsecondary Education \(3\)](#)

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¶ [MUS 5530-5549 - Selected Topics \(1-4\)](#) (3 Hours)

Deleted: <#>[H E 5440 - College and University Teaching \(3\)](#)¶  
[H E 5635 - Adult Development and Learning Theories \(3\)](#)¶  
[H E 5050 - Designing Adult Learning Experiences Using Technology \(3\)](#)¶

## **GU\_APP\_2020\_1**

Add a policy establishing a consistent procedure for requesting a change in the mode of delivery for existing certificate or degree programs at the undergraduate or graduate levels. This will result in (1) addition of a section to the AP&P Policy Manual, (2) adoption of a form for requesting a change in delivery mode for certificate programs, and (3) adoption of a standard procedure for submitting these requests. (NOTE: A UNC System form is already in place for requesting a change in delivery mode for degree programs.)