

**Academic Policies and Procedures Committee
PROPOSAL FORM -- Part A**

___ ADD ___ DELETE <u>XX</u> CHANGE	Proposal # <u>GS 200910-01</u> Effective Date (semester/year) <u>Fall 2010</u>
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College/School Graduate School

Dean Edelma Huntley

Department Graduate Studies

Departmental Chair N/A

1. Briefly describe the action(s) requested:
Change the bulletin policy on timing of Program of Study and make Admission to Candidacy optional for non-thesis master's and specialist programs.

2. Rationale for this request:
See attached

3. Required attachments:
- CURRENT and PROPOSED undergraduate or graduate catalog copy
 - SYLLABI are required when adding or making significant changes to courses.
 - CHECKSHEETS are required when adding or revising degree programs or concentrations.

4. List the committees, councils, and other groups that have considered this proposal; the action taken; and the dates that action was taken.

Area	Action	Date of Action
Departmental Curriculum Committee		
Departmental Faculty		
College Council(s)		
Core Curriculum Committee		
Teacher Education Council		
Graduate Council	Approved	21 September 2009
Other Committees/Councils:		
Academic Policies & Procedures Committee		

5. Have all appropriate departmental chairs and the Registrar's Office been consulted in the development of this proposal?

yes XX no ___ n/a ___ If yes, list the date(s) and person(s) contacted and response:

See attached.

6. a. Are there any existing programs or courses that will be curtailed or discontinued as a result of the proposed new program or course? yes ___ no XX

b. Is this course cross-listed in another (other) department(s)? yes ___ no ___

c. List courses in other departments that may cover or partially cover the subject matter of the proposed course.

d. Is this course dual-listed? yes ___ no ___ (*If yes, attach undergraduate and graduate syllabi*)

7. Core Curriculum or Special Designator Course proposal must include a syllabus (*more than one if multiple instructors*).

a. Is this a Core Curriculum course? yes ___ no ___

b. Is this a Special Designator Course? yes ___ no ___
 W ___ S ___ MC ___ ND ___ C ___ CD ___

Rationale:

The Graduate School does not currently enforce the time limit requirements for program of study (POS) submission because most programs feel that the recommended deadline of 8-12 hours completed is too soon to determine whether the student may opt to choose a different concentration or to determine which elective hours will be best, especially in the longer programs (programs range from 30 to 72 hours).

This lack of enforcement (meaning we do not put holds on registration anymore) has caused a sharp decrease in the timely filing of the POS and candidacy paperwork. The Graduate Records staff have seen a huge increase in the number of "graduating" students who have never had approved programs filed. For example, out of 60 graduation audits completed for Fall 2009 as of 9/16/09, 40% had not filed any of the necessary paperwork. This really interferes with the flow of paperwork and the graduation audit workload. In addition, we are encountering an increasing number of situations in which the POS does not follow the approved curriculum, but the student has completed all of the courses listed by the advisor. This leads to tug-of-war with the programs about whether the student should be allowed to graduate with a "nonstandard" course of study. Early, but not too early, reporting of the POS would help alleviate these issues.

The proposal is to enforce a new deadline for POS submission with a registration hold on any students who have not filed the paperwork by the time they wish to register for courses in the **second half** of their program.

Candidacy at the master's and specialist level is not common at other institutions. Back when most of our graduate students completed a thesis, it made sense to have a process by which programs could "certify" that a student was ready to embark on thesis research. With the increase in the number of applied/professional programs, only a minority of our graduate students complete a thesis. In some non-thesis programs, candidacy is granted after careful screening of the student, and indicates disciplinary proficiency or readiness for internship/practicum, but in many non-thesis programs the admission to candidacy is just a second form that is turned in with the POS.

We would like to allow non-thesis programs to determine individually whether they wish to retain candidacy as a formal process and indicate their requirements with a statement in the program section of the bulletin. Each program would have until the March 15 2010 to determine whether to retain admission to candidacy and indicating the statement they wish to put in their program description in the bulletin.

Bulletin Descriptions (three places in the Academic Requirements and Regulations section and at the end of each program description)**Timeline for Navigating through a Graduate Degree Program**

CURRENT:

	Major Steps	Timeframe ("Required" indicates a firm deadline)
1	Apply for admission to a graduate degree program through the Graduate School.	(Required) Deadlines vary depending upon the program; applicants should refer to the Admissions section in this bulletin for more information on the application process.
2	Consult with an academic advisor in the major program.	During registration and about two weeks later; thereafter, at least once each semester.
3	Complete a Program of Study, and submit the approval form to Graduate Records in the Registrar's Office.	Prior to the close of the first semester of coursework. Must be completed before Admission to Candidacy.
4	Apply for Admission to Candidacy, and submit the approval form to Graduate Records in the Registrar's Office.	<i>Master's and Specialist Students:</i> After the student has completed at least 8 hours of graduate study, but before the student completes 18 hours. <i>Doctoral Programs:</i> (Required) After satisfactory completion of the Qualifying Exam and Prospectus.

PROPOSED (changes in red):

	Major Steps	Timeframe ("Required" indicates a firm deadline)
1	Apply for admission to a graduate degree program through the Graduate School.	(Required) Deadlines vary depending upon the program; applicants should refer to the Admissions section in this bulletin for more information on the application process.
2	Consult with an academic advisor in the major	During registration and about two weeks later; thereafter, at least

	program.	once each semester.
3	Complete a Program of Study, and submit the approval form to Graduate Records in the Registrar's Office.	The form must be received in the Graduate Records Office prior to completion of 50% of the minimum required hours for the program.
4	Apply for Admission to Candidacy if required , and submit the approval form to Graduate Records in the Registrar's Office.	<p><i>Master's and Specialist Thesis Programs: (Required) Admission to Candidacy must be approved prior to registering for Thesis hours (5999/6999).</i></p> <p><i>Other Master's and Specialist Programs: Requirements for admission to candidacy vary by program; please see the program description in this bulletin for more information.</i></p> <p><i>Doctoral Programs: (Required) After satisfactory completion of the Qualifying Exam and Prospectus.</i></p>

Admission to Candidacy for Degree Seeking Students

CURRENT:

Admission to the Graduate School does not carry with it Admission to Candidacy for the graduate degree. Students who have demonstrated their ability to succeed as outlined below may apply for Candidacy using the Admission to Candidacy form, which requires approval of the student's advisory committee and the Department Chair or Program Director. The Program of Study form is submitted to the Graduate Records Staff in the Registrar's Office by the advisor upon approval by the advisory committee. Students must have completed a program of study and be in good standing academically (3.0 GPA minimum) to apply for candidacy.

Requirements for Candidacy in a Master's or Specialist Program: Candidacy requires at least one semester of successful graduate study at Appalachian. Admission to Candidacy is contingent upon the recommendation of the applicant's advisory committee, which may have additional program dependent criteria. If the candidate's advisor and committee cannot recommend the student for Admission to Candidacy after the student has completed 12 semester hours, the student may not register for further course work leading to a graduate degree. If the student is not permitted to continue, the advisor will inform the student in writing of the reasons for not recommending the student for candidacy. If the student does not qualify for candidacy before the completion of 18 hours, the student will not normally be permitted to continue as a degree student.

At the time the student is recommended for Admission to Candidacy, the committee will indicate the specific proficiency, if one is required for the particular major involved. (See the topic on proficiency requirements or see the department descriptions.)

Requirements for Candidacy in the Doctoral Program: Candidacy requires satisfactory completion of the Qualifying Exam and Dissertation Prospectus.

PROPOSED:

Students who have demonstrated their ability to succeed as outlined below may apply for Candidacy, if required, using the Admission to Candidacy form or the Thesis/Dissertation Committee Form, which requires approval of the student's advisory committee and the Department Chair or Program Director. Students must be in good standing academically (3.0 GPA minimum) to apply for candidacy. It is the student's responsibility to request to be considered for candidacy if required.

- *Candidacy in a Doctoral Program (required):* Candidacy requires satisfactory completion of the Qualifying Exam and Dissertation Prospectus.
- *Candidacy in a Master's or Specialist Program:*
 - *Thesis programs (required):* Candidacy requires at least one semester of successful graduate study at Appalachian. Admission to Candidacy is contingent upon the recommendation of the applicant's advisory committee, and a student cannot register for thesis hours until candidacy is granted.
 - *Non-thesis programs:* Requirements and deadlines for admission to candidacy vary by program; please see the program description in this bulletin for more information.

Denial or revocation of candidacy: If the student is denied candidacy or if candidacy is revoked, the advisor will inform the student in writing regarding the reasons for this action. If the student does not qualify for candidacy by the deadline set within the program, the student will not normally be permitted to continue as a degree-seeking student.

Program of Study

CURRENT:

Degree-seeking students: Students must submit a program of study to the Graduate Records staff in the Registrar's Office

after receiving approval from the academic advisor and either the program director or department chair. The Program of Study form is available from the Graduate School (<http://www.graduate.appstate.edu>). The Graduate Records staff will perform an initial review of the program and then forward the Program to the Graduate School for final approval. All deviations in required coursework should be explained on the form. The program of study should follow the program listing for the student's major. Students may change concentrations within a program by indicating that change on the Program of Study form. Students cannot be admitted to candidacy without an approved Program on file. The following is a list of the credit limitations for programs of study for degree seeking students. Please refer to individual notations in this section for further information on each item.

- The program of study must include at least the number of hours required for the program as specified in this Bulletin. The program of study should include all required coursework as listed; substitutions must be approved by the advisor, program, and Graduate School.
- The program of study may not include more than the allowed number of transfer hours (6 or 9 depending on the type of program). Transfer hours must be approved by the advisor, the program, and the Graduate School, and must have grades of "B" or better.
- The program of study may not include more than nine (9) hours of non-degree coursework taken before admission to the degree program. Use of non-degree hours must be approved by the advisor, the program, and the Graduate School.
- The program of study may not include more than 6 hours of independent study or more than 25% of independent study (5500/6500/7500) and special topics (5530-5549, 6530-6549, 7530-7549) coursework combined.
- The program of study GPA must be at least 3.0, and may not include any courses in which a grade of "F" or "U" was received, and may not include more than three (3) courses with C-level grades.
- All coursework on the program of study must meet the seven (7) year time limitation at the date of graduation.

PROPOSED:

Degree-seeking students: Students must submit a program of study to the Graduate Records staff in the Registrar's Office after receiving approval from the academic advisor and either the program director or department chair. The Program of Study form is available from the Graduate School (<http://www.graduate.appstate.edu>). The Graduate Records staff will perform an initial review of the program and then forward the Program to the Graduate School for final approval. All deviations in required coursework should be explained on the form. The program of study should follow the program listing for the student's major. Students may change concentrations within a program by indicating that change on the Program of Study form. The following is a list of the credit limitations for programs of study for degree seeking students. Please refer to individual notations in this section for further information on each item.

- **The form must be received in the Graduate Records Office prior to completion of 50% of the minimum required hours for the program. Students who do not submit forms by the deadline will be blocked from registering for additional coursework.**
- The program of study must include at least the number of hours required for the program as specified in this Bulletin. The program of study should include all coursework as listed; substitutions must be approved by the advisor, program, and Graduate School.
- The program of study may not include more than the allowed number of transfer hours (6 or 9 depending on the type of program). Transfer hours must be approved by the advisor, the program, and the Graduate School, and must have grades of "B" or better.
- The program of study may not include more than nine (9) hours of non-degree coursework taken before admission to the degree program. Use of non-degree hours must be approved by the advisor, the program, and the Graduate School.
- The program of study may not include more than 6 hours of independent study or more than 25% of independent study (5500/6500/7500) and special topics (5530-5549, 6530-6549, 7530-7549) coursework combined.
- The program of study GPA must be at least 3.0, and may not include any courses in which a grade of "F" or "U" was received, and may not include more than three (3) courses with C-level grades.
- All coursework on the program of study must meet the seven (7) year time limitation at the date of graduation.

At the End of Each Program Description:

Note: We would allow each program to determine whether it wished to retain candidacy for non-thesis tracks and request a determination on this (along with wording to use in the bulletin) by March 15, 2010.

CURRENT (THESIS REQUIRED EXAMPLE):

Other Requirements for the Degree:

- Thesis: Required
- Proficiency: None required
- Comprehensive: Oral thesis defense is required
- Product of Learning: None required

PROPOSED (THESIS REQUIRED EXAMPLE):

Other Requirements for the Degree:

- Thesis: Required.
- **Candidacy: Required prior to registering for thesis hours; information on the qualifications for candidacy is available from the program.**
- Proficiency: None required.
- Comprehensive: Oral thesis defense is required.
- Product of Learning: None required.

CURRENT (NON-THESIS EXAMPLE):

Other Requirements for the Degree:

- Thesis: None required
- Proficiency: None required
- Comprehensive: Written and oral comprehensive exams are required
- Product of Learning: None required

PROPOSED (NON-THESIS NO CANDIDACY EXAMPLE):

Other Requirements for the Degree:

- Thesis: None required.
- **Candidacy: Not required.**
- Proficiency: None required.
- Comprehensive: Written and oral comprehensive exams are required.
- Product of Learning: None required.

PROPOSED (NON-THESIS CANDIDACY REQUIRED EXAMPLE):

Other Requirements for the Degree:

- Thesis: None required.
- **Candidacy: Students will be considered for candidacy upon <<insert condition here>>; information on the qualifications for candidacy is available from the program.**
- Proficiency: None required.
- Comprehensive: Written and oral comprehensive exams are required.
- Product of Learning: None required.

Persons consulted

Consultation 1: All graduate program directors, staff and department chairs were asked to provide feedback on the idea via email on 3/6/09. Feedback was received, mostly positive, and was used to formulate this current statement. Note: The genesis of the review of these policies was a Graduate Education Task Force recommendation and also a request by the Registrar's Office (graduate records staff).

Consultation 2: An ad hoc committee of Graduate Council members and graduate program directors reviewed the policy statement after meeting on 9/4/09.

Consultation 3: After the ad hoc committee agreed to the wording (9/9/09), each department chair and graduate program director was contacted via email (9/14/09), and their responses received can be read at:

<http://www.graduate.appstate.edu/facultystaff/council/agendas/sep09/GS0910-01response.html>