

Graduate Admissions

<http://www.gradadmissions.appstate.edu>

The Dean of the Graduate School is responsible for the admission of all graduate students. All students taking graduate courses must make formal application to the Graduate School prior to enrolling in any graduate course work. All materials submitted, including transcripts, become the property of Appalachian State University and cannot be forwarded or returned.

All applications and inquiries should be addressed to:

Cratis D. Williams Graduate School
 P O Box 32068
 232 John Thomas Hall
 Appalachian State University
 Boone, NC 28608
 828.262.2130
gradadmissions@appstate.edu

Location and Mode of Instruction for Graduate Programs

The location of instruction for graduate programs depends upon demand; most of Appalachian's graduate programs are open for enrollment on the main campus in Boone. Graduate programs in business administration, community counseling, criminal justice, gerontology (certificate), public administration, and many related to Education are offered at a distance either in addition to or instead of the on-campus program. While "distance" may mean "online" in a few circumstances, most of Appalachian's off-campus programming is taught face-to-face at site-based locations in western NC. Only few programs are exclusively Web-based (i.e., with online instruction only). Generally, the off-campus programs are cohort-based, meaning an identified group of students begin their programs of study together and continue to graduation. Beginning dates of cohort programs vary.

Individuals planning to enter Appalachian's off-campus graduate programs must contact the Office of Extension and Distance Education (800.355.4084 or <http://www.ext-dl.appstate.edu>) for information regarding upcoming program offerings and the respective application submission dates. The deadlines for both on- and off-campus programs are listed later in this section, but off-campus deadlines are subject to change as cohorts are advertised and scheduled.

Admission Requirements

Requirements described in this Bulletin are minimum requirements for consideration and do not guarantee acceptance. Programs are selective, and admission decisions are based on consideration of all materials submitted. A limited number of students who do not meet the minimum standards may be allowed to enroll with provisional status. Students from under-represented groups are encouraged to apply.

Academic Preparation: Enrollment in a degree or certificate program or as a graduate non-degree student requires, without exception, a baccalaureate degree or graduate degree from a college or university of recognized standing. International applicants must have earned the equivalent of an American four-year baccalaureate degree.

Entrance Exam Scores: All degree programs and selected certificate programs require official test scores less than five years old. Scores must be submitted directly to the Graduate School from the testing organization. The Doctoral program and all programs in the College of Arts and Sciences, the College of Fine and Applied Arts, the Hayes School of Music, the Department of Human Development & Psychological Counseling require the general test of the Graduate Record Examination (GRE). The Walker College of Business requires the Graduate Management Admission Test (GMAT). Programs in the following departments accept the Miller Analogies Test (MAT) in lieu of the Graduate Record Examination (GRE) general test: Curriculum and Instruction; Language, Reading and Exceptionalities; Leadership and Educational Studies. None of the degree or certificate programs require GRE subject tests for admission.

Appalachian's Office of Testing Services administers the Miller Analogies Test, the Graduate Record Exam, the Graduate Management Admission Test, the Test of English as a Foreign Language, and other examinations - charging fees, when applicable, in accordance with the schedule of fees maintained in the Testing Center <http://www.testing.appstate.edu>.

Recommendations: All degree programs and selected certificate programs require recommendations in support of the application for admission. When possible, applicants are encouraged to seek recommendations from academic or professional references rather than personal or character references. Some programs require recommendations from individuals who know the applicant in specific ways, such as a work supervisor. See the program listing in this Bulletin for specific information.

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

Program Specific Criteria: Each program specifies any additional materials required, e.g., writing samples, letters of intent, questionnaires. See the program listing in this Bulletin for specific information.

Additional Admission Requirements for International Students

International students must further demonstrate their ability to succeed in graduate school through evidence of English language proficiency and of financial means.

English Proficiency for International Students: Applicants from outside of the United States, English-speaking Canada, Great Britain, Ireland, Australia, and New Zealand must submit official scores from a test of English as a Foreign Language (TOEFL or IELTS) as early as possible. These test scores must be no more than 2 years old. Minimum Scores: For the internet based TOEFL, 79 with no subsection under 11. For the computer based TOEFL, 217 with no subsection under 14. For the paper based TOEFL, 550 with no subsection under 45. The IELTS minimum score is 6.5 (7.0 to be considered for financial assistance).

Proof of Financial Ability for International Students: Upon admission to the Graduate School, international students must show evidence of financial ability to pay out-of-state tuition and fees and cost of living. For information on cost of attendance, contact the Office of International Education and Development <http://www.international.appstate.edu/students/index.html>.

Application Procedures for Degree Programs (Master's, Specialist or Doctoral)

Applicants seeking admission to a degree program must apply to the Graduate School and be reviewed both within the Graduate School and within the Department housing the degree program. Applicants must submit:

1. A completed on-line application form, including:
 - a. a resume to be uploaded as a MS word or PDF document;
 - b. the names and contact information for references (3 for master's and specialist programs; 4 for the doctoral program).
2. The application fee.
3. Official test scores as required for the program selected. To be official, test scores must be sent to the Graduate School directly from the testing agency or be recorded on an official transcript.
4. Official transcripts of all previous college-level academic work, even if included as transfer on another transcript. Transcripts should be secured from the university or college, embossed with the school seal and enclosed in a sealed envelope. Transcripts that do not arrive in the Graduate School in sealed envelopes will be considered unofficial and cannot be used for admission purposes. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework, but transcripts from other institutions, including transfer credit, must be resubmitted.
5. Any additional information required by the program, such as a questionnaire, writing sample, statement of purpose, proof of teacher licensure, etc. See the program listing in this Bulletin for specific information.

Application Procedures for Certificate Programs

Applicants seeking admission to a certificate program must apply to the Graduate School and be reviewed both within the Graduate School and within the Department housing the certificate program. Applicants must submit:

1. A completed on-line application form, including a resume to be uploaded as a MS word or PDF document.
2. The application fee.
3. Official transcripts showing receipt of a college degree at the appropriate level. Check program listing in this Bulletin for specific degrees required. Transcripts that do not arrive in the Graduate School in sealed envelopes will be considered unofficial and cannot be used for admission purposes. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework.
4. Any additional information required by the program, such as references, official test scores, a questionnaire, writing sample, statement of purpose, proof of teacher licensure, etc. See the program listing in this Bulletin for specific information.

Application Procedures for Students Wishing to Enroll as Non-Degree Seeking

Persons seeking to take a course as a visiting graduate student, as a teacher seeking licensure or renewal licensure, for professional development, or while preparing an application for admission to a degree or certificate program may request to enroll as a non-degree graduate student. North Carolina citizens over 65 who are registering for a tuition-free course are classified as special students, and therefore are subject to the appropriate regulations stated in the current Undergraduate Bulletin of Appalachian State University.

Applicants seeking to enroll for the first time as non-degree graduate students must apply to the Graduate School. Applicants must submit:

1. A completed on-line application form.

2. The application fee.
3. Official transcripts showing receipt of a college degree. Transcripts that do not arrive in the Graduate School in sealed envelopes will be considered unofficial and cannot be used for admission purposes. Former students of Appalachian do not need to submit official transcripts for Appalachian coursework.

Admission as a non-degree student does not guarantee permission to enroll in specific courses, and some departments may reserve courses for degree-seeking students only. Permission to enroll in a graduate course must be obtained through completion of the non-degree approval form. The form can be obtained from the Graduate School <http://www.graduate.appstate.edu/forms.html>. Non-degree graduate students seeking licensure who have been evaluated through the Licensure Office in the Reich College of Education are exempt from the non-degree approval form requirement.

Coursework taken as a non-degree student is not normally counted toward a graduate degree. If a student is accepted into a graduate degree program after taking non-degree coursework, the student's advisory committee can petition for no more than 9 semester hours of non-degree status coursework to be included in the program of study.

Requesting a Paper Application

Applicants who are unable to complete the on-line form due to physical limitations may request a paper application from the Graduate School (gradadmissions@appstate.edu).

Deadlines

The completed application and all credentials should be received by the Graduate School according to the deadline schedule in the table below. Programs not listed in the table follow the standard deadlines of November 1 for spring, April 1 for summer session 1, May 1 for summer session 2, and July 1 for fall. Off-campus program offerings and deadlines are subject to change; check the Extension and Distance Education website for up-to-date information <http://www.ext-dl.appstate.edu>.

Semesters of Admission: Programs that do not accept applications for one or more terms (spring, summer 1, summer 2, and fall) are indicated in the table below with an "x."

Early Screening Dates: Applicants should pay special attention to the early screening dates (in parentheses) that some programs have established for priority consideration for admission and financial aid. Applicants applying after the early screening date should contact the program to verify that there is still space available for new students.

Closed Programs: The following programs are not taking applications at this time: Romance Languages, French; Romance Languages, French Education; Social Science, Education.

International Applicant Deadlines: In order to allow for sufficient time for credential evaluation and VISA processing, international applicants should apply by the following deadlines:

- Summer 1, Summer 2, or Fall: February 1
- Spring: July 1
- International applicants who submit transcripts through an evaluation service that is a member of NACES (National Association of Credential Evaluation Services, Inc., <http://www.naces.org/>) may apply two months later than the dates specified above.

Programs with Special Deadlines (and/or Early Screening Dates)

Check On-Line for Most Up-To-Date Information

<http://www.gradadmissions.appstate.edu> (general information)

<http://www.ext-dl.appstate.edu> (off campus and on line)

	Location	Spring	Summer1	Summer2	Fall
ALL PROGRAMS NOT LISTED	varies	11/1	4/1	5/1	7/1
Accounting MS	on campus	11/1	x	x	7/1 (6/1)
Addiction Counseling Certificate	on campus	11/1	3/31 (2/1)	3/31 (2/1)	3/31 (2/1)
Appalachian Studies MA and Certificate	on campus	11/1	4/1 (3/1)	5/1 (3/1)	7/1 (3/1)
Business Administration MBA	on & off campus	x	x	4/1 (2/15) on campus only	4/15 off campus only
College Student Development MA	on campus	x	4/1 (1/18)	5/1 (1/18)	7/1 (1/18)
Communication Disorders MA	on campus	10/1	x	x	2/1
Community Counseling MA	on campus	x	3/31 (2/1)	3/31 (2/1)	3/31 (2/1)
Computer Science MS	on campus	11/1	x	x	7/1
Criminal Justice and Criminology MS	on & off campus	11/1	x	x	7/1

	Location	Spring	Summer1	Summer2	Fall
Curriculum Specialist MA	on & off campus	11/1	4/1 on campus	5/1/ on campus	on campus 7/1; off campus: 5/15
Educational Media MA (Instructional Technology Computers)	off campus	11/1 off campus only	x	x	5/15 off campus only
Educational Media MA (Media Literacy; New Media & Global Education)	on & off campus; on-line	11/1 (10/15) on line	x	x	7/1 (4/1) on line
Educational Leadership	on campus	x	x	3/1 on campus only	x
English and English Education MA	on & off campus	11/1	4/1	5/1	7/1 (3/1)
Exercise Science MS	on campus	11/1	4/1	x	7/1
Expressive Arts Therapy Certificate	on campus	11/1	3/31 (2/1)	3/31 (2/1)	3/31 (2/1)
Gerontology MA and Certificate	on campus and on line	11/1	x	x	7/1
History and Public History MA	on campus	11/1	4/1	5/1 (4/1)	7/1 (5/1)
History Education MA	off campus	x	x	x	7/1 (5/1) off campus only
Library Science MLS	on & off campus	on and off campus 11/1	4/1 on campus only	5/1 on campus only	on campus 7/1; off campus 5/15
Marriage and Family Therapy MA	on campus	x	x	x	7/1 (2/1)
Music Education and Music Performance MM	on campus	11/1	4/1	x	7/1
Music Therapy MMT	on campus	11/1	x	x	7/1
Physics MS	on campus	x	x	x	7/1 (4/1)
Psychology - Clinical Health MA	on campus	x	x	x	7/1 (2/15)
Psychology - General Experimental MA	on campus	x	x	x	7/1 (3/1)
Psychology - Industrial / Organizational MA	on campus	x	x	x	7/1 (3/1)
Psychology - School MA/SSP	on campus	x	x	x	7/1 (2/15)
Public Administration MPA	on & off campus	on campus 11/1; off campus 9/15	4/1 on campus only	5/1 on campus only	7/1 on campus only
Reading Education MA	on & off campus	on and off campus 11/1 (9/15)	on and off campus 4/1 (3/15)	on and off campus 5/1 (3/15)	on and off campus 7/1 (3/15)
School Counseling - Professional MA	on campus	x	4/1 (1/1)	5/1 (1/1)	7/1 (1/1)
Social Work MSW	on & off campus	x	x	x	3/15 on campus only
Special Education MA	on & off campus	11/1 (10/15)	4/1 (3/15)	5/1 (4/15)	7/1 (6/15)
Technology (all programs)	on campus	11/1	4/1	x	7/1

Admission 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.** Regular admission to the Graduate School is granted to students who meet the requirements for entrance established by a specific program. Conditions, such as the completion of one or more additional undergraduate or graduate courses, may be specified.
- **Provisional.** Provisional admission to a graduate program may be granted in the following circumstances with a recommendation from the program director and the departmental chair of the admitting program: 1) a student whose application materials do not meet the basic criteria for a program, 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.

- **Tentative.** 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.

Undergraduate Enrollment in Graduate Level Courses

Seniors with a grade-point average of 3.00 or above may, with written permission from the course instructor, the chair of the department offering the course, and the Graduate School, be permitted to take one or more graduate courses for undergraduate credit. Credit earned in this manner will be used to meet baccalaureate degree requirements and may not be applied toward a graduate degree.

Seniors with a grade-point average of 3.00 or above desiring to enroll in graduate level courses for graduate credit to be applied to a graduate degree may do so provided they have: (1) made application for admission to the Graduate School; (2) made application to take the GRE, MAT or GMAT; and (3) obtained written permission from the course instructor, the chair of the department offering the course, and the Graduate School. No more than 12 hours of credit earned prior to admission under any status or a combination thereof may be applied toward a graduate degree, and then only upon approval by the student's advisory committee and the Graduate School.

Leave of Absence

A graduate student who has begun work toward a graduate degree but who is not enrolled at Appalachian during a specific Fall or Spring academic term will be officially classified as being on leave. A student who is on leave of absence will have no access to university resources, and cannot schedule and pass a thesis or dissertation defense, nor take comprehensive or qualifying examinations. To return after a leave, students must complete a datasheet, available from the Registrar <http://www.registrar.appstate.edu/forms.html>.

A leave of absence has no effect on the time limit to graduation, i.e., time limit will remain seven years, including the time spent on leave. All students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.

Readmission

Students who have withdrawn in good standing from the University or who have been suspended for academic deficiencies or for other reasons should submit their requests for readmission to their program directors, who will, in turn, make an appeal to the Graduate School. Consideration of requests for readmission of students who have been suspended for any reason will be made in light of the applicant's ability, evidence of growth and maturity, credits earned at another institution, and time elapsed since leaving Appalachian.

Disposition of Application Documents

All documents submitted in support of applications become a part of the permanent records of the University and are not returnable. Documents submitted by applicants who do not enroll will be destroyed after one year.