

**Armstrong Atlantic State University**  
**School of Graduate Studies**  
**Minutes of the Graduate Council Meeting**  
**Tuesday, April 13, 2004**

The Graduate Council met at 2:30 p.m. in University Hall Room 282. Those in attendance: Mike Price (chair), Jacquie Fraser, Christopher Hendricks, Trish Coberly, Dan Skidmore-Hess, Sergio DeAgnostino, Sabitra Brush, Joey Crosby, JoAnn Coleman, Sandy Streater, Maryellen Cosgrove, Marilyn Buck, Evelyn Dandy, Anita Nivens (for Camille Stern), Ed Wheeler, and Nikki Palamiotis (visitor).

I. The minutes from the March 9, 2004 meeting were approved.

II. Standing Committee Reports:

A. Curriculum Committee – Items from the April 1, 2004 meeting were approved

B. Graduate Faculty Status and Activities Committee – Dan Skidmore-Hess, Chair, announced the approval of the following candidates for Graduate Faculty Status:

- 1.) Rodney McAdams - Associate (reappointment)
- 2.) John Kraft - Full (initial)
- 3.) Deanna Cross - Associate (reappointment)
- 4.) Ron Alt - Assistant (reappointment)

III. Report from the Graduate Student Coordinating Council – no representative present, however, Dr. Price addressed the following issues which will be revisited in the fall:

- a) Recruitment
- b) Retention
- c) Need to develop a more holistic version of student governance
- d) Addition of Bill Kelso to the Council

IV. Bylaws Review

- a) Vice-Chair - will vote on this position at first meeting next year
- b) Committee Reports - these are written reports to be submitted at the Spring Graduate Faculty Meeting
- c) College of Education representation on the Council - will be revisited at first meeting next year

V. Admission Status Review - discussion was centered around the problems created by "limited admission status" - the attached information will included in the next graduate catalog

VI. Report from the Executive Director

- a) Graduate Coordinators will meet as a group with the Dean at least once per term - The School of Graduate Studies will be contacting the coordinators to meet at the beginning of the next term
- b) Marketing - Please contact Dr. Price in the next two weeks regarding the following:
  - What markets to target?

- What kinds of advertising
- Timing
- Recruitment

The next meeting of the Graduate Council will be determined at a later date.

Respectfully submitted,

Chris Hansen  
Coordinator of Graduate Faculty Activities

## **Steps to Move from Limited Admission to Provisional or Regular Degree Seeking Status**

1. Students may be accepted as **limited admission status** when they have not taken the **GRE** or **MAT** (according to which test is accepted by the department).
2. If the student has taken the **GRE** or **MAT** and has not made the minimum required test scores for his/her chosen department, the student may still be accepted as **limited admission status**.
3. If the student was previously accepted in a department as **limited admission status** and then takes the **GRE** or **MAT** and makes the minimum required test scores for **Provisional Degree Seeking Status** for his/her chosen department, the student will automatically have his/her status changed and the department as well as the student will be notified in writing and a copy of the letter and scores will be placed in his/her file.
4. If the student was previously accepted in a department as **limited admission status** and then takes the **GRE** or **MAT** and makes the minimum required test scores for **Regular Degree Seeking Status** for his/her chosen department, the student will automatically have his/her status changed and the department as well as the student will be notified in writing and a copy of the letter and scores will be placed in his/her file.
5. If the student was previously accepted in a department as **limited admission status** and then takes the **GRE** or **MAT** and does not meet the minimum required test scores for **Provisional Degree Seeking Status** or **Regular Degree Seeking Status**, the student will be sent a denial of test scores letter with an appeal form; the department will be notified and a copy of the letter and scores placed in the student's file. A hold will also be placed on the student's registration for **Max Hours Met** if the student has already taken the allotted six (6) hours maximum for **limited admission status**.
6. If the student is sent a denial of test scores letter with an appeal form, the student will submit the appeal to the **School of Graduate Studies**. The **School of Graduate Studies** will log the appeal in a database and send the appeal to the department for approval or denial to change the student's admission status. Departments may approve the student's appeal for change of status

with conditions, or deny the student's appeal for change of status. **Students whose appeals are denied may not enroll in additional classes.**

## **Steps to Move from Provisional Degree Seeking Status to Regular Degree Seeking Status**

1. If a student has taken the **GRE** or **MAT** and met the minimum required test scores for **Provision Degree Seeking Status**, the student will be allowed to attend nine (9) semester hours. At the end of the semester a report will be run; any student who is currently **Provisional Degree Seeking Status** will be changed to **Regular Degree Seeking Status** and a letter will be sent to the student and his/her department. A copy of the letter will also be placed in the student's file.
2. If a student is admitted in the **Provisional Degree Seeking Status**, he/she may be reclassified with **Regular Degree Seeking Status** if he/she has taken at least one AASU course approved by his/her advisor (unless otherwise stipulated by the department) with a grade of no less than 'B'.