

Armstrong

Graduate Affairs Committee

Burnett Hall Board Room

Agenda: May 1, 2012, 2:30 p.m.

- I. Call to Order
- II. Approval of Minutes of April 3, 2012
Note: These minutes were approved by email on April 9, 2012.
- III. Committee Reports
 - A. Graduate Curriculum (See Attachment 1
 - B. Graduate Faculty Status (See Attachments 2 and 3)
 - C. Graduate Student Appeals – no report
- IV. GSCC
- V. John Kraft
 - A. Graduate Admissions and Academic Policies (See Attachment 4)
- VI. Anne Thompson
- VII. Jill Bell
- VIII. Adjournment

Graduate Endorsements from the College of Education

The following pages are taken from four separate documents. Two, as noted, are from Graduate Curriculum Committee minutes where courses were created. The other two are programs of study for two graduate endorsement programs recently sent to the graduate catalog editor.

**Graduate Curriculum Committee
Minutes
April 24, 2009 - Victor Hall, Room 219**

Present: Drs. Kalenda Eaton, Chair, Sabitra Brush, Bob LeFavi, Greg Wimer, Brenda Logan, and Camille Payne Guests: Drs. Joyce Bergin, Donna Brooks, Chris Hendricks, John Kraft and Ms. Jill Bell, Director of Graduate Studies.

Call to Order: Dr. Kalenda Eaton, called the meeting to order at 2:25 pm after a quorum was declared present.

- I. Minutes of February 27, 2009 were approved
- II. GAC Chair Report – Dr. Chris Hendricks announced that the GAC voted to have chairs and members of the sub-committees be members of the Graduate Affairs Committee. The GAC approved the changes to the GCC procedures and bylaws.
- III. Review and discussion for the following courses

Note: The curriculum attached is in order discussed due to guest schedules and remanded courses coming back through the curriculum committee for approval. After discussion, motion was made and the following courses and program modifications were approved to present to the Graduate Affairs Committee.

Special Education and Adult Education

1. Create the following course:

EEXE 7319 Career Development and Transition Planning 3-0-3

Prerequisite: permission of instructor.

Description: This course will focus on understanding legal and procedural issues in interventions at the systems level of transition, including the following: identification of exemplary transition practices, issues in transition policies, dropout prevention issues, the vocational service system, ecological transition models, inclusive transition models of transition, self-determination and family involvement models, and continuous evaluation and improvement of transition services.

Rationale: This course lays the groundwork for the Transition Specialist certificate endorsement by providing an advanced study of federal and state mandates concerning transition planning and preparation for students with diverse learning and behavioral problems as they move on to post secondary education and/or training.

Transition specialists are essential in high schools to coordinate transition services for students with disabilities that lead to positive outcomes for these individuals, especially in post secondary education and job training. Currently, 12.4% of school aged children in Georgia have disabilities. Students of this endorsement will be provided specific knowledge, skills, and competencies to foster and facilitate successful adult outcomes for students with disabilities. The focus is cross-categorical and the program coursework will provide information about current program models and research supporting effective transition planning for students served in special education. Following approval by the University System Board of Regents (BOR), students of this endorsement will receive a BOR certificate for Transition Specialist. Following approval by the Georgia Professional Standards Committee, special educators holding clear renewable teaching certificates in special education will add this endorsement to their certificates.

Effective Term: Spring 2010

CURCAT:

Major Department: Special and Adult Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading Model: normal

Instruction type: Lecture

3. Change the following course credit hours:
Change the following course prerequisite:

**EEXE 7320 Vocational Assessment of Special Education Students 3-0-3
3-V-3**

Prerequisite: ~~EEXE 6130~~. None

Description: Provides students with the knowledge and skills to select, administer, and interpret instruments which sample vocational interests, aptitudes, and

development. Emphasis is placed on the evaluation of students with disabilities and others at-risk of school failure.

Field-based experience required.

Rationale: This course provides a foundation for understanding and using career and vocational assessment instruments, analyzing assessment data, and making informed decisions. The change in contact non-lecture hours to V (variable) allows for flexibility in the number of contact hours needed to complete the critical assignment in the course. EEXE 6130 does not add to the knowledge base required for this course.

Effective Term: Spring 2010

2. Create the following course:

**EEXE 7321—Interagency Planning and Service for Transition to Adulthood
3-V-3**

Prerequisites: EEXE 7319, EEXE 7320

Description: Emphasis is placed on theory and practice related to interagency collaboration, systems change efforts in transition services, and state-of-art practices regarding supporting individuals with disabilities in community employment, living, socialization, community participation, and other areas of adult life. Covers specific federal and state mandates concerning transition planning and collaboration with agencies in the community for assisting students as they move through the P-12 educational experience and on to post secondary education and/or training. Field-based experience required.

Rationale: This course will provide an overview of interagency and community services and systems available for adolescents and young adults with disabilities. Covers legal issues involving eligibility of agencies to provide services.

Effective Term: Spring 2010

CURCAT:

Major Department: Special and Adult Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading Model: normal

Instruction type: Lecture

4. Create the following course:

EEXE 7322 Community Based Instruction 3-V-3

Prerequisites: EEXE 7319, EEXE 7320.

Description: The course explores the use of appropriate community environments, methods for linking community based instruction, and methodology for preparing students with multiple and severe disabilities for adulthood. Emphasis is placed upon theory and practice related to career development, job development, facilitating natural supports on the job, job placement and training, supported employment models, school-business

partnerships, and school and community vocational training models. Field-based experience required.

Rationale: Course focuses on the knowledge required to assist individuals with moderate to severe disabilities that require highly specialized community supports.

Effective Term: Spring 2010

CURCAT:

Major Department: Special and Adult Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading Model: normal

Instruction type: Lecture

Special Education Transition Specialist Endorsement

An endorsement is not the same as a certificate. Endorsements can be earned only by those who possess a specified undergraduate or graduate degree, are certified educators, and who plan to add the area of certification provided by the endorsement.

Admission Standards:

1. Admission to the College of Education.
2. Grade point average (GPA) of 2.5 or higher verified by an official transcript
3. Hold a clear, renewable T4 or higher certificate in special education.
4. Employment verification in a public school or proof of tort liability insurance and a clear criminal background check.
5. Two initial disposition assessment forms.

Standards of Progression and Completion:

1. A grade of B or better in each course in the program of study.
2. Successful completion of an electronic exit portfolio.

Special Education Transition Specialist Endorsement Program of Study

EEXE 7319 CAREER DEVELOPMENT AND TRANSITION PLANNING.....	3
EEXE 7320 VOCATIONAL ASSESSMENT OF SPECIAL EDUCATION STUDENT....	3
EEXE 7321 INTERAGENCY PLANNING AND SERVICE FOR TRANSITION TO ADULTHOOD.....	3
EEXE 7322 COMMUNITY BASED INSTRUCTION.....	3
TOTAL	12 hours

Armstrong

GRADUATE CURRICULUM COMMITTEE

University Hall 282

Minutes, January 25, 2012

PRESENT: Carol Andrews (Chair), Allison Belzer, John Hobe, Brenda Logan, Sara Plaspohl, Ashraf Saad, Phyllis Panhorst (Catalog Editor)

ABSENT: Helen Taggart

GUESTS: Elizabeth Desnoyers-Colas, Mark Finlay, Judy Ginter, Christopher Hendricks, Patricia Holt, John Kraft, Sandy Streater, Jean Neils-Strunjas, Paula Tillman

CALL TO ORDER. The meeting was called to order at 2:00 p.m. by Dr. Carol Andrews.

APPROVAL OF MINUTES. The minutes of November 30, 2011 were approved as presented.

The minutes of September 21, 2011 were revisited and approved as amended to correct significant errors found on pages 8 and 9 that were discovered by the Registrar. See Attachment 1 for specific errors and corrections.

ITEMS

I. College of Education

A. Adolescent and Adult Education

Items 1-18 from the Department of Adolescent and Adult Education were discussed and approved by the committee.

1. Create the following course:

ADED 7010 Special Topics in Adult Education

2-V-3

Prerequisites: None

Description: Designed to promote specialized investigation appropriate to the instructional needs of adult educators. Topics of independent student exploration will vary. This course may be repeated one time.

Rationale: The field of adult education covers many specific areas of study. This course will cover relevant topics in adult education customized toward explicit populations of adult educators and their practice in the field.

Effective Term: Fall 2012

CURCAT:

Major Department: Adolescent and Adult Education

Can Course be repeated for additional credit? Yes

Maximum Number of Credit Hours: 6

Grading Mode: Normal

Instruction Type: Lecture

Course Equivalent: None

B. Childhood and Exceptional Student Education

1. Delete the following course:

~~RDEN 8070 UNDERSTANDING READERS AND THE READING PROCESS 3-0-3~~

Rationale: Course is being replaced by RDEN 7070.

Effective Term: Fall 2012

2. Create the following course:

RDEN 7070 UNDERSTANDING READERS AND THE READING PROCESS 3-0-3

Description: Major theories underlying reading and the teaching of reading, current topics and issues in the literacy field, variety of teaching strategies, and an introduction to past and present literacy scholars and their contributions to the teaching of reading. The first of three courses that will lead to the Reading Endorsement certificate.

Rationale: This course replaces RDEN 8070 with only a course number change.

Effective Term: Fall 2012

CURCAT

Major Department: Childhood and Exceptional Student Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading mode: Normal

Instruction type: Lecture

Course Equivalent: RDEN 8070

3. Delete the following course:

~~RDEN 8071 LINKING LITERACY ASSESSMENT TO INSTRUCTION 3-0-3~~

Rationale: Course is being replaced by RDEN 7071.

Effective Term: Fall 2012

4. Create the following course:

RDEN 7071 LINKING LITERACY ASSESSMENT TO INSTRUCTION 3-0-3

Prerequisite: RDEN 7070

Description: Emphases include understanding and applying a variety of assessment techniques and making informed decisions based on the assessment data. The second of three courses that will lead to a Reading Endorsement certificate.

Rationale: This course replaces RDEN 8071 with only a course number change.

Effective Term: Fall 2012

CURCAT

Major Department: Childhood and Exceptional Student Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading mode: Normal

Instruction Type: Lecture

Course Equivalent: RDEN 8071

5. Delete the following course:

~~RDEN 8072 INSTRUCTIONAL STRATEGIES IN THE CONTENT AREAS—3-0-3~~

Rationale: Course is being replaced by RDEN 7072.

Effective Term: Fall 2012

6. Create the following course:

RDEN 7072 INSTRUCTIONAL STRATEGIES IN THE CONTENT AREAS 3-0-3

Prerequisite: RDEN 7071

Description: Reading strategies applicable to a P-12 content area. The third of three courses that will lead to a Reading Endorsement certificate.

Rationale: This course replaces RDEN 8072 with only a course number change.

Effective Term: Fall 2012

CURCAT

Major Department: Childhood and Exceptional Student Education

Can course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading mode: Normal

Instruction type: Lecture

Course Equivalent: RDEN 8072

7. Modify the following course:

EEXE 6400 COLLABORATION, INCLUSION, AND TRANSITION STRATEGIES

3-V-3

Reading Endorsement

An endorsement is not the same as a certificate. Endorsements can be earned only by those who possess a specified undergraduate or graduate degree, are certified educators, and who plan to add the area of certification provided by the endorsement.

Admission Standards:

1. Admission to the College of Education.
2. Undergraduate grade point average (GPA) of 2.5 or higher verified by an official transcript from a regionally accredited institution.
3. Hold a clear, renewable T4 or higher teaching certificate.
4. Employment verification in a public school or proof of tort liability insurance and a clear criminal background check.
5. Two initial disposition assessment forms.

Standards of Progression and Completion:

1. A grade of B or better in each course in the program of study.

Reading Endorsement Program of Study

RDEN 7070 UNDERSTANDING READERS AND THE READING PROCESS.....	3
RDEN 7071 LINKING LITERACY ASSESSMENT TO INSTRUCTION.....	3
RDEN 7072 INSTRUCTIONAL STRATEGIES IN THE CONTENT AREAS.....	3
TOTAL	9 hours

Armstrong

Graduate Faculty Status Committee Report: May 1, 2012

Members: Tim McMillan, Andi Beth Mincer, Pam Mahan, Linda Ann McCall, Daniel Skidmore-Hess (Chair), Annette Wilson, Jane Wong

The committee recommends approval of the following application for graduate faculty status:

Associate

Catherine Gilbert	Nursing	renewal
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Temporary

John Dobson	Health Sciences	initial application
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Respectfully submitted,

Daniel Skidmore-Hess, Chair

Provisional Renewal of Associate Graduate Faculty Status

Background

Currently, the Principles, Categories, and Criteria for Graduate Faculty Membership makes allowance for the Vice President for Academic Affairs to give provisional graduate faculty status to qualified faculty hired to teach graduate courses when the Graduate Faculty Status Committee and Graduate Affairs Committee is on hiatus, such as during the summer or during winter break. Provisional Status allows a faculty member to do only one thing: teach graduate courses.

In the past month, a situation arose that exposed a hole in the Principles, Categories, and Criteria. A faculty member with Associate Graduate Faculty Status delayed applying for renewal until two days after the last regularly scheduled Graduate Affairs Committee meeting of the year. The Vice President could have granted Provisional Graduate Faculty Status to carry the faculty member through the summer. However, with only Provisional Graduate Faculty Status, the faculty member would have been limited to teaching graduate courses. If they had duties during the summer that involved chairing and/or serving on thesis (reading)/practicum committees or chairing and/or serving on comprehensive assessment committees, which are privileges tied to Associate Graduate Faculty Status, they would have been unable to do so.

In short, there is nothing in the Principles, Categories and Criteria for Graduate Faculty Membership that allows the Vice President to grant provisional renewal of Associate Graduate Faculty Status.

In the current case, the calling of the special May 1 meeting solved the problem, and the renewal application was able to go through normal channels. However, it is not outside the realm of possibility that it could happen again. Faculty are sent a reminder to reapply the semester before their status will lapse, and are sent a second reminder to reapply during the semester their status will lapse if they have not already reapplied, which should minimize the probability of this situation, but it is still possible.

Recommendation

I wanted to bring this to the attention of the Graduate Affairs Committee, with the suggestion that either the section on Provisional Graduate Faculty Status be amended, or that a new section be added defining provisional renewal of Associate Graduate Faculty Status.

On the next page you will find the section of the Principles, Categories, and Criteria dealing with Provisional Graduate Faculty Status.

Respectfully submitted,

Phyllis L. Panhorst
Coordinator of Faculty Information

Current Criteria for Provisional Graduate Faculty Status

PROVISIONAL GRADUATE FACULTY STATUS

A faculty member with provisional graduate faculty status may:

- (1) Teach graduate courses.

Appointment to provisional graduate faculty status requirements:

The Vice President of Academic Affairs may grant provisional graduate faculty status for faculty hired to teach graduate level course(s) following the last scheduled meeting of the Graduate Faculty Status committee prior to the start of a semester.

Term of appointment:

The term of appointment for Provisional Graduate Faculty Status is one (1) semester and/or one (1) Summer term.

Prior to teaching the following session/semester, faculty members must apply for the appropriate graduate faculty status through the Graduate Faculty Status Committee.

Admissions and Academic Policies

General Policies

Admission Requirements for Graduate Studies

Degree-seeking applicants are required to meet admission requirements for Graduate Studies. Each graduate program stipulates its own minimum admission requirements. Please refer to the graduate program of your choice. These minimum requirements, if met before the admission deadline, only guarantee that your application will be considered. The application in its entirety, which may include documentation beyond the minimum requirements, is considered when making a final admission decision.

~~The minimum requirements for degree-regular admission are as follows:~~

- ~~1. An earned baccalaureate degree from a regionally-accredited institution is required. Minimum overall undergraduate GPA is program specific; however, Graduate Studies requires a minimum 2.5 overall undergraduate GPA.~~
- ~~2. Required admission tests and scores are program specific. However, Graduate Studies as a rule requires a minimum score for the following tests:

 - ~~a. Miller Analogies Test = 44/402-407~~
 - ~~b. Graduate Record Examination = 450 verbal and 450 quantitative and 3.5 analytical[‡]~~
 - ~~c. Graduate Management Admission Test = 450~~~~
- ~~3. Applicants may be required to meet additional program specific requirements.~~

~~Note that program-specific admission requirements for degree admission (regular and provisional) are listed separately. Please refer to the admission requirements listed with each degree program.~~

~~[‡]Note: The publisher of the Graduate Record Examination (GRE), Educational Testing Services, will be reporting the results of the quantitative and verbal sections of the revised GRE on a new scale (130-170 instead of 200-800) for examinations taken after August 1, 2011. Educational Testing Services expects to publish the concordance table for the new and old scales in November 2011. Students who apply for admission with the revised GRE will be held to the equivalent scores published in the concordance table. See www.ets.org/gre for more information about the revised GRE.~~

Categories of Graduate Admission

Degree Category

Applicants who are admitted to Graduate Studies with the expressed intention of following a program leading to a graduate degree are classified as degree-seeking students. When admitted as a degree student, the applicant will be placed in one of the following categories:

Degree-Regular

A prospective candidate for a degree, who meets all requirements for unqualified admission, has been recommended by the graduate program in which the student proposes to study, and approved by Graduate Studies is classified as a degree-regular student.

Degree-Provisional

1. A prospective candidate for a degree who does not satisfy the regular admission requirements may be classified in this category under conditions specified at the time of admission.
2. Graduate Studies will establish these conditions based on the recommendation of the graduate program in which the student proposes to study.
3. A student may take no more than nine semester hours of course work which has been determined by the graduate program in which the student proposes to study. Because there is the requirement to carry more than nine semester hours during the first semester of the physical therapy program of study, all provisional graduate students in physical therapy will be allowed to enroll in more than nine hours of approved graduate credit.
4. The student may be reclassified to degree-regular status if at least one course at Armstrong, approved by the advisor, has been completed with a grade of no less than a B and has met all the conditions as set forth by the academic department. Most graduate programs require provisional students to take a minimum of three graduate classes before possible reclassification. Each academic unit may require that specific courses must be completed prior to a student's reclassification.

5. Failure to satisfy the conditions in the specified time limit will result in the student's ineligibility to continue in Graduate Studies.
6. Financial aid may not be available for all provisional degree seeking students.

Non-Degree Seeking Category (Undeclared)

1. ~~An applicant with the expressed intent of enrolling in graduate courses for the purpose of professional development and/or enrichment, without working toward a graduate degree, is classified as "Non-degree seeking." Students admitted as non-degree seeking are limited to 12 hours and are not eligible for financial aid. If a non-degree-seeking certificate, professional development and/or enrichment student chooses to become degree seeking, that student must officially apply as a degree seeking student and meet all regular admission criteria for a degree seeking student. Up to a maximum of 12 hours credit taken under non-degree status may be allowed to transfer into a degree seeking graduate program, subject to approval by the program.~~ ~~An applicant with the expressed intention of enrolling in graduate courses without working toward a graduate degree. Non degree seeking students are limited to a total of six graduate semester hours. A non-degree student may apply to a degree program at any time after meeting requirements for either degree provisional or degree regular admission. No financial aid is available for non-degree seeking students.~~

Comment [AASU1]: Change from 6 – 12? Discussion on this change is especially welcome. 12 hours cover certificates.

Post-Baccalaureate - Teacher Certification

1. An applicant who seeks enrollment in courses to meet certification requirements or to renew certification.
2. Hours in excess of the six semester hours allowed for non-degree students may be earned to complete certification requirements or to renew certification.
3. Financial aid may be available for post-baccalaureate teacher certification students. Contact the Financial Aid office for specific details.

Transient

There are two types of graduate transient students: transient to Armstrong (different home institution) or an Armstrong student that is attending another institution.

TRANSIENT TO ARMSTRONG:

Definition: An applicant who is enrolled in a graduate program at another institution but is approved to enroll in graduate courses at Armstrong Atlantic.

1. Transferability of credit is the prerogative of the home institution.
2. The home institution will approve the number of semester hours that may be earned at Armstrong Atlantic.
3. Graduate transient students are not allowed to attend more than two consecutive semesters.
4. Updated letters of good standing are required for each semester attended.
5. Financial Aid is from the home institution. Students are responsible for contacting both their home institution and Armstrong Financial Aid for the required paperwork necessary.

ARMSTRONG STUDENT TRANSIENT TO ANOTHER INSTITUTION

Definition: An applicant who is enrolled in a graduate program at Armstrong, and has departmental approval and Graduate Studies approval to attend another institution. Graduate transient approval forms may be obtained in Graduate Studies.

1. Transfer credit may be allowed; however this is the discretion of the individual academic department and the Registrar's Office. Transfer credit will only be allowed for courses with grades of "B" or higher.
2. Armstrong graduate students are not allowed to attend more than 2 consecutive semesters as a transient student and students will only be approved 1 semester at a time. Official transcripts for the first term, with the grade (s) posted, must be received by the Graduate Office prior to permission for the 2nd semester.
3. Armstrong graduate students must have been enrolled at Armstrong at the graduate level for the semester immediately prior to the transient term. (Students are not allowed to attend transient the first term of acceptance.)
4. It is the student's responsibility to obtain official transcripts from the transient institution and have them delivered to the Graduate Office as soon as possible after the end of semester. An official transcript from the transient institution must be on file with the Graduate Office in order to register for a subsequent term. Copies (Xerox or scanned to e-mail) or faxes are not acceptable.
5. Students that do not attend the transient institution, or withdraw from classes at the transient institution, must contact the transient institution for an official transcript showing the withdrawal or a written enrollment verification indicating non-attendance.

6. A copy of approved graduate transient permission forms will be provided to Armstrong's Financial Aid Office. It is the student's responsibility to contact Armstrong's Financial Aid Office in regards to their financial aid status. There is no guarantee that financial aid will be awarded.
7. Attending as a transient student to another institution during the final term prior to graduation is not recommended as official transcripts with all grades posted, must be in received by Graduate Studies, and transfer work completed prior to the awarding and/or posting of the degree. Faxes or copies of transcripts are not acceptable.

Re-admit

1. Students who have not been enrolled at Armstrong Atlantic for one full year (three or more consecutive semesters including the summer semester) must complete a graduate readmission form in Graduate Studies.
2. There is no fee for re-admission.
3. There is no guarantee of re-admission into a prior program.
4. All student records **and documents** will be reviewed prior to re-admission.
5. Students may be requested to submit additional information in addition to the re-admit form.

Guidelines for Admission Classification

Undergraduate and Graduate Students

Determination of Admission Classification

An applicant with an earned baccalaureate and/or earned graduate degree from a nationally accredited institution may be admitted by the undergraduate admissions office and be classified as an undergraduate or may be admitted by Graduate Studies and be classified as a graduate student.

Tuition and fees are charged at either the undergraduate or graduate rate based upon the student classification in the student information system.

Undergraduate Status

Applicants are classified as undergraduate students if:

- An undergraduate application has been received.
- Pursuing any of the following undergraduate admission categories:
 - Post Baccalaureate, personal enrichment courses, or prerequisite courses for a second degree
 - Second Baccalaureate Degree

Students with an earned baccalaureate and/or earned graduate degree will continue to be classified as an undergraduate student until they wish to enroll in graduate courses for graduate credit at the 5000 level (or 6000, 7000, 8000 levels).

Once an undergraduate student changes admission status from an undergraduate admission category to a graduate admission category, the graduate classification will remain unless the student decides to pursue an undergraduate degree instead.

Graduate Status

Applicants are classified as graduate students if:

- An application to Graduate Studies has been received and prior degrees have been verified.
- Pursuing any of the following graduate admission categories:
 - Degree Seeking (regular or provisional)
 - Non-degree Teacher Certification
 - Graduate courses for personal enrichment (non-degree/undeclared)
 - Certificate at the graduate level

Residence Requirement for Degrees

A minimum of one-half of the hours required for the degree must be earned in residence. A maximum of one-half of the hours required for the degree may be earned in courses offered off-campus, including courses offered through the Area Teacher Education

Services. Armstrong courses taken off-campus as part of an approved external degree program are considered to have been completed in residence.

Admission Requirements for International Applicants

In addition to items required of all applicants, international applicants must submit the following:

- Official TOEFL scores (minimum of 523 paper-based score, 193 computer-based score, or 70 Internet-based score)
- Original documentation certifying immigrant or non-immigrant status (copy of front and back of I-551 card (permanent alien resident Card), copy of visa information, passport, front and back of I-94 card, etc.)
- Official transcripts of all colleges/universities - U.S. and international
- Official English translation of all college/university transcripts earned outside of the U.S.
- Official evaluations of all non-U.S. transcripts (Acceptable evaluating organizations are Josef Silny, Inc. or World Education Services) This evaluation must state that you have the minimum equivalency of a 4 year U.S. bachelor's degree and must include a course by course evaluation along with a grade point average calculation.
- Interview with the academic unit may be requested

For international students requesting an I-20, the following documents must also be submitted. These forms are available on the website for Graduate Studies :

- Prospective international students must show original financial certification of funds showing availability of funds for one full year of graduate study - certification of funds must be current within 6 months of accepted term. **Having sufficient funds for the cost of living and educational expenses is required by U.S. Immigration regulations. (The amount of funding required varies with the degree program. Please contact Graduate Studies for current information.)**
- Proof of health insurance for entire length of study **is required.**
- Request for I-20 (form available from Graduate Studies).
- International Student Data Sheet

International students here on non-immigrant student visas (F-1, J-1, etc.) are not eligible for state or federal loans or scholarships.

Readmission

Students who have not been enrolled at Armstrong Atlantic for one full year (three or more consecutive semesters including the summer semester) must complete a graduate readmission form in Graduate Studies. Former students who have not attended another institution since leaving Armstrong may be readmitted, provided they have not been disenrolled from Graduate Studies. There is no guarantee of re-admission into a prior program. All student records [and documents](#) will be reviewed prior to re-admission. Students may be requested to submit additional information in addition to the re-admit form. Former students who have attended another institution since leaving Armstrong must meet requirements as listed in the catalog in effect at the time of return and submit **original** transcripts from all colleges/universities in the interim. A student who is readmitted after an absence from the university for more than two years must meet degree requirements as listed in the catalog in effect at the time of return.

Persons Sixty-Two Years of Age or Older

Persons who are sixty-two years of age or older may enroll in credit courses on a "space available" basis without payment of fees, except for supplies, laboratory, or special course fees. They must be residents of the state of Georgia and must present a birth certificate or comparable written documentation of age to enable Graduate Studies to determine eligibility. They must meet all admission and degree requirements. All residency requirements apply. For questions regarding the 62 Plus program and residency, contact the Armstrong Office of Adult Academic Support Services.

Admission of Veterans

After being accepted at Armstrong Atlantic and upon receipt of certification of eligibility from the Veterans Administration, veterans may begin using VA education benefits under the following programs: Post 9/11 GI Bill (chapter 33), Active Duty MGIB-AD (chapter 30), Selected Reserve MGIB-SR (chapter 1606), Reserve Educational Assistance Program REAP (Chapter 1607), Veterans Educational Assistance Program VEAP (chapter 32), Survivors' and Dependents' Educational Assistance Program DEA (chapter 35), or VA Vocational Rehabilitation (Chapter 31). Students using Veterans Affairs educational programs should be prepared to pay tuition and fees at the time of registration.

Vocational Rehabilitation Applicants

Those applicants sponsored by Vocational Rehabilitation or other community agencies must apply at least six weeks before the beginning of any semester to ensure proper processing of application.

Immunization Requirements

The Board of Regents of the University System of Georgia requires all new students attending Armstrong Atlantic State University to submit acceptable proof of immunization against the following: MMR (measles, mumps, rubella) 1 & 2, Tetanus-Diphtheria (Td booster in the last 10 years or primary series with DtaP, DTP or Td), and Varicella (either history of chicken pox, positive Varicella antibody, or two doses of vaccine given at least 1 month apart if immunized after age 13) before being allowed to register for classes. It is important that all shots be given after the first birthday. For students born before January 1, 1957, only proof of immunization against tetanus is required. Students who previously attended Armstrong are exempt, assuming records are already in the Armstrong system.

Students who do not present evidence of immunization will not be allowed to register or to attend classes until they can present the required immunization certificate. Students who have religious objections and students whose physicians have certified that they cannot be immunized because of medical reasons may be allowed to register with the understanding that they must leave the campus in the event of an outbreak of the aforementioned diseases. Immunization forms may be obtained from Graduate Studies or the web site.

Required Admissions Examinations

Prospective candidates for graduate degrees ~~are may be~~ required to submit official scores from the examination appropriate to their specific degree program. To be official, test scores must be sent from the testing agency directly to [Office for Graduate Studies](#). Further information on test dates and fees may be obtained from the Testing Center in the Division of Student Affairs, ~~or Graduate Studies~~.

Graduate Management Admission Test (GMAT)

The GMAT consists of seven separately-timed sections, each containing multiple choice questions. Total test time is three and one-half hours. The GMAT measures general verbal and mathematical skills that are associated with success during the first year of graduate study. Verbal and quantitative scores are required.

Graduate Record Examination (GRE)

The GRE General Test contains sections designed to measure verbal, quantitative, and analytic abilities.

- **Verbal Reasoning** — Measures your ability to analyze and evaluate written material and synthesize information obtained from it, analyze relationships among component parts of sentences and recognize relationships among words and concepts.
- **Quantitative Reasoning** — Measures problem-solving ability, focusing on basic concepts of arithmetic, algebra, geometry and data analysis.
- **Analytical Writing** — Measures critical thinking and analytical writing skills, specifically your ability to articulate and support complex ideas clearly and effectively.

~~The test consists of seven thirty-minute sections. Specialized subject tests are also offered. General test scores are required. The publisher of the Graduate Record Examination (GRE), Educational Testing Services, revised the quantitative and verbal sections of the revised GRE on a new scale (130-170 instead of 200-800) for examinations taken after August 1, 2011. Graduate programs with GRE requirements use the new scale. Applicants who submit GRE scores based on the prior, but still valid, scale should consult the following concordance tables.~~

Verbal Reasoning Concordance Table:

<u>Prior Scale</u>	<u>Current Scale</u>	<u>Prior Scale</u>	<u>Current Scale</u>	<u>Prior Scale</u>	<u>Current Scale</u>	<u>Prior Scale</u>	<u>Current Scale</u>
<u>800</u>	<u>170</u>	<u>640</u>	<u>162</u>	<u>480</u>	<u>152</u>	<u>320</u>	<u>140</u>
<u>790</u>	<u>170</u>	<u>630</u>	<u>162</u>	<u>470</u>	<u>151</u>	<u>310</u>	<u>139</u>
<u>780</u>	<u>170</u>	<u>620</u>	<u>161</u>	<u>460</u>	<u>151</u>	<u>300</u>	<u>138</u>
<u>770</u>	<u>170</u>	<u>610</u>	<u>160</u>	<u>450</u>	<u>150</u>	<u>290</u>	<u>137</u>
<u>760</u>	<u>170</u>	<u>600</u>	<u>160</u>	<u>440</u>	<u>149</u>	<u>280</u>	<u>135</u>
<u>750</u>	<u>169</u>	<u>590</u>	<u>159</u>	<u>430</u>	<u>149</u>	<u>270</u>	<u>134</u>
<u>740</u>	<u>169</u>	<u>580</u>	<u>158</u>	<u>420</u>	<u>148</u>	<u>260</u>	<u>133</u>
<u>730</u>	<u>168</u>	<u>570</u>	<u>158</u>	<u>410</u>	<u>147</u>	<u>250</u>	<u>132</u>
<u>720</u>	<u>168</u>	<u>560</u>	<u>157</u>	<u>400</u>	<u>146</u>	<u>240</u>	<u>131</u>

Comment [AASU2]: Updates graduate students on the revised GRE and points to each program for admission requirements. Programs should submit changes with the new scales.

<u>710</u>	<u>167</u>	<u>550</u>	<u>156</u>	<u>390</u>	<u>146</u>	<u>230</u>	<u>130</u>
<u>700</u>	<u>166</u>	<u>540</u>	<u>156</u>	<u>380</u>	<u>145</u>	<u>220</u>	<u>130</u>
<u>690</u>	<u>165</u>	<u>530</u>	<u>155</u>	<u>370</u>	<u>144</u>	<u>210</u>	<u>130</u>
<u>680</u>	<u>165</u>	<u>520</u>	<u>154</u>	<u>360</u>	<u>143</u>	<u>200</u>	<u>130</u>
<u>670</u>	<u>164</u>	<u>510</u>	<u>154</u>	<u>350</u>	<u>143</u>		
<u>660</u>	<u>164</u>	<u>500</u>	<u>153</u>	<u>340</u>	<u>142</u>		
<u>650</u>	<u>163</u>	<u>490</u>	<u>152</u>	<u>330</u>	<u>141</u>		

Quantitative Reasoning Concordance Table:

<u>Prior Scale</u>	<u>Current Scale</u>	<u>Prior Scale</u>	<u>Current Scale</u>	<u>Prior Scale</u>	<u>Current Scale</u>	<u>Prior Scale</u>	<u>Current Scale</u>
<u>800</u>	<u>166</u>	<u>640</u>	<u>151</u>	<u>480</u>	<u>143</u>	<u>320</u>	<u>136</u>
<u>790</u>	<u>164</u>	<u>630</u>	<u>150</u>	<u>470</u>	<u>142</u>	<u>310</u>	<u>136</u>
<u>780</u>	<u>163</u>	<u>620</u>	<u>149</u>	<u>460</u>	<u>142</u>	<u>300</u>	<u>136</u>
<u>770</u>	<u>161</u>	<u>610</u>	<u>149</u>	<u>450</u>	<u>141</u>	<u>290</u>	<u>135</u>
<u>760</u>	<u>160</u>	<u>600</u>	<u>148</u>	<u>440</u>	<u>141</u>	<u>280</u>	<u>135</u>
<u>750</u>	<u>159</u>	<u>590</u>	<u>148</u>	<u>430</u>	<u>141</u>	<u>270</u>	<u>134</u>
<u>740</u>	<u>158</u>	<u>580</u>	<u>147</u>	<u>420</u>	<u>140</u>	<u>260</u>	<u>134</u>
<u>730</u>	<u>157</u>	<u>570</u>	<u>147</u>	<u>410</u>	<u>140</u>	<u>250</u>	<u>133</u>
<u>720</u>	<u>156</u>	<u>560</u>	<u>146</u>	<u>400</u>	<u>140</u>	<u>240</u>	<u>133</u>
<u>710</u>	<u>155</u>	<u>550</u>	<u>146</u>	<u>390</u>	<u>139</u>	<u>230</u>	<u>132</u>
<u>700</u>	<u>155</u>	<u>540</u>	<u>145</u>	<u>380</u>	<u>139</u>	<u>220</u>	<u>132</u>
<u>690</u>	<u>154</u>	<u>530</u>	<u>145</u>	<u>370</u>	<u>138</u>	<u>210</u>	<u>131</u>
<u>680</u>	<u>153</u>	<u>520</u>	<u>144</u>	<u>360</u>	<u>138</u>	<u>200</u>	<u>131</u>
<u>670</u>	<u>152</u>	<u>510</u>	<u>144</u>	<u>350</u>	<u>138</u>		
<u>660</u>	<u>152</u>	<u>500</u>	<u>144</u>	<u>340</u>	<u>137</u>		
<u>650</u>	<u>151</u>	<u>490</u>	<u>143</u>	<u>330</u>	<u>137</u>		

See www.ets.org/gre for **more updated** information about the revised GRE **and GRE specialty exams**:-

Miller Analogies Test (MAT)

The MAT consists of 100 multiple choice questions designed to measure verbal aptitude. The total exam time is fifty minutes. A single raw score is assigned.

Numbering System for Courses

5000-5999 - Graduate courses with dual enrollment by undergraduate and graduate students

6000-9999 - Graduate courses (undergraduate students may not enroll)

Fifty percent of the graduate program of study must be completed at the 6000-~~8000~~9000 levels.

The dual enrolled graduate courses at the 5000 level will be designated in the following way:

Example: GERO 5000-U (undergraduate credit only)
GERO 5000-G (graduate credit only)

A student must enroll for either undergraduate or graduate credit in a dual-enrolled course and will not be allowed to change level of credit after the initial enrollment. The above designation (U or G) will be placed on the class rolls and on the individual student transcripts. Upon the advisor's approval, credit earned in 5000-U courses may be applicable to an undergraduate program of study. Upon the advisor's approval, credit earned in 5000-G courses may be applicable to a graduate program of study. Credit earned in 5000 level courses may only be used once for one level (undergraduate or graduate). Ordinarily graduate students cannot apply a 5000-G course to their graduate program of study when they have completed the 5000-U level courses for their Armstrong undergraduate degree.

No more than fifty percent of a graduate program of study may be comprised of dual-enrolled courses.

Additional course requirements are included for graduate credit in 5000 level courses. Refer to the course outlines/syllabi from the academic unit for these requirements.

Grade Reports

Grade reports are issued directly to the student at the end of each semester. The following grade reports will be used for completed graduate credit:

Grade	Honor Points	Grade	Honor Points		
A	Excellent	4.0	WF	Withdrawal with failure (Student withdraws from the class after the mid-semester period)	0
B	Good	3.0	V	Audit (Must receive permission to audit prior to registration and the course may not be changed to credit)	0
C	Satisfactory	2.0	S	Satisfactory	0
D	Unacceptable	1.0	U	Unsatisfactory	0
F	Failure	0	NR	Grade not reported	0
I	Incomplete (Assigned by the instructor in emergency situations)	0			
IP	In Progress (Assigned by the instructor for practicum/project and/or thesis courses only)	0			
W	Withdrawal with no penalty (Student withdraws from the class no later than the mid-semester period in a course)	0			

The overall GPA is determined by dividing the total honor points earned by the total hours attempted, with hours and honor points for repeated courses not duplicated in the calculation. An I which has not been removed by the mid-term date of the succeeding semester is changed to an F unless the instructor recommends an extension in writing addressed to the Assistant Vice President for Academic Affairs. An IP will be assigned for practicum/project and/or thesis courses until completed. The S and U symbols must be utilized for completion of the thesis, practicum, or project. The S and U symbols may be used for other courses. A WF (withdrew, failing) is recorded for any student withdrawing after the mid-term date. Exceptions to this policy must be approved by the school or college dean and will be approved only on the basis of hardship.

Repeating Courses — When a course is repeated, only the last grade earned counts in earned hours requirements, GPA hours, points, and overall GPA. All course work taken remains on a student's academic record. A student may repeat any course.

Academic Dismissal Due to Low Grades

Every student admitted to AASU with graduate student status must maintain a record of academic success in graduate coursework. A student may earn one C grade or below without being academically dismissed. If a student earns a second C or below the student will be dismissed regardless of overall GPA. After being academically dismissed, the student must wait one semester before reapplying for admission. Readmission is not guaranteed.

This policy takes effect Fall 2010 semester. Retaking a course and earning a grade above the C level does not change the implementation of this policy. For the purposes of the graduate studies probation and dismissal policy, the following grades are included in the definition of C or below: C, D, F, WF, and U.

Academic Standing

A student maintains good academic standing on their academic record when the student achieves a 3.0 or higher cumulative grade point average (GPA). If a student's GPA falls below 3.0, the academic standing shall be noted as on probation.

Course Load and Limitations

A full-time graduate student is defined as one who registers for nine or more credit hours. A full-time graduate student who has been awarded a graduate assistantship must enroll in a minimum of six credit hours. Graduate students may not take more than twelve credit hours per semester, excluding the summer semester during which they may take a maximum of nine credit hours. Exceptions must be approved by the respective dean upon the recommendation of the department head. This does not apply to physical therapy students.

Independent Study, Directed Study, and Reading and Conference Courses

Only six credit hours of independently-taught course work, directed study, and reading and conference course work may apply to a degree.

Attendance Policy

The effect of attendance on course grades is left to the discretion of instructors. Students are responsible for knowing everything that is announced, discussed, or lectured upon in class as well as for mastering all outside assignments. Students are also responsible for submitting all assignments, tests, recitations, and unannounced quizzes on time.

Instructors are responsible for informing all classes at the first meeting what constitutes excessive absence in the course. Students are responsible for knowing and complying with attendance regulations in all their courses. Instructors may withdraw students from any course with a grade of W or WF on or before the midterm semester dates or with a grade of WF after the midterm semester dates if, in their judgment, absences have been excessive.

During the attendance verification period at the beginning of the term, a student may be dropped from a course for non-attendance. Once a student has been dropped for nonattendance, it is the responsibility of the student to re-register for the course before the drop/add period is over.

Students who appear on the class list and wish to drop a course must submit a drop request on SHIP or a drop form to the registrar's office during the drop/add period. Students may not assume that a faculty member will drop them from the course during attendance verification.

Course Withdrawal, Drop, and Add

"Withdrawal from the university" is defined as formally leaving the university. "Drop" is defined as dropping one or more courses during the drop/add period but continuing enrollment in at least one course. "Add" is defined as enrolling in additional semester hours or courses before the end of the drop/add period.

A student who wishes to withdraw from a course after the drop/add period is over must obtain a withdrawal notice from Enrollment Services. The notice must be signed by the instructor of the course and returned by the student to Enrollment Services.

A student who withdraws from a course after the drop/add period is over and before the mid-term semester dates will receive a W or WF at the instructor's discretion. A student who withdraws from a course after the mid-term semester dates will receive a WF in the course.

Administrative Withdrawal

The university reserves the right to withdraw any student who does not meet financial obligations or required standards of graduate scholarship.

Withdrawing from the University

Withdrawing from the university means that a student has requested to drop all courses for the current term. A student who finds it necessary to withdraw should begin the withdrawal process in the Division of Student Affairs. The last day to formally withdraw from the university is the published last day of class for the session enrolled. Withdrawals based on military obligations must include copies of supporting military orders.

Formal withdrawal from the university is required to ensure that the student is eligible to return to Armstrong Atlantic at a future date. Any refund to which a student is entitled will be considered on the basis of the withdrawal date. Grading procedures for withdrawing are the same as those listed under "Dropping Courses."

Hardship Withdrawal from the University

~~In the case where a student is forced, through circumstances of extreme duress beyond their control, to withdraw from the university past mid-term, the student should begin the withdrawal process at the Division of Student Affairs. The Division of Student Affairs will direct the student to the appropriate College Dean. The Dean or the Dean's designee may, with appropriate evidence provided by the student, withdraw the student from all courses without penalty. Individual faculty members will be notified that the student has been withdrawn from the university and a grade of "W" issued for all courses. The individual instructor retains the right to challenge the issuance of a "W".~~

Overview:

In the event a student faces circumstances of extreme duress beyond his or her control, the student may request a hardship withdrawal from the university. Hardship withdrawals are not meant to be used for appealing academic matters (e.g. grades), but should be used when a student seeks to drop all classes and leave the university for the remainder of that semester. Hardship withdrawals should fall into one of three categories: medical, personal, or financial. Students will be required to justify their withdrawal with documentation.

Comment [AASU3]: This is the new policy for undergrads and probably should be the same for graduate students.

On the rare instance that a student's circumstances warrant only a partial withdrawal, thorough documentation will be required to substantiate why this student is able to continue with some coursework but not all coursework.

Hardship Withdrawal Process:

All hardship withdrawal requests are submitted to the Office of the Academic Affairs.

A student seeking a hardship withdrawal will first go to the Office of Academic Orientation and Advisement. At this office, the student will be advised of the procedure for hardship withdrawal and will be given all forms. The student must pick up all required forms in person from the Office of Academic Orientation and Advisement. If circumstances prevent the student from coming to campus in person, then different methods for securing forms will be determined and implemented on a case-by-case basis. The student will return the completed forms for hardship withdrawal with supporting documentation to the Office of Academic Affairs. At this time the Assistant Vice President of Academic Affairs will have the opportunity to discuss the application with the student as he/she sees fit. Decisions regarding hardship withdrawals will be handled in the Office of Academic Affairs.

A student seeking a full hardship withdrawal from the university must initiate the withdrawal process, complete required forms, and return all forms plus documentation to the Assistant Vice President of Academic Affairs no later than midterm the semester following the withdrawal.

A student seeking a partial hardship withdrawal from one or more classes must initiate the withdrawal process, complete required forms, and return all forms plus documentation to the Assistant Vice President of Academic Affairs no later than the last day of class for the semester in which he/she is seeking a partial hardship withdrawal.

Financial Aid Implications

All students seeking either a partial or full hardship withdrawal are strongly recommended to make an appointment with a financial aid counselor. This is of utmost importance if the student has received any financial aid (e.g. scholarship, loans, etc.). The granting of a hardship withdrawal may affect the student's ability to receive future financial aid and may greatly affect the student's standards of academic progress. Students should be advised that the granting of a hardship withdrawal does not negate the effect of the Standards of Academic Progress or the Return of Title IV policies.

Hardship Withdrawal Documentation

Personal Statement of Hardship:

The written personal statement of hardship should explain to the Office of Academic Affairs how and/or why the non-academic emergency impacted studies. It is essential that the student provide accurate details about the circumstances surrounding the hardship, date(s) of the hardship event(s), and an account of how the event(s) specifically prevented the completion of coursework. Each page should be initialed and dated, including a full signature on the last page of the document. In addition, the student will provide official documentation supporting his/her hardship. This documentation should be consistent with the student's personal statement and all documentation will be verified prior to the rendering of any decision regarding the student's hardship withdrawal.

Categories of Hardship and Documentation Requirements:

- **Medical (e.g. physical or psychological emergencies):**

The student will supply a physician's report on office letterhead. This document will include the physician's name, address, phone number, nature of patient's illness or accident, dates of treatment, prognosis, and the reason they feel that the student can no longer complete his/her coursework. This document must be signed and dated. A physician's letter is the only approved documentation for hardship withdrawal under the medical category.

- **Personal (e.g. severe medical illness within family, death in the family, arrests, etc.):**

The student will supply appropriate documentation that builds a case for hardship withdrawal due to personal issues. These documents may include but are not limited to death certificates, obituaries, police reports, or physician's letters. The student should obtain documents that contain contact information, are dated, and if possible notarized. All documents will be verified as seen fit by the Office of Academic Affairs.

- **Financial (e.g. loss of sole-supporting job, mandatory job changes)**

The student will supply documentation from an employer or supervisor that clearly states the mandatory change and the date that these changes took place or will take place. This document should contain contact information for an organizational representative that can verify these changes, preferably a human resource professional. The student's inability to have financial aid in place at the start of the term is NOT grounds for hardship withdrawal due to financial issues.

SPECIAL NOTE: Application for a Hardship Withdrawal does not guarantee the student a grade of "WH."

Graduate Transfer Credit

A maximum of six semester hours of credit may be accepted for the program of study from credit completed at another regionally-accredited institution. This is in addition to semester hours which may be taken in linked and collaborative programs with Georgia Southern University and approved programs at Savannah State University. This is also in addition to courses taken at other institutions as part of collaborative arrangements in conjunction with approved external degree programs. Decisions regarding acceptability of credit will be made at the program level. Only courses with grades of B or better will be accepted. The courses must have been completed no more than seven years prior to the completion of graduate requirements.

Time Limitation

All requirements for the degree must be completed within seven years. This may not apply to certificates, based upon recommendation of the advisor. An extension of time may be granted by the respective dean in cases of unusual circumstances. Physical therapy students should refer to the physical therapy section for program-specific time limitations.

Program of Study Requirements for Degree Programs

A program of study must be maintained by the academic unit for each degree-provisional or degree-regular student. The program of study, signed by the student, advisor, and program coordinator, must be forwarded to Graduate Studies accompanying the student's Application for Graduation. No credit for courses with a grade of D, F, or U will apply to the program of study. Credit hours may vary by program of study. Financial aid can be awarded only for classes that are on a student's program of study.

Program of Study Requirements for Certificate Programs

A program of study must be maintained by the academic unit for each certificate student. The program of study, signed by the student, advisor, and program coordinator, must be forwarded to Graduate Studies. No credit for courses with a grade of D, F, or U will apply to the program of study. Credit hours may vary by certificate program. Financial aid can be awarded only for classes that are on a student's program of study.

Program of Study for Teacher Certification Programs

A program of study must be maintained by each academic unit for each certification student. The program of study (signed by the student's academic advisor) should be forwarded to the Graduate Studies Office. No credit for courses with a grade of D, F, or U will apply to the certification. Certification hours will vary by individual. Students who have been verified by the College of Education as following their individual program of study (as prescribed by the Georgia Professional Standards Commission) who have not exhausted their undergraduate eligibility may be eligible for financial aid as a fifth year senior. **Please contact the Armstrong Financial Aid Office for specific information.**

Required Hours, Comprehensive Assessment, and Other Requirements

A student must satisfactorily pass a program-specific comprehensive assessment to complete degree requirements. Please refer to specific programs for details.

Graduation Requirements

Students must apply for graduation by February 15th for May graduation, by June 15th for summer graduation and by September 15th for December graduation. A student must have degree-regular status and earn a 3.0 overall GPA on graduate course work to meet graduation requirements. All required work for the degree program (comps, portfolio, thesis) must be completed before degrees will be awarded. There is no honor designation at Armstrong for graduate students.

Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC)

The IRB, a federally-mandated board which monitors the use of human subjects in research, must approve all graduate student research that uses human participants. The IACUC, a federally-mandated board which monitors the use of animal subjects in research, must approve all graduate student research that uses animal participants.

Project/Practicum/Thesis Requirements

A minimum of six hours of thesis credit is required of all thesis-option programs of study in Graduate Studies. Students must register for additional project/practicum/thesis hours each semester after the required minimum credit hours are met until a grade is earned. The grade of IP will be reported until the project/practicum/thesis is completed. The grade of S or U will be assigned upon completion. The thesis must conform to the guidelines from Graduate Studies. The project/practicum must conform to guidelines from the academic unit.

Comprehensive Assessment

Successful completion of a program-specific comprehensive assessment is required for graduation. All registration scheduling and comprehensive assessment results must be obtained from the student's academic unit. Please check with your academic advisor regarding dates.

Change in Degree Objective

Students requesting a change in major at the graduate level must complete the Request for Change in Degree Objective Form one semester in advance of the change. The form may be obtained from Graduate Studies. Review and approval must be obtained from the current and requested academic units. Changes can be made at the beginning of the semester only, before classes begin.

Student Appeals

The student may initiate appeals for admission, progression, and graduation decisions. Appeals must be submitted prior to mid-term of the next regular semester. The student will complete the Graduate Student Appeal Form and submit appropriate documentation, such as test scores, transcripts, letters of recommendation and/or medical records. A student who wishes to appeal any of the above mentioned decisions would have the following line of appeal:

1. Submit completed appeal form and supporting documentation to the Assistant Vice President for Academic Affairs.
2. The appeal will be forwarded to the appropriate program coordinator, department head, and dean for recommendation.
3. The appeal will be returned to Graduate Studies and the student will be notified of the decision.

If a student wishes to dispute the result of the appeal, the following procedure must occur:

1. Student will submit a formal letter to the Graduate Studies to request a hearing with the Graduate Student Appeals subcommittee.
2. The chair of the Graduate Student Appeals subcommittee will call a meeting.
3. A representative from the department and the student will attend the hearing to petition the committee to adjudicate the departmental decision.
4. The Graduate Appeals Committee will submit a recommendation to the Vice President of Academic Affairs.
5. All decisions made by the Vice President of Academic Affairs are final and will be returned to Graduate Studies.
6. Graduate Studies will notify the student of the final decision.

~~Students~~ **Students** should consult their program and college for further information and other policies that may apply.

Grade Appeal Process

Appeals for a change of grade may be initiated through the head of the appropriate academic department prior to midterm of the semester after the grade was received, in accordance with the regulations of Armstrong Atlantic State University. A student who contests a grade will have the following line of appeal:

1. The student will discuss the contested grade with the instructor involved.
2. If the grade dispute remains unresolved, the student will meet with the department head and the instructor. If the grade dispute is with the department head, the student will meet with the dean of the college or school and the department head. A memorandum

for the record will be prepared by the department head (or dean) which will include the substance of the conversations during the meeting. The student will receive a copy upon request.

3. If the grade dispute remains unresolved, the student will present his or her appeal in writing to the department head or the dean of the college or school, as applicable, who will then appoint a review board to hear the appeal. It is expected that the student will initiate this step no later than midterm semester after the grade was received (except if the student plans enrollment in a course for which the course grade being appealed is prerequisite – see Item 4 below).
 - a. The review board will consist of the department head or the dean of the college, as applicable, and two members of the department, not including the instructor involved. A separate hearing officer shall be appointed by the college dean. In small departments, membership may come from outside the department.
 - b. The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.
 - c. The review board will hear the grade appeal and present its findings to the college dean prior to the last week of the semester.
4. If the student plans enrollment in a course for which the course grade being appealed is a prerequisite, then the following timetable will be met at the first of that semester:
 - a. If a grade appeal is not resolved with the instructor concerned, the student will file an appeal in writing with the department head (or the dean of the college or school if the grade dispute is with the department head). This step will be taken by the second day of the semester.
 - b. The review board to hear the appeal will be appointed by the third day of the semester. If department members are not available to form a review board, the dean of the college or school, in consultation with the department head, will appoint a review board.
 - c. A review board will hear and complete the grade appeal by the fifth day of the semester and present its findings to the school dean through the hearing officer (or the Vice President if the dean is a member of the committee).
 - d. If the appeal to the dean is denied, the student will be dropped from the course if the student is already enrolled.
5. If the dean denies the appeal, the student may continue the appeal to the Vice President and Dean of Faculty. This appeal must be in writing and must be filed within five days of notification from the dean.
6. Neither the President nor the Board of Regents will accept or consider appeals based on academic grades.

Students should consult their program and college for further information and other policies that may apply.

Second Graduate Degree

Two graduate degrees may be earned simultaneously by one student at Armstrong. Academic credit from a completed graduate degree may also be applied toward another graduate degree. To earn the second graduate degree, the student must meet all program requirements for the second degree. At least fifty percent of the credit hours required for the second degree must be taken in addition to credit earned for the first degree.

Academic Advisors

When the student is notified of admission to Graduate Studies, a faculty member in the student's degree field will be assigned as an academic advisor. A graduate student may request a change in advisor by contacting the graduate coordinator in writing. If the request is granted, the graduate coordinator, Graduate Studies, and the student will be notified in writing.

The academic advisor will assist in helping the student plan a program of study in keeping with the student's field and goals. The advisor will also assist in approving all course selections prior to registration. International students will be advised by the international student advisor as well as by an academic advisor in their academic program. Graduate students with physical or developmental disabilities are encouraged to use the services of the director of disability services in the Division of Student Affairs.

Staff Development Credit

Graduate Studies does not grant staff development credit.

Experiential Learning Credit

Graduate Studies does not grant graduate credit for experiential learning.

Student Records

Armstrong Atlantic State University Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

A student should submit his or her request to inspect and review their education records to the University Registrar. The University Registrar is located in Victor Hall, Room 104. The written request must identify the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the University Registrar and clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university discloses education records without a student's prior written consent to officials with legitimate educational interests, as permitted under FERPA. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university will also disclose a student's education records without the student's consent to officials of another college, university or other institution in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The following is considered "directory information" at Armstrong Atlantic State University and will be made available to the general public unless the student notifies the Office of the Registrar in writing: The student's (1) name; (2) address; (3) telephone listing; (4) electronic email address; (5) photograph; (6) date and place of birth; (7) major field of study; (8) grade level; (9) enrollment status (e.g., undergraduate or graduate, full-time or part-time); (10) dates of attendance; (11) participation in officially-recognized activities and sports; (12) weight and height of members of athletic teams; (12) degrees, honors and awards received; (13) the most recent educational agency or institution attended.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold disclosure of such directory information. Armstrong Atlantic State University will honor your request to withhold directory information.

Academic Records

The Registrar's Office maintains official academic records (credit and non-credit) for undergraduate and graduate students at the university. An individual transcript detailing all course work attempted, hours earned, and computation of three GPAs (institutional, transfer, and overall) constitutes the student's permanent academic record. Other student records stored include the admission application, admission test scores, transcripts from institutions previously attended, and various data change forms.

Armstrong follows the published guidelines established by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and FERPA (Family Education Rights and Privacy Act) for record retention and disposition. Armstrong Atlantic publishes policies on the confidentiality of records in the official student handbook, Students Illustrated, and in the undergraduate and graduate catalog.

