

TO: President Jack Miller
FROM: President of the University Senate

1. The attached motion of the University Senate, dealing with Graduate Studies Committee Policy Resolutions is presented to you for your consideration. Two additional copies are included for your use.

2. This motion was adopted by the University Senate on Dec 12, 2005

3. After considering this motion, please indicate your action on this form, and return it together with the original copy to the President of the University Senate.

4. Under the By-Laws of the University Senate, Section 3.8, the following schedule of action is to be observed.

a) By Dec 17, Senate action reported to the President of University.
(Date)
(Within five school days of the session in which they are adopted).

b) By Dec 27, President of the University to return the motion to the President of the Senate. (Within 10 school days of its receipt).

12/16/05
(Date)

for [Signature]
President, University Senate (Tim Craine)

ENDORSEMENT:

TO: President of the University Senate

FROM: President Jack Miller

1. Motion Approved ✓

2. Motion Disapproved _____
(Explanatory statement must be appended)

3. Action "is deferred" _____

4. Resolution Noted _____

5. Other _____

1/31/06
Date

[Signature]
President

**Motion to adopt Graduate Studies Committee Policy resolutions as below
(Osterreich/Wolff) : Passed**

Policy Resolutions - Academic

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| <ol style="list-style-type: none">1) Time limits for completion of course work and capstone requirements *REVISED* passed on 10/27/052) GPA Policy *REVISED* passed at GSC on 12/1/05 |
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**1) Time limits for completion of course work and capstone requirements
REVISED passed 10/27/05**

All course work and capstone requirements (i.e. dissertations, theses, special projects and comprehensive exams) for the degree must be completed during the six years, which precede degree conferral. That is, the student has six years from the earliest course listed on the planned program (including any work transferred from another institution or completed prior to matriculation) to complete ALL degree requirements. If a student, due to extenuating circumstances, anticipates that h/she will be unable to complete all degree requirements within the six year time limit, the student may request an extension by writing to the graduate advisor who will forward it with recommendations to the Dean, School of Graduate Studies. When making the request, the student should include the semester and year in which he or she expects to complete the degree and the reason for not meeting the six year time limit. If the Dean, School of Graduate Studies deems the request justified, an extension will be granted. *However, for programs of 30-35 credits, a maximum of eight years will be allowed in total to complete the degree; for programs of 36 credits or more, a maximum of nine years will be allowed.*

2) GPA Policy *REVISED* passed at GSC on 12/1/05

The comprehensive examination is normally taken during the last semester of study, but may be attempted any time after the completion of 75% of coursework in the planned program of study with the approval of the advisor. At the time of application to take the comprehensive examination the student must have a minimum of 3.00 cumulative GPA.

Students must also reapply to take the comprehensive exam if they fail to attend a scheduled exam.

Policy Resolutions - Admissions

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| <ol style="list-style-type: none">1) MIS-CIT Admissions Policy Passed on 9/22/052) Communication Admissions *REVISED* Passed on 12/1/053) MAT Admissions Policy Passed on 12/1/054) Anthropology Admissions Policy Passed on 12/1/05 |
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1) MIS-CIT Admissions Policy Passed 9/22/05

The MIS-CIT Admission Committee will consider applications for admission every two weeks and the committee will make final recommendations on acceptance/rejection of applicants for admittance.

All Central Connecticut State University policies for graduate program admission are in effect. Formal admittance criteria include:

- Official transcripts from all prior undergraduate and graduate programs and course work;
- 3.0 GPA for graduate and 2.7 undergraduate work;
- If a student has earned a master's degree, a GPA of 3.0 or higher is required (the undergraduate GPA is not considered);
- TOEFL test results with scores no less than 550 or 213 on computer based tests (if applicable);
- Resume and *two* letters of recommendation to be used in reviewing CIT related work.
 - **For the** two letters of recommendation, at least one should come from an individual who can attest to the applicant's work experience; the second letter may be from an individual who can attest to the applicant's academic ability and commitment.

All applications and official transcripts must be submitted for processing to the Graduate Admissions Office, Davidson Hall, Room 115, along with a \$50 application fee.

Additional criteria for admission to the MIS-CIT Program are as follows. Items requested below should be sent to the MIS-CIT Director's office, Maria Sanford Hall, Room 312, Central Connecticut State University, New Britain, CT 06050.

Applicants selecting the MIS specialization must also earn a total score of 500 or higher on the GRE OR GMAT. Additionally, applicants selecting the MIS specialization must achieve a score of 3.5 or higher on the analytical writing section of the GRE or the GMAT.

Please Note: Students wishing to change their specialization to MIS after beginning the MS-CIT program in one of the other two specializations must have taken the GRE OR GMAT and earned a total score of 500 or higher as well as achieve a score of 3.5 or higher on the analytical writing section of the GRE or the GMAT in order to have their specialization changed.

Applicants should have the GRE or GMAT scores sent to the Graduate Admissions office, Lawrence J. Davidson Hall, Room 115, Central Connecticut State University, New Britain,

CT 06050. Applicants are also required to send an unofficial copy of the GRE or GMAT score to the MS-CIT Director's office, Maria Sanford Hall, Room 312, Central Connecticut State University, New Britain, CT, 06050.

Conditional Admission

A student may be admitted conditionally if it is determined that additional course work is needed. The additional coursework will be specified for the applicant and must be completed with a grade of B or better before full admission into the MS-CIT program;

Applicants without the required GPA will not be admitted to the MS-CIT program.

Applicants without the required scores on the GRE or GMAT will not be conditionally admitted to the MS-CIT: MIS specialization.

Notification Process

Confirmation of the MS-CIT Committee's admission recommendation will be electronically sent to the MS-CIT Admissions Committee members, the MS-CIT program director, the Dean of School of Graduate Studies and the Associate Director of Graduate Admissions. Records and applications then will be filed in director's office;

Final acceptance notification will come from the Dean of School of Graduate Studies after all necessary supporting documents have been evaluated.

Students admitted into the Program will be assigned advisors based on their indicated specialization. The advisor is responsible for monitoring the student's progress towards degree completion. The student and the advisor are responsible for keeping the planned program form current. The student should bring requests for substitutions and transfer credits to the attention of the advisor who subsequently must obtain approval and signatures from MS-CIT faculty members representing the other two specializations and from the Dean of the School of Graduate Studies. When approved, such forms will be filed at the Graduate office. Students may not register for any courses without first meeting with the advisor who will check knowledge of necessary background areas.

2) Communication Admissions *REVISED* passed on 12/1/05

Students who meet the above requirements should submit an Application for Graduate Admission, official copies of transcripts and their application fee directly to the School of Graduate Studies Office. A current resume, a writing sample comprised of 500 to 1,000 words which expresses their goals for graduate study and future professional aspirations, and *names and contact information (including email addresses) of 3 references* should be sent directly to the chair of the Department of Communication. No action will be taken until all of the above materials have been received.

3) MAT Admissions Policy Passed on 12/1/05

Minimum-Requirements for Admission Consideration

The MAT program is a selective graduate-level certification program that prepares qualified students for careers as teachers in specific shortage areas. The program selectively admits no more than 25 students each year. Students are admitted and proceed as a cohort group to complete a structured sequence of courses, field experiences, and classroom-based action research.

To be considered for admission, applicants must demonstrate the knowledge, skills, and dispositions expected of teacher candidates. Initial assessments will be made through review of complete applications. Fully qualified candidates will be invited to participate in an admissions interview.

The following qualifications are required for consideration for admission:

- Completion of a bachelors degree from a regionally accredited institution with a total undergraduate GPA of at least 2.70 and, if applicable, a CCSU undergraduate GPA of at least 2.70. GPA waivers will be considered for applicants who have less than a 2.70 GPA but meet all other admission requirements and have at least a 3.00 GPA in the last 60 hours of coursework. Applicants with a GPA of at least 3.00 in an earned master's degree whose undergraduate GPA does not meet minimum standards will be considered for admission if the GPA in the certification content major is at least 3.00.
- Completion of a major in the content area that meets state certification standards or, in technology education, presentation of a portfolio documenting that content preparation requirements have been met. Candidates may be required to complete specific prerequisite courses prior to admission. In special education, eligible content majors are restricted by certification regulations.
- Completion of general education coursework that meets current Connecticut State Department of Education (CSDE) standards for certification (currently 39 cr. distributed across 5 of 6 areas and including a 3 cr. U. S. history survey course). Applicants will be considered for admission if there are fewer than 12 credits of general education outstanding. These standards must be met prior to graduation.
- Scores on Praxis I PPST that meet the current CSDE passing standard or an SAT waiver letter from Connecticut State Department of Education.
- Scores on required state content knowledge examinations in the certification area:
- In mathematics, sciences, English, and technology education, Praxis II scores that meet current CSDE passing standards are required;
- In Spanish, ACTFL Oral Proficiency Interview and Writing Proficiency ratings that meet current CSDE passing standards are required. (Preference will be given to applicants who score at the Advanced Low level or higher.) If the ACTFL scores are more than one year old at the time the application is complete, a confirmatory interview with department faculty will be required.