

## Graduate Studies Committee Report to SENATE April 2013

### Policies passed during the SPRING 2013 Academic Year

#### **Graduate Studies Policy Changes**

##### New Graduate Studies Policies:

- a) Sixth year time limit. In order to accelerate time to degree completion and improve graduation rate, GSC voted to insert the following paragraph into the graduate catalogue where the six year time limit is noted.
- For a student enrolled in a thesis or special project, the capstone advisor can require regular progress reports from the student. Based on a lack of progress, the advisor can choose not to recommend an extension beyond the six-year time limit. Further, the advisor can choose to assign a failing grade for the thesis or special project.**

- b) Admissions Appeals. To prevent certain types of unreasonable requests/appeals, GSC voted that the following changes be made to the graduate catalogue:

##### **Admission Appeals with a Cumulative GPA below 2.40**

**Wording about an appeal was removed- see last sentence.**

Such appeals must be made in writing to the dean of the School of Graduate Studies with written justification supporting the applicant's current readiness. This may include additional academic information (such as scores from standardized tests, grades in very recent courses, or letters of recommendation from instructors, etc.) which was not submitted with the original application. The dean will first consult the department offering the program for reconsideration of the applicant. Depending on the nature of the appeal, further consultation may be made with an appropriate designee of the academic school or the department chair of the relevant program before making a decision. The dean of the School of Graduate Studies will notify the student of the decision in writing. If an unfavorable decision is rendered, **there will be no further official recourse for an appeal.**

- c) Number of times a student may apply for admission to the same program. **GSC voted** that there be a new policy limiting the number of times an applicant may seek admission to the same graduate program, by adding the following paragraph to the graduate catalogue:

A prospective student who is denied admission will be considered for acceptance to the same program if their department application materials and/or cumulative GPA demonstrate substantial improvement. However, no prospective student may apply to the same program for more than three times, and no appeal can be made to extend this limit.

**Department Policy Changes:** Policy changes for **Admission** to the following programs are recommended for the Departments of Physical Education and Human Performance, Educational Leadership, Counseling and Family Therapy, and History.

#### **1. Department of Physical Education and Human Performance**

##### Admissions Criteria for MS Physical Education: Specialization in Exercise Science

The Department's modification to the Board of Regents was approved for the MS Physical Education to have two specializations: Physical Education for Teaching and Exercise Science. The department will now start a two year cohort experience for the specialization in Exercise Science

### Rationale for recommended change

Applicants to the specialization in Exercise Science are expected to enhance knowledge and clinical skills needed for the professions of certified (state of CT licensed) athletic trainers, certified strength and conditioning specialists and certified health fitness specialists. To begin serving the need, in 2010 the department began offering courses and provided specific content to address the needs of students that were interested in exercise science and sport medicine courses. The increased interest in Exercise Science has led to a justification for a two year cohort that will allow the students to begin the program during the summer session, offering specific graduate exercise science courses during the odd or even summer years.

### Admission Policy

Admission Requirements for Two-Year Cohort Master's in Physical Education with a Specialization in Exercise Science.

The following changes were approved for the admissions criteria for the new specialization in Exercise Science in the MS in Physical Education Program.

*Applicants must hold a bachelor's degree from a regionally accredited institution of higher education. Applicants must also have a minimum undergraduate GPA of 2.70, preferably a 3.00 on a 4.00 scale (where A is 4.00).*

*The admissions application, application fee, and official transcripts from each college and university attended (except Central Connecticut State University) must be submitted to the Graduate Recruitment and Admission Office. Additionally, a letter of application and two academic letters of recommendation must be submitted for admissions. A word-processed letter of application must demonstrate a command of the English language and include detailed reasons for wishing to pursue graduate study in exercise science. At least one of the two academic letters of recommendation must come from a former instructor who can attest to the applicant's preparedness for graduate study in exercise science. An interview with exercise science graduate faculty will be required for admissions.*

*Application deadlines for the MS in Physical Education with a specialization in Exercise Science include:*

- *Fall Semester – Deadline in May 1*
- *Spring Semester – Deadline is November 1*
- *Summer Term – Deadline is March 1. New cohorts begin during the summer session of even years. Application deadline is March 1 of even numbered years (March 1, 2014 for the 2014 cohort, etc).*

## **2. Department of Educational Leadership**

The following changes are proposed to the admission criteria for the Sixth –Year Certificate in Educational Leadership.

### Admission Requirements

Admission to this program is limited and highly competitive. The department accepts applications for spring and fall semesters only. All application and supporting materials for admission to the program must be received by April 1 for students taking EDL 590 in the summer and November 1 for students taking EDL 590 in the spring. Admission to the Sixth-Year Certificate program will be based on the following criteria:

- *Possess a master's degree from a regionally accredited institution of higher education*
- *Attained a 3.00 minimum post-baccalaureate cumulative grade-point average (GPA) on a four-point scale or its equivalent*

- *Have a minimum of three years of teaching experience and possess, or be eligible for, a Connecticut teaching certificate (Students who do not hold an educator's certificate issued by the Connecticut State Department of Education must also pass Praxis 1)*
- *Two letters of reference from school administrators*
- *A formal essay which has two focal points (1) the reasons that led the candidate to the area of school leadership, and (2) future career goals*

Interviews will be held in November/December and April/May. Decisions will be communicated to applicants by the end of the current semester.

### **3. Department of Counseling and Family Therapy**

#### Revision to Admissions Process for the MS program in Marriage and Family Therapy.

Admission to the Master's program in Marriage and Family Therapy is made on a competitive basis.

Admission for the Evening Track occurs two times per year (Fall and Spring). All applications must be completed and received by May 1 for Fall admission of the following academic year (April 1<sup>st</sup> priority admission) and by November 1 for admission for the following Spring semester. Approximately twenty (20) students are accepted per each academic semester (Fall and Spring).

Pending approval, admissions for the Weekend Track will occur once per year in the summer. All applications must be completed and received by March 1 for admission for the following summer semester. Approximately twenty (20) students are accepted for the cohort beginning the following summer.

The decision to admit a student into pre-candidacy status for the MFT program is based on the candidate's cumulative grade point average (GPA), recommendations by persons able to judge the candidate's aptitude for success in the profession, and a personal statement as to the candidate's personal background and motivation for entering the MFT field (see below).

The admission standard for this program requires a minimum of **2.70** combined undergraduate and previous graduate GPA (of at least a 3.00 for graduate work) based on a 4.00 point scale where A is 4.00. Students with grade point averages between 2.40 and 2.69 may appeal their denials for admission. Conditional admission may be considered on a space-available basis. All students who are accepted into the department are initially granted pre-candidacy status and are assigned an academic advisor. The advisor will orient the student regarding prerequisites, course scheduling, potential course transfers and substitutions, and the planned program of study. Pre-candidacy status allows the student to begin taking classes (see below).

To qualify for Degree Candidacy, students must complete the prerequisite courses (CNSL 500, CNSL 501, and MFT 505 or PSY 512) and MFT 541, achieving a grade of B or better in each course and receive favorable ratings on the "Attitudes and Attributes" scale by instructors for CNSL 501 and MFT 541. On fulfillment of these requirements, students meet with their advisors to complete their Planned Programs of Study and the Application for Degree Candidacy. These documents are submitted to the Dean of the School of Graduate Studies for final approval and acceptance into the program as Degree Candidates. Any Student who does not meet the criteria for degree candidacy (as specified above) is not permitted to continue in the program and will receive a dismissal letter.

Once admitted into pre-candidacy, students may enroll as full-time or part-time students. Full-time students take a minimum of 9 credits during fall and spring semesters, follow a prescribed program schedule, may attend during the summer, and complete the program in 3 years. Part-time students may

take 3 or 6 credits per semester (including summers) and must complete the program within a 6-year period. Their program of study is arranged with their advisor. Students may shift between full-time and part-time status as individually determined between the student and his or her advisor. Typically, students are enrolled part-time during their internship (3rd year), and are eligible for consideration for part-time equivalency if they are only taking a practicum or internship field placement course.

**Candidates for initial admission will be selected on the basis of the following criteria:**

1. **Grade point average:** Minimum **2.70** grade point average (GPA) based on a 4.00 point scale where A is 4.00
2. **Three recommendations** from individuals able to attest to the student's suitability as a prospective Marriage and Family Therapist
3. **Personal essay** regarding the applicant's motivation and readiness to pursue a degree in Marriage and Family Therapy. Candidates **must** respond to the following (three to five pages maximum, double-spaced):
  - a. Personal and professional experiences and reasons that influenced you to pursue the field of Marriage and Family Therapy.
  - b. Personal characteristics you believe will contribute to your success as a Marriage and Family Therapist.
  - c. Please **express** your view regarding the importance of your engaging in a personal therapy experience as part of becoming a marriage and family therapist.
  - d. *Pending approval, if applying for the Weekend Track:* A statement that explains your reasons for opting for the Weekend Track and your ability to commit to a weekend-based cohort program.

For additional information, please see the MFT program website:

[http://www.education.ccsu.edu/Departments/Counseling\\_and\\_Family\\_Therapy/Marriage\\_and\\_Family\\_Therapy.asp](http://www.education.ccsu.edu/Departments/Counseling_and_Family_Therapy/Marriage_and_Family_Therapy.asp)

**4. Department of History**

**Admission Requirements:** To be considered for admission to the M.A. in History or Public History, you must meet the following requirements:

- 1) Applicants must have an undergraduate (or combined undergraduate/graduate) GPA of 3.00 or higher, as well as a degree in history or related field. If you do not meet this admission standard, please see the "**NOTES**" below.
- 2) Applicants must submit the following materials to the Graduate Recruitment and Admissions Office:
  - The graduate school admissions application and application fee
  - Official transcripts from each college and university attended (except Central Connecticut State University)
- 3) Applicants must also submit the following materials to the History Department:

- two letters of recommendation (recommendation forms are available at [http://www.ccsu.edu/grad/Additional\\_Material/Hist\\_rec.html](http://www.ccsu.edu/grad/Additional_Material/Hist_rec.html))

- two essays. Write a 500-word essay that discusses a work of history that has influenced the way you think about the past, and write a 250-word essay that describes your career aspirations and any opportunities for career preparation that you have had.

4) All application materials must be received by the Graduate Recruitment and Admissions Office and the Department of History no later than November 1 for spring admissions (with a priority date of October 1 for spring admissions) and May 1 for fall admissions (with a priority date of April 1 for fall admissions). Applicants who do not meet the admissions deadline may enroll in courses on a non-matriculated basis, subject to course availability.

### **NOTES:**

a) If you have an undergraduate degree in history but are denied admission because you have an undergraduate (or combined undergraduate/graduate) GPA between 2.70 and 2.99, or for any other reason, then you may be considered for conditional admission. In order to be recommended for full admission, conditionally admitted students must complete HIST 501 or HIST 502 with a B+ or better.

b) If you have an undergraduate degree in history but are denied admission because you do not meet the GPA requirements for full admission or conditional admission, or for any other reason, then you must take 9 credits of 500-level history courses, including History 501 or 502, as a non-matriculated student. (If you are later admitted to the program, then those courses will apply to your graduate degree.) In order to be considered for admission, you must earn a grade of B+ in all 9 credits of 500-level history courses and receive two positive letters of recommendation from CCSU History Department faculty. Once you have fulfilled those conditions, you should apply again for admission.

c) If you meet the GPA requirements for full admission to the graduate program but do not have an undergraduate degree in history, you should meet with the History Department chair or a History Department M.A coordinator to determine the requisite courses needed for admission. At minimum, those students will receive a conditional admission and must complete HIST 501 OR HIST 502 with a B+ or better.

**Graduate Studies response on 4 credit course proposal was submitted to the *ad-hoc* committee for the Senate**

### **Report on Scholarships**

- Pending approval by the University Scholarship Committee, The Graduate Student Association Scholarship was awarded to Charlotte Etier, M.S. Counseling, Student Development/Higher Education