



## Graduate Studies Committee Report to SENATE December, 2016

### 1. Graduate Studies Policy Changes, Fall 2016

#### a. Grade Appeals Policy

##### Non-Graded Appeals

A formalized process for appealing non-graded, performance-based assessments, such as comprehensive examinations, degree candidacy, etc., has been established by the Graduate Studies Committee. Similar to grade appeals, a student who believes that an error or a palpable injustice has occurred should first confer with the department to which the appeal is directed. If the outcome is not satisfactory, further appeal shall be to the dean of the appropriate academic school. If no settlement can be effected, the student should bring the appeal to the Standing Appeals Committee of the Graduate Studies Committee. (Contact may be made through the dean of the School of Graduate Studies, 102 Barnard Hall.) The Graduate Appeals Committee will meet as a group to determine whether there is merit to an appeal of a non-graded, performance-based assessment by reviewing documents and records that are presented with the appeal. If the Appeals Committee believes that additional information is needed, the committee will request clarification from the department and/or student. The Committee's determination will be based on whether the student was denied due process. The Appeals Committee will render its decision in writing by notifying the graduate student and copying the dean, School of Graduate Studies. **Decisions of the Appeals Committee cannot be appealed.**

(Passed GSC 9/29/2016)

#### b. Conditional Admission GPA

(<http://www.ccsu.edu/grad/admission/conditional.html>)

##### Conditional Admission

An applicant for a Master Program who does not meet **undergraduate or graduate GPA standards for regular admission standards but has an undergraduate GPA between 2.40 and 2.69 (some programs require between a 2.70 and 3.00) but has an undergraduate GPA of at least 2.40** (some programs require a minimum 2.70) may be considered for conditional admission when the department of application has agreed in advance to make this option available to prospective students. The conditional admission program is an arrangement that allows students to demonstrate the ability to perform successfully in a graduate degree program. The conditional admission plan is available only in a limited number of fields by departmental agreement and does not apply to teacher certification areas. Students admitted conditionally, where appropriate, are notified of pre-admission requirements.

(Passed GSC 9/29/2016)

**c. Online Recommendation Form**

**Central Connecticut State University Recommendation Form**

**Applicant Information**

**Applicant Name**

**Program**

**Evaluation Evaluator Information**

**Evaluator's First Name**

**Last Name**

**Position**

**Phone Number**

**Company or Institution**

**Email**

1. How long have you known the applicant? (Give dates if possible)

2. In what capacity?

**TO THE EVALUATOR:** The person named above has applied for admission to graduate study at Central Connecticut State University and has asked you to evaluate his/her ability to do graduate work. If the applicant has not waived the right to review this rating form, you should consider it non-confidential. We appreciate your willingness and efforts to provide candid appraisal of this applicant.

**INSTRUCTIONS:**

For evaluators of students in the following programs, please complete the full evaluation form:

- MS Counselor Education (School, Clinical Professional Counseling, or Student Development in Higher Education)
- Ed.D Educational Leadership (Pre K- 12 or Student Development in Higher Education)
- MS Geography
- MA History or Public History
- MS Marriage and Family (Evening or Weekend)
- MS Reading and Language Arts
- MAT Teacher Education

For those evaluating applicants to any other program, please skip to #4 and provide a written assessment of the candidate in the space provided or upload a letter.

**Student Evaluation**

3. Please rate the applicant in each of the areas listed below in comparison with others you have known. Please note that the categories below may not all apply to your evaluation of the applicant.

Column Headings

	1- Upper 5%	2- Upper 10%	3- Upper 25%	4- Upper 50%	5- Lower 50%	N/A- No Basis to Respond
<b>Intellectual Curiosity</b>						
	1	2	3	4	5	N/A
<b>Analytical Reasoning</b>						
	1	2	3	4	5	N/A
<b>Oral Communication Skills</b>						
	1	2	3	4	5	N/A
<b>Writing Skills</b>						
	1	2	3	4	5	N/A
<b>Academic Ability</b>						
	1	2	3	4	5	N/A
<b>Research Ability</b>						
	1	2	3	4	5	N/A

<b>Motivation</b>					
1	2	3	4	5	N/A
<b>Self-Reliance</b>					
1	2	3	4	5	N/A
<b>Emotional Maturity</b>					
1	2	3	4	5	N/A
<b>Teaching Skills</b>					
1	2	3	4	5	N/A
<b>Ability to Work with Adults</b>					
1	2	3	4	5	N/A
<b>Ability to Work with Children</b>					
1	2	3	4	5	N/A
<b>Leadership</b>					
1	2	3	4	5	N/A
<b>Overall Potential</b>					
1	2	3	4	5	N/A

4. In the space below, or in a separate letter, please provide a candid and analytical assessment of the applicant. Please discuss the candidate's academic and/or professional qualifications and potential to complete advanced study in the field or program specified. Also describe any personal strengths or weaknesses that would likely influence the applicant's performance at CCSU. Please note that concrete examples are more helpful than generalizations.

**Uploading Instructions:** Please upload your letter of reference here. (upload button)

**Limit files to under 10mb.**

Upload with the "Browse" Button

INSERT CHOOSE FILE OPTION HERE

*Accepted File Types: .pdf, .doc, .docx, .rtf, .txt*

**Signature**

I certify that all the information given on this recommendation is complete and accurate.

I Agree

**Important:** After clicking Submit, please wait until you see the 'Thank you!' page before you exit the system. Your recommendation has not been submitted successfully until you see the confirmation page.

Submit

Save

Save and Exit

Contact our Help Desk (Insert Hyperlink)

Security and Privacy Statement (Insert Hyperlink)

Powered by CollegeNET (Insert Hyperlink)

(Passed GSC 10/27/2016)

## 2. Department Policy Changes

### a. Admission Requirements for the MA in Biomolecular Sciences

Changes to the admissions requirements

(<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Biomolecular-Sciences-M-A>)

Admission Requirements:

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 on a 4.00 point scale (where A is 4.00), or its equivalent, and good standing (3.00 GPA) in all post-baccalaureate course work. **Applicants should follow the procedures of the Graduate Recruitment and Admissions Office described at <http://www.ccsu.edu/grad/>. Applicants who do not meet the GPA standards may be considered for Conditional Admission; see <http://www.ccsu.edu/grad/admission/conditional.html> for more information.**

~~The application process begins with the submission of an application for admission to graduate study, as well as official transcripts from all institutions where graduate or undergraduate work has been done, to the Graduate Recruitment and Admissions Office (860-832-2350). Applicants should follow the procedures of the Graduate Recruitment and Admissions Office described at <http://www.ccsu.edu/grad/>.~~

Additional Materials Required:

~~Applicants should submit a narrative statement describing their academic goals directly to the chair of the Department of Biomolecular Sciences. These materials will be reviewed by the Department Graduate Committee, and students who are accepted will be assigned a program committee that will work with each student to develop a planned program of academic study.~~

~~Graduate Record Examination (GRE) scores for the aptitude and advanced biology tests are optional, but, if available, these should also be submitted to the academic department. **Applicants must also submit a narrative statement (about 500 words) describing their academic and career goals, and their reasons for entering this graduate program, directly to the Chair of the Department of Biomolecular Sciences.**~~

(Passed GSC 9/29/2016)

### b. Admission Requirements for the Official Certificate Program in Pre-Health Studies

Changes to the admissions requirements

(<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Official-Certificate-Programs/Official-Certificate-Program-in-Pre-Health-Studies>)

Admission Requirements

Students must have completed a bachelor's degree to participate in the program. Potential students should contact the Graduate Admissions Office to request an application packet. The application requires that official transcripts be sent from all colleges and universities attended and an essay describing why the student is interested in the program. Completed applications should be sent through the Graduate Admissions Office. The Pre-PAC chair will schedule an interview with the applicant, during which an advisory committee (including the Chief Health Professions Advisor) will work with the candidate to develop an individualized planned program of study in keeping with his or her academic background and professional goals.

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 on a 4.00 point scale (where A is 4.00), or its equivalent, and good standing (3.00 GPA) in all post-baccalaureate course work. Applicants should follow the procedures of the Graduate Recruitment and Admissions Office described at <http://www.ccsu.edu/grad/>. Applicants who do not meet the GPA standards may be considered for Conditional Admission; see <http://www.ccsu.edu/grad/admission/conditional.html> for more information.

**Additional Materials Required:**

Applicants must also submit a narrative statement (about 500 words) describing their academic and career goals, and their reasons for entering this post-baccalaureate program, directly to the Program Coordinator (Michael Davis, [davism@ccsu.edu](mailto:davism@ccsu.edu)).

Applications must be received by the priority deadline of November 1 but no later than December 1 for students wishing both to begin classes in the spring and continue into the summer to be considered for financial aid as matriculated students. However, students may begin the program in any semester and applications will be accepted throughout the year within the graduate admission deadlines of July 1 and December 1. For Fall matriculation, applications should be received by the priority deadline of April 1, but must be received by the University deadline. For Spring matriculation, applications should be received by the priority deadline of October 1, but must be received by the University deadline. Note that applications completed by the priority deadlines can lead to admission before the early course registration period; this can give newly admitted students significant advantages in enrolling in high-demand undergraduate courses.

Post-baccalaureate certificate students are classified as graduate students; they may be either part-time or full-time and may qualify for financial aid. Only students matriculated as full-time may take nine or more credits a semester. Part-time and nonmatriculated students are limited to less than nine credits/semester.

**c. Business Administration M.B.A.**

**Program Rationale:**

The Master of Business Administration (MBA) Program is designed to fulfill the educational needs of students and working professionals whose career paths are directed toward business analytics, finance, or accounting. **MBA Admission**

**Requirements:**



Applicants must hold a bachelor's degree from a regionally accredited institution of higher education with an undergraduate GPA of 2.70 or higher and a minimum GPA of 3.00 or higher in any post-baccalaureate coursework. Applicants with a GPA of 2.69 or lower will not be considered.

#### **GMAT/GRE Requirements:**

Applicants with an Undergraduate Business Degree:

- The GMAT/GRE is not required for an applicant with an undergraduate GPA of 3.20 or higher from an AACSB accredited business degree program.
- The GMAT/GRE is required for applicants with an undergraduate GPA of 3.20 or higher from a non-AACSB accredited business degree program.
- The GMAT/GRE is required for applicants with an undergraduate GPA between 2.70 - 3.19 from an AACSB accredited or non-AACSB accredited business degree program.
- Applicants with an Undergraduate Non-Business Degree:
- GMAT/GRE is not required for applicants with an undergraduate GPA of 3.20 or higher from non-business degree programs with accreditation from CAEP or ABET.
- The GMAT/GRE is required for applicants with an undergraduate GPA between 2.70 - 3.19 from non-business degree programs with accreditation from CAEP or ABET.
- The GMAT/GRE is required for applicants with an undergraduate GPA between 2.70 - 4.00 from non-business degree programs that are not accredited by CAEP or ABET.

#### **Applicants with Business Experience**

The GMAT/GRE is not required for applicants with five or more years of high-level business experience and a minimum 2.70 undergraduate GPA. Applicants should provide details of their experience on their resume. These applicants that are offered admission may be eligible to have some or all foundation courses waived at the discretion of the Director of the MBA program.

#### **GMAT/GRE Waiver**

GMAT or GRE scores will be waived for applicants holding a professional license, i.e. CPA, CMA, CFA, a Master's degree, or Doctoral degree.

All applicants must submit:

- Online Application
  - Application fee
  - Official transcripts directly from each institution attended except from CCSU
- Resume

The graduate application, application fee, and official transcripts are to be submitted to

the Graduate Recruitment and Admissions Office. Official transcripts must be sent directly to the Graduate Recruitment and Admissions Office from each institution attended except Central Connecticut State University.

And if required above

- GMAT or GRE scores (minimum acceptable scores are determined based on GPA)
- Proof of CPA, CMA, CFA professional licenses
- International Applicants must meet University standards for international admission including submission of:
- TOEFL or IELTS scores
- Course-by-Course evaluation of foreign credentials from a NACES member evaluation service
- Original translations of foreign academic records

**Conditional Admission:**

Students required to take prerequisite foundational courses will be considered for conditional admission. Students required to take prerequisite foundational courses must complete those courses prior to taking any core courses or track courses, unless they receive permission from the MBA Director.

Applicants who are required to submit GMAT/GRE scores that have not yet taken the GMAT or GRE, but have an overall undergraduate GPA of 2.70 or higher may be considered for conditional admission. These students may take a maximum of six (6) credits in the MBA program before submitting GRE/GMAT scores. All full admission requirements must be met when GMAT/GRE scores are submitted and assessed in order to continue in the program.

In lieu of the GMAT/GRE, conditionally admitted students who matriculate with full-time status and attain a GPA of 3.00 in the first semester will be granted full admission; students who matriculate with part-time status and attain a GPA of 3.00 in their first six (6) credits in the program will also be granted full admission.

(Passed GSC 10/27/2016)

d. TESOL Admission Policy

<i>Current Policy</i>	<i>Proposed Revisions</i>
<p><b>Admission Requirements:</b></p> <p>To qualify for the Master of Science degree program in TESOL, an applicant must have completed three credits of study in a second language (non-native speakers of English may use English to satisfy this requirement). An applicant must have a GPA of 3.00 on a four-point scale both in overall undergraduate and (if applicable) graduate course work. An applicant who does not meet all of the requirements satisfactorily may be admitted conditionally at the discretion of the department, with a cumulative GPA between 2.40 and 2.99.</p> <p>Applicants must submit the following to the Graduate Admissions Office:</p> <ul style="list-style-type: none"> <li>• Graduate Application Form;</li> <li>• Official undergraduate and (if applicable) graduate transcripts from every institution attended except CCSU; and</li> <li>• Application fee.</li> </ul> <p>To the English Department (Attn. TESOL Coordinator), at the same time that application materials are submitted to the Graduate Recruitment and Admissions Office:</p> <ul style="list-style-type: none"> <li>• Letter of application detailing reasons for wishing to pursue graduate study in TESOL and career plans and goals in TESOL</li> <li>• Two letters of recommendation from individuals familiar with the applicant's academic or professional work</li> </ul> <p>No applications will be considered until all materials have been received. Applications</p>	<p><b>Admission Requirements:</b></p> <p>To qualify for the Master of Science degree program in TESOL, an applicant must <u>meet the following requirements: (1) have demonstrated an advanced level of proficiency in standard academic English (by submitting a completed copy of our program's English Proficiency Form), (2) have completed at least three credits of study in a second language (non-native speakers of English may use English to satisfy this requirement), and (3) have a GPA of 3.00 on a four-point scale both in overall undergraduate and (if applicable) graduate course work.</u></p> <p>An applicant who does not meet <u>the 3.00 GPA requirement but has a cumulative GPA at or above 2.40 might be admitted conditionally (based on additional evidence of academic potential provided in the Letter of Application)</u> at the discretion of the department.</p> <p>Applicants must submit the following to the Graduate <u>Recruitment and Admissions</u> Office:</p> <ul style="list-style-type: none"> <li>• Graduate Application Form;</li> <li>• <u>Official TOEFL iBT score of 79 or higher, if required to do so based on the English Proficiency Form;</u></li> <li>• Official undergraduate and (if applicable) graduate transcripts from every institution attended except CCSU; and</li> <li>• Application fee.</li> </ul> <p><u>Applicants must also submit to the English Department (Attn. TESOL Coordinator), at the same time that application materials are</u></p>

will be evaluated by the department on an ongoing basis.

Before degree candidates register for course work they should read the program brochure and consult with their assigned advisors at the start of their programs. Additional information may be obtained from the advisor and in this catalog under General Information.

submitted to the Graduate Recruitment and Admissions Office:

- Letter of application detailing reasons for wishing to pursue graduate study in TESOL and career plans and goals in TESOL;
- A completed copy of the program's English Proficiency Form.

No applications will be considered until all materials have been received. Applications will be evaluated by the department on an ongoing basis.

Before degree candidates register for course work they should read the program handbook and consult with their assigned advisors at the start of their programs. Additional information may be obtained from the advisor and in this catalog under General Information.

# English Proficiency Form

*Master's in TESOL Program, English Department, Central Connecticut State University*

**To the Applicant:** This form is required by the faculty in the TESOL/Linguistics program at CCSU for admission to the Master's in TESOL program. It will help you provide evidence that your English proficiency level is sufficient to enter this English teacher training (TESOL) program. Your responses will be used only by the TESOL faculty at CCSU and only to help determine your proficiency in Standard English and will not be used or published in any other way. Based on our policy and this form, you may be required to take and pass with a score of at least 79 the TOEFL iBT Exam, even if the broader university admissions policy does not require this.

Name: \_\_\_\_\_ Semester Applying for Admission: \_\_\_\_\_

Starting with question 1, CIRCLE either YES or NO and follow the instructions for your response.

- 1) Was English the primary language of instruction and of the daily functioning of the university or college where you completed your Bachelor's degree (or equivalent) or where you completed a subsequent graduate degree (Master's, etc.)?
  - If YES, then do not move on to question 2. The TESOL Program does not require you to take the TOEFL iBT. Please write the name of the English-medium institution here: \_\_\_\_\_
  - If NO, then move on to question 2...
- 2) Was English the primary language of instruction and of the daily functioning of the secondary school (high school, lyceum, etc) that you graduated from?
  - If YES, then do not move on to question 3. The TESOL Program does not require you to take the TOEFL iBT. Please write the name and location of the high school from which you graduated: \_\_\_\_\_
  - If NO, then move on to questions 3...
- 3) Do you consider English to be your dominant native language, the main language you have used since your early childhood?
  - If YES, then you might still be required to take the TOEFL iBT. Please provide here a brief explanation of how you have developed your academic skills in English despite not completing high school or college in English: \_\_\_\_\_

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- If NO, then you need to submit an official report with a score of 79 or higher on the TOEFL iBT. This exam is given regularly throughout the world and evaluates all four skills (reading, listening, speaking, and writing). Substitution of other tests, such as regular TOEFL or IELTS, is not possible. Official test results must be sent to the Graduate Recruitment and Admissions Office at CCSU from ETS, which administers the TOEFL iBT.

Revised 10/2016

(Passed GSC 10/27/2016)