

**Central Connecticut State University**

UNIVERSITY SENATE ACTION

**Senate Motion Number FS 16.17.021B**

TO: President Zulma Toro

FROM: President of the University Senate

1. The attached motion of the University Senate, dealing with: **Spring 2017 Graduate Studies Committee Report** is presented to you for your consideration.

2. This motion was adopted by the University Senate on **05/01/2017**.

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 3.7, the following schedule of action is to be observed.

a) By **05/12/2017**, Senate action reported to the President of the University. (Within five school days of the session in which they are adopted).

b) By **05/26/2017**, the President of the University to return the motion to the President of the Senate. (Within ten school days of its receipt).

**05/12/2017**


Date

  
\_\_\_\_\_  
Stephen Cohen, President, University Senate


ENDORSEMENT:

TO: President of the University Senate

FROM: President Zulma Toro

- 1. Motion Approved : \_\_\_\_\_ 
- 2. Motion Disapproved: \_\_\_\_\_ (Explanatory statement must be appended).
- 3. Action "is deferred": \_\_\_\_\_
- 4. Resolution Noted: \_\_\_\_\_
- 5. Other: \_\_\_\_\_

5/15/2017  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
President Zulma Toro

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## Policy Changes Adopted by the Graduate Studies Committee, Spring 2017

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Item A: Proposal to Change matriculation date for the MS in Counselor Education, Specialization in Student Development in Higher Education Concentration

*Passed unanimously at GSC, 3/30*

*(Current Policy <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Counselor-Education-with-Specialization-in-Student-Development-in-Higher-Education-M-S>)*

Nature of the Request: We propose a change in the matriculation date of our newly admitted students from Fall to Summer. We ARE NOT requesting a change in our admission deadline of March 1st.

Rationale for Recommended Change: Currently, approximately one-half of your new admits are requesting permission to take summer courses immediately following their admission decision. As a 42-credit program, students recognize that in order to graduate in two years and retain part-time status it is essential that they take summer course. Creating a summer matriculation would mean students could register for courses more easily and could qualify for financial aid (student loans) during that first summer.

### Wording for Graduate Catalog

Current Wording: All applications must be completed and received by March 1 for fall admission.

New Wording: All applications must be completed and received by March 1 for summer admission.

Date New Policy Will Go into Effect: April 30, 2017

Item B: Proposed Admission Requirements for New Transition Specialist Official Certificate Program .....  
*Passed unanimously at GSC.3/30.....*

.....  
The Transition Specialist Official Certificate Program (OCP) is designed to prepare post bachelors ..... professionals and those who already hold a license or certification in Special Education, School ..... Counseling, School Psychology, Social Work, Rehabilitation or general counseling to promote ..... successful post-school employment and/or education outcomes of youth and young adults with ..... disabilities. A certificate in advanced graduate work is issued upon completion of a combination of 16 ..... to 18 credits of selected 500-level courses, with a grade of B or better, designed for the certificate ..... program. Admission criteria for the Official Certificate Program in Transition Planning: .....

.....  
Admission requirements: .....

- Bachelor's degree in Education, Counseling, Social Work, Psychology or related field.....  
from a regionally accredited institution of higher education,  
; or hold a .....  
professional license or certification as a Special Education Teacher, School Counselor, School .....  
Psychologist, Social Worker, Rehabilitation Counselor, or Counselor; .....
- Two years of experience working in their respective fields of special education, school .....  
guidance, school psychology, social work, rehabilitation, school psychology, or general .....  
counseling; .....
- A minimum undergraduate GPA of 2.70 (some programs require a 3.00) 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 is required .....
- ~~Completion of the Graduate Online Application process (link?): Students must formally apply to .....  
Graduate Admissions by completing the application form, paying the non-refundable .....  
application fee of \$50, and having official transcripts for each course taken sent by each .....  
previously attended University (excluding CCSU) directly to Graduate Admissions. Applications .....  
are accepted year round; for application deadlines, see .....  
<http://www.ccsu.edu/grad/admission/deadlines.html>; .....~~
- Two current professional recommendations; .....
- Written essay - description of student's motivation for advanced graduate study, past .....  
experience and future professional goals; and .....
- Interview with program faculty .....

.....  
Admitted students are required to have taken either SPED 315 Introduction to Educating Learners with .....  
Exceptionalities or SPED 501 Education of the Exceptional Learner (3 credits) or equivalent before .....  
beginning the program. ....

.....  
Curriculum .....

Courses in this program will be offered in a hybrid and in some instances, online or accelerated format, .....  
enabling even part time candidates to earn an OCP in Transition Planning in as little as three semesters .....  
(including summer). Currently these courses do not typically run at full capacity, thus the Transition .....  
Specialist Certificate program will serve to increase enrollment in both departments in a cost effective .....  
manner. ....

.....  
Total number of credits for the degree: 16-18 (graduate level credits): .....

SPED 503 Evidence-Based Practices for Diverse Learners (3) .....

SPED 566 Legal and Administrative issues in Special Education (3) .....

CNSL 522 Appraisal Procedures in Counseling (3) .....

SPED 541 Person Centered Planning and Transition (3) .....

CNSL 585 Foundations of Career, Vocational, and Community Resources for Transition) (3) .....

SPED 527 Internship in Inclusion and Transition Services (1-3) .....

Item C1: Proposal to Change the Admission Policy for the OCP in Data Mining

Current policy <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Official-Certificate-Programs/Official-Certificate-Program-in-Data-Mining>

*Passed unanimously at GSC.3/30*

**Program Prerequisites:**

Applicants to the Graduate Certificate in Data Mining program are expected to have completed a first semester course in undergraduate **two semester of applied statistics (such as STAT 104/STAT 453, STAT 200/STAT 201, or STAT 215/STAT 216)** with a grade of **grades of B or better, or two semesters of statistics approved by advisor with grades of B or better, or permission of the Data Mining Program Director. The second semester course may be taken concurrently with STAT 521 Intro to Data Mining.**

**Admission Criteria:**

Students must hold a bachelor's degree from a regionally accredited institution of higher education. The undergraduate record must demonstrate clear evidence of ability to undertake and pursue studies successfully in a graduate field.

A minimum undergraduate GPA of 3.00 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 is required. Conditional admission may be granted to a candidate with an undergraduate GPA as low as 2.40, only if the student receives no grades lower than a B in his/her first three core courses in the program.

The following materials, in addition to those required by the School of Graduate Studies, are required: **In addition to the materials required by the School of Graduate Studies, the following are required by the program:**

- a formal application essay of 500-1000 words, focusing on (a) academic and work history, (b) reasons for pursuing the Graduate Certificate in Data Mining, (c) future professional aspirations, and (d) where and how the applicant has completed the program prerequisite: a first semester course in statistics. **prerequisites** The essay will also be used to demonstrate a command of the English language; and
- two letters of recommendation, **one each from academia and work environment or two from academia if the candidate has not been employed.**

The application and all transcripts should be sent to the Graduate Admissions Office. The other materials, including the formal application essay, the prerequisites letter, and the two letters of recommendation, should be sent to: **The application to the Data Mining program is filled out online. All transcripts should be sent to the Graduate Admission Office. The formal application essay, the prerequisite letter, and the two letters of recommendation can be emailed to the Director of the Data Mining Program or physically mailed to:**

Dr. Daniel T. Larose **Director of the Data Mining Program**

Re: Graduate Certificate in Data Mining Admissions Materials

Department of Mathematical Sciences

Marcus White 448 **128**

Central Connecticut State University

New Britain, CT, 06050

*Note: Only hard copy materials are acceptable. No attachments to emails or other electronically transmitted material will be considered in admission decisions.*

Item C2: Proposal to Change the Admission Policy for the MS in Data Mining

Current Policy <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Data-Mining-M-S>

Passed unanimously at GSC.3.30

**Program Rationale:**

- The Master of Science in Data Mining prepares students to find interesting and useful patterns and trends in large data sets.
- Students are provided with expertise in state-of-the-art data modeling methodologies to prepare them for information-age careers.

**Learning Outcomes for Program Graduates:** Students in the program will be expected to:

- approach data mining as a process, by demonstrating competency in the use of CRISP-DM (the Cross-Industry Standard Process for Data Mining), including the business understanding phase, the data understanding phase, the exploratory data analysis phase, the modeling phase, the evaluation phase, and the deployment phase;
- be proficient with leading data mining software, including WEKA, Clementine by SPSS, and the R language;
- understand and apply a wide range of clustering, estimation, prediction, and classification algorithms, including k-means clustering, BIRCH clustering, Kohonen clustering, classification and regression trees, the C4.5 algorithm, logistic Regression, k-nearest neighbor, multiple regression, and neural networks; and
- understand and apply the most current data mining techniques and applications, such as text mining, mining genomics data, and other current issues.

**Program Prerequisites:**

**Applicants to the Master of Science in Data Mining program are expected to have completed two semesters of applied statistics (such as STAT 104/STAT 453, STAT 200/STAT 201, or STAT 215/STAT 216) with grades B or better, or two semesters of statistics approved by advisor with grades B or better, or permission of the Data Mining Program Director. The second semester course may be taken concurrently with STAT 521 Intro to Data Mining.**

**Admission Requirements**

Students must hold a Bachelor's degree from a regionally accredited institution of higher education. The undergraduate record must demonstrate clear evidence of ability to undertake and pursue studies successfully in a graduate field.

A minimum undergraduate GPA of 3.00 on a 4.00 scale (where A is 4.00), or is equivalent, and good standing (3.00 GPA) in all post-baccalaureate course work is required. Conditional admission may be granted to candidates with undergraduate GPAs as low as 2.40, conditioned on a student receiving no grades lower than a B in the first three core courses in the program.

~~The following materials, in addition to those required by the School of Graduate Studies, are required:~~  
**In addition to the materials required by the School of Graduate Studies, the following are required by the program:**

- A formal application essay of 500-1000 words that focuses on (a) academic and work history, (b) reasons for pursuing the Master of Science in data mining, **Data Mining** and (c) future professional aspirations, **and (d) where and how the applicant has completed the program**

**prerequisites.** The essay will also be used to demonstrate a command of the English language.

~~Students may be admitted on condition that they complete these prerequisite courses with a grade of B or better. First semester courses in statistics are regularly offered by CCSU both online and in the classroom.~~

- Two letters of recommendation, one each from the academic and work environment (~~or~~ **or** two from academia if the candidate has not been employed).

The application and all **to the Data Mining program is filled out online. All** transcripts should be sent to the Graduate Admissions Office. The ~~deadline for submitting applications for the fall semester is May 1. The other materials, including the formal application essay, the prerequisites~~ **prerequisite** letter, and the two letters of recommendation, ~~should~~ **can** be sent **emailed to the Director of the Data Mining Program or physically mailed** to:

~~Dr. Daniel T. Larese~~ **Director of the Data Mining Program**  
Re: MS in Data Mining Admissions Materials  
Department of Mathematical Sciences  
Marcus White 118 **128**  
Central Connecticut State University  
New Britain, CT, 06050

~~Note: Only hard copy materials are acceptable. No attachments to e-mails or other electronically transmitted material will be considered in admissions decisions.~~

Item D: Proposed Admission Requirements for New Accounting Official Certificate Program  
*Passed unanimously at GSC.3/30*

**Program Description**

A graduate-level certificate conducted online, combining the materials from six (6) undergraduate accounting courses into a four-course graduate sequence. Two courses will be offered in the fall semester and two in the spring semester, allowing students to complete the certificate in two to four semesters. Applicants who have an undergraduate degree who were not accounting majors will be considered for admission. Upon successful completion (with GPA of 3.00 or higher) of the Certificate in Accounting program, students are accepted into the Master of Science in Accounting program.

**Academic Rationale**

This program prepares students who have a bachelor's degree in a discipline other than accounting to enter the CCSU MS in Accounting program.

**Demand Rationale**

This program, in conjunction with the MS in Accounting program, will prepare students to meet the state 150-credit education requirement (including 36 accounting credits) required to become Certified Public Accountants.

**Admissions Requirements**

Applicants must hold a bachelor's degree from a regionally accredited institution of higher education (or the international equivalent) with an overall undergraduate GPA of at least 2.70. No GMAT is required. The GPA requirement may be waived for those with substantial work experience or with an advanced degree in another discipline.

Introductory Financial Accounting and Introductory Managerial Accounting courses will need to be completed prior to beginning the Certificate in Accounting Program, or students may enroll in our AC 500 – Introduction to Financial and Managerial Accounting, offered as an online summer course.

Application to the Certificate in Accounting Program includes online submission of the application, official transcripts, and an application fee; see <http://www.ccsu.edu/grad/admission/>. In addition, submit a current resume directly to the MS Program Director at MSA@ccsu.edu.

International students should review specific admission requirements at <http://www.ccsu.edu/grad/admission/international.html>

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Item E: Proposal to Change the Application Deadline for the Advanced Specialization of the Doctorate of Nurse Anesthesia Practice (DNAP)

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Passed unanimously GSC.4/20

*(Current Policy <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Doctoral-Programs/Doctorate-of-Nurse-Anesthesia-Practice-DNAP>)*

(Submitted) are the Admission Requirements to the DNAP: Advanced Specialization and the change to the due date for admission criteria that the Biology Department is requesting. We hope that changing the application deadline from January 1 to June 1, which is closer to the fall start time for the program, will encourage more people to apply. Also, with this change the CCSU deadline will be similar to other programs in the New England area.

Admission requirements to DNAP: Advanced Specialization Program

All Applicants must demonstrate:

1. Graduation from a nurse anesthesia educational program accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).
2. Master's degree from a regionally accredited institution of higher education;
3. Cumulative GPA 3.00 or higher on a 4.00 scale (A is 4.00).
4. Current unencumbered licensure as a registered nurse in one of the 50 states, a current certification in basic life support (BLS), and advanced practice nurse (if required by home state).
5. Either certification by the Council on Certification of Nurse Anesthetists (certified registered nurse anesthetist, CRNA); or current recertification by the Council on Recertification of Nurse Anesthetists (if past initial certification period).
6. Graduate Record Examination (May be waived if applicant has demonstrated evidence of advanced scholarship, teaching, leadership, and/or ability to conduct research as evidenced by a letter from a supervisor, resume, or other documentation).
7. A satisfactory interview with the admissions committee from an affiliated hospital school of nurse anesthesia, if selected as finalist.

All Applicants must send the following to a director of affiliated hospital school of nurse anesthesia:

1. Applicants who hold a Master's degree from a regionally accredited university with a 3.0 or higher GPA on a four-point scale (where A = 4.00) are required to request that official transcripts be sent from the institution where the undergraduate degree was obtained and from where the Master's degree was obtained. Official transcripts must also be sent from each institution where any other graduate level courses were taken. The Graduate Recruitment and Admissions office will maintain the right to request other official transcripts to review courses that are essential to the applicant's program of study.
2. Copy of licensure as a registered nurse in one of the 50 states, a current certification in basic life support (BLS), and advanced practice nurse (if required by home state);
3. Copy of either certification by the Council on Certification of Nurse Anesthetists (certified registered nurse anesthetist, CRNA); or current recertification by the Council on Recertification of Nurse Anesthetists (if past initial certification period);
4. Graduate Record Examination scores; or demonstration of advanced scholarship, teaching, leadership, or ability to conduct research as evidenced by a letter from a supervisor.
5. Three letters of recommendation from employers or educators familiar with your academic or professional experience; one must be from the Office of the Dean or Director of your school of nurse anesthesia and one from a current supervisor;
6. Resume or Curriculum Vitae outlining work experience;



7. Narrative statement covering career goals, reason for pursuing doctorate, life/work experience relevant as part of your educational experience, ability to pursue study during summer, fall and spring semesters;
8. Application form for affiliated hospital school of nurse anesthesia.
9. Application materials are due ~~January 1~~ **June 1** for fall matriculation to the DNAP: Advanced Specialization Program. Send Application materials to:

Director, Nurse Anesthesia Program of Hartford, 100 Retreat Ave., Suite 403, Hartford, CT 06106- 2528 Application materials are due <del>January 1</del> <b>June 1</b>	Director, Yale-New Haven Hospital School of Nurse Anesthesia, 1450 Chapel Street, MOB 216, New Haven, CT 06511 Application materials are due <del>January 1</del> <b>June 1</b>
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Preference will be given to those with demonstrated previous course in statistics as evidenced by a transcript. Students not meeting admissions requirements will not be allowed to take course(s) in the program on a conditional or provisional basis. Conditional or provisional acceptance into the program is not an option.

Item F: Proposed Changes to the Admission Policy for the 36 cr. and the 30 cr. MS Programs in Reading and Language Arts

Passed unanimously at GSC.4/20

(Current policy <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Reading-and-Language-Arts-M-S>)

(Program) Rationale for recommended changes:

1. Department no longer believes that the essay is needed for admissions because any information provided in the essay is now provided through the admissions interview administered by the Department.
2. A resume will provide information regarding the candidates' education and teaching experiences that are relevant to the program of studies.
3. Basic computer literacy is expected by prospective candidates and it is mentioned as a requirement in several course syllabi. At the time of admission, the Department does not assess basic literacy skills. It is confusing to keep it as a criterion for admission.

See Appendix A (Modified) for side-by-side comparison of existing and proposed versions of the policy

<u>Current admissions section from graduate catalog</u>	<u>Proposed changes to admissions requirements</u>
<p><b>Admission Requirements:</b>  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.</p> <p>To apply to the Reading and Language Arts Master of Science degree a candidate must submit an application for graduate admission, official transcripts directly from institution to institution, and application fee to the Graduate Recruitment and Admissions Office.</p> <p><b>Additional Materials Required:</b></p> <p>Other admission requirements for the Master of Science degree program in Reading and Language Arts are explained in the Literacy, Elementary, and Early Childhood Department admissions packet. The completed packet and additional materials should be sent directly to the Literacy, Elementary, and Early Childhood Department and can be downloaded from the department website at:</p> <p><a href="http://www.reading.ccsu.edu/applications/program_applications.htm">www.reading.ccsu.edu/applications/program_applications.htm</a></p> <p>The additional admission materials and requirements include (1) letters of recommendation, (2) application essay, (3) department interview,* (4) teaching certification and experience qualifications, and (5) basic computer literacy. A Connecticut teaching certification and a special education course are required for candidates seeking endorsement as remedial reading and language arts teachers or reading and language arts consultants.</p> <p>Candidates seeking endorsement as a Reading and Language Arts Consultant in the State of Connecticut must apply to the School of Graduate Studies and the Department of Literacy, Elementary, and Early Childhood for admission to the Advanced Official Certificate Program. In addition to the general requirements for admission to the Reading and Language Arts program, the candidate must have completed a Master of Science degree in Reading and Language Arts.</p> <p>*Department conducts interviews for the fall semester on the second Saturday in May and for the spring semester on the second Saturday in December. Please contact the Literacy, Elementary, and Early Childhood Department for more details.</p> <p>Contact: 860-832-2175</p>	<p><b>Admission Requirements</b>  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.</p> <p>To apply to the Reading and Language Arts Master of Science degrees a candidate must submit an application for graduate admission, official transcripts directly from institution to institution, and application fee to the <b>CCSU</b> Graduate Recruitment and Admissions Office. <b>A candidate must also submit an application to the Department of Literacy, Elementary, and Early Childhood Education.</b> The Departmental application requires letters of recommendation, <b>resume</b>, interview by department, and copy of teaching certificate.</p> <p>Candidates seeking <b>only</b> endorsement (<b>not MS</b>) as a Reading and Language Arts Consultant in the State of Connecticut must apply to the School of Graduate Studies and the Department of Literacy, Elementary, and Early Childhood <b>Education</b> for admission to the Advanced Official Certificate Program. In addition to the general requirements for admission to the Reading and Language Arts program, the candidates must have completed a Master of Science degree in Reading and Language Arts.</p> <p>For more information on admissions requirements <b>and process</b> check the department website at <a href="http://www.ccsu.edu/literacy">www.ccsu.edu/literacy</a> or call 860-832-2175.</p>

Item G: Proposed Changes to Admission Policies for Numerous Programs to Implement Online Application Submission of Program-Specific Additional Materials

Passed unanimously at GSC.4/20

Program	Current Policy	Proposed
Accounting MS	<p>Items to submit directly to the MS Program Director at: <a href="mailto:MSA@ccsu.edu">MSA@ccsu.edu</a>:</p> <ul style="list-style-type: none"> <li>• Current Resume</li> <li>• Proof of CPA, CMA, CFA professional licenses; state CPA or Bar Exam scores (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Current Resume</li> <li>• Proof of CPA, CMA, CFA professional licenses; state CPA or Bar Exam scores (if applicable)</li> </ul> <p>Instructions for uploading a resume and proof of licenses or exam scores will be found within the online graduate application.</p>
Art Ed. MS	<p>The portfolio and essay should be sent as a package directly to the Department of Art Send the portfolio and essay package to:</p>	<p>Instructions for uploading the essay will be found within the online graduate application. The portfolio should be sent directly to the Department of Art:</p>
<p>Biological Sci MA: -Ecology and Environmental Sci. -Global Sustainability -General</p> <p>Biological Sci. MS: -Health Sciences -General</p>	<p>The narrative statement and letters of recommendation should be submitted directly to the department chair of the Biology department.</p>	<p>The graduate application, application fee, official transcripts, must be sent directly to the Graduate Recruitment and Admissions Office. Instructions for uploading the statement and for obtaining and submitting the recommendation letters will be found within the online application.</p>
BMS MA	<p>Applicants should submit a narrative statement describing their academic goals directly to the chair of the Department of Biomolecular Sciences.</p>	<p>Applicants must also submit a narrative statement (about 500 words) describing their academic and career goals, and their reasons for entering this graduate program. Instructions for uploading the statement will be found within the online graduate application.</p>
MBA	<p>Resume (email directly to the department at <a href="mailto:mba@ccsu.edu">mba@ccsu.edu</a>)</p>	<p>Resume, including an indication of preferred track within the program: Business Analytics, Accounting, Finance, or Central Track (Note - This information is for program planning purposes and you will not be bound by this decision). Instructions for uploading the resume will be found within the graduate online application.</p>

<b>Program</b>	<b>Current Policy</b>	<b>Proposed</b>
Communications MS	These documents must 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.	Applicants must submit a current resume and a writing sample comprised of 500 to 1,000 words which expresses their goals for graduate study and future professional aspirations. Instructions for uploading these documents will be found within the graduate online application.
C.I.T. MS	Applicants must submit a resume and two letters of recommendation to be used in reviewing CIT-related work. At least one letter of recommendation must 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 additional materials should be sent to the MS-CIT Director's office, Maria Sanford Hall, Room 303, Central Connecticut State University, New Britain, CT 06050.	Applicants must submit a resume and two letters of recommendation to be used in reviewing CIT-related work. At least one letter of recommendation must 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. Instructions for uploading the resume and for obtaining and submitting the recommendation letters will be found within the graduate online application.
Counselor Ed: Clinical / School Counseling / Student Dev. in Higher Ed.	Recommendations and the essay must be sent directly to the Counselor Education and Family Therapy Department.	Instructions for uploading the essay and for obtaining and submitting the recommendation letters will be found within the graduate online application.
Criminal Justice	Please submit your essay and resume directly to Dr. Shamir Ratansi, director of graduate program in the Criminal Justice Department.	Instructions for uploading the essay and resume will be found within the online graduate application.
Data Mining MS	The application and all to the Data Mining program is filled out online. All transcripts should be sent to the Graduate Admissions Office. The formal application essay, the prerequisites prerequisite letter, and the two letters of recommendation, should can be emailed to the Director of the Data Mining Program or physically mailed to:  [Address]	The application and all official transcripts should be sent to the Graduate Admissions Office.  Instructions for uploading the essay and prerequisites letter, and for obtaining and submitting the recommendation letters, will be found within the online graduate application

Program	Current Policy	Proposed
English MA	<p>To the English Department (ATTN. Director of Graduate Studies), 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 English;</li> <li>• Two academic letters of recommendation, preferably from a former instructor or someone who can otherwise attest to the applicant's preparedness for graduate literary study.</li> <li>• A writing sample of 10-15 pages showcasing the applicant's strongest analytical or critical writing about literature. Work written for previous courses is acceptable (indeed encouraged), but "creative" pieces (poetry, fiction, or memoir) are not appropriate.</li> </ul> <p>No applications will be considered until all materials have been received. Applications will be evaluated by the department on an ongoing basis.</p>	<ul style="list-style-type: none"> <li>• Letter of application detailing reasons for wishing to pursue graduate study in English;</li> <li>• Two academic letters of recommendation, preferably from a former instructor or someone who can otherwise attest to the applicant's preparedness for graduate literary study.</li> <li>• A writing sample of 10-15 pages showcasing the applicant's strongest analytical or critical writing about literature. Work written for previous courses is acceptable (indeed encouraged), but "creative" pieces (poetry, fiction, or memoir) are not appropriate.</li> </ul> <p>Instructions for uploading the letters and writing sample, and for obtaining and submitting the recommendation letters, will be found within the graduate online application. Applications will not be considered until all materials have been received; evaluation will be conducted by the department on an ongoing basis.</p>
Geography MS	This essay must be submitted directly to the Geography Department Chair.	Instructions for uploading the essay will be found within the graduate online application.

Program	Current Policy	Proposed
History MA	<p>📌 Applicants must also submit the following materials to the History Department - two letters of recommendation - 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.</p> <p>📌 All application materials must be received by the Graduate Recruitment and Admissions Office and the Department of History no later than...</p>	<p>Applicants must submit the following additional materials: two letters of recommendation and 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.</p> <p>The graduate application, application fee, and official transcripts must be submitted to the Graduate Recruitment and Admissions Office.</p> <p>Instructions for uploading the essay and for obtaining and submitting the recommendation letters will be found within the graduate online application.</p> <p>All application materials must be received by the application deadline.</p>
Information Design MA	The application essay and portfolio must be sent directly to the attention of the Department of Design (Graphic/Information) Graduate Admissions Committee.	Instructions for uploading the essay will be found within the graduate online application. The portfolio must be sent directly to the attention of the Department of Design (Graphic/Information) Graduate Admissions Committee.
International Studies MS	In addition to the regular admission requirements, an applicant for the MS in International Studies program must send a resume and an essay that addresses his/her past experiences, career goals, and the area in which he/she wishes to specialize (select from Africa, East Asia, European Union/ Western Europe, Latin America, Slavic/ Eastern Europe, and Middle East). Each application must be sent electronically or by mail to the International Studies Director, who will then direct it to the chair of the region in which the student seeks to specialize.	In addition to the regular admission requirements, an applicant for the MS in International Studies program must submit a resume and an essay that addresses his/her past experiences, career goals, and the area in which he/she wishes to specialize (select from Africa, East Asia, European Union/ Western Europe, Latin America, Slavic/ Eastern Europe, and Middle East). Instructions for uploading the resume and essay will be found within the graduate online application. Once the application is complete, it will be directed to the chair of the region in which the student seeks to specialize.

Program	Current Policy	Proposed
Marriage Family Therapy M.S.	<p>Submission to the Graduate Recruitment and Admissions Office, Henry Barnard Hall Room 102:</p> <ol style="list-style-type: none"> <li>1. Application form (Available online)</li> <li>2. Application fee</li> <li>3. Official Transcript from each college and university attended (except Central Connecticut State University). Institutions must send transcripts directly to Graduate Recruitment and Admissions Office. (Note: The office does NOT accept hand delivered transcripts, even if the envelope is sealed.)</li> </ol>	<p>4. Three recommendation letters, personal essay and, if needed, the weekend cohort statement. Instructions for uploading the essay and statement, and for obtaining and submitting the recommendation letters, will be found within the online application.</p>
Phys Ed / Exercise Science MS	<p>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.</p>	<p>Instructions for uploading the letter of application, and for obtaining and submitting the letters of recommendation, will be found within the online application.</p>
Psychology MA	<p><b>Additional Materials Required:</b></p> <p>Applicants must send the following additional materials directly to the Department of Psychological Science:</p> <ul style="list-style-type: none"> <li>• three letters of reference (at least two from academic sources)</li> <li>• a personal statement</li> </ul>	<p><b>Additional Materials Required:</b></p> <ul style="list-style-type: none"> <li>• three letters of reference (at least two from academic sources)</li> <li>• a personal statement</li> </ul> <p>Instructions for uploading the statement, and for obtaining and submitting the letters of reference, will be found within the online graduate application.</p>

Program	Current Policy	Proposed
Public History MA	<p>3. Applicants must also submit the following materials to the History Department</p> <ul style="list-style-type: none"> <li>• two letters of recommendation</li> <li>• 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.</li> </ul> <p>4. All application materials must be received by the Graduate Recruitment and Admissions Office and the Department of History no later than</p>	<p>[continued under what is now #2]</p> <ul style="list-style-type: none"> <li>• two letters of recommendation</li> <li>• 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.</li> </ul> <p>Instructions for uploading the essay, and for obtaining and submitting the letters, will be found within the online graduate application</p> <p>The graduate application, application fee, and official transcripts must be submitted to the Graduate Recruitment and Admissions Office.</p> <p>All application materials must be received by the application deadline.</p>
TESOL MS	<p><b>Applicants must also submit</b> 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>• A completed copy of the program’s English Proficiency Form.</li> </ul>	<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>• A completed copy of the program’s English Proficiency Form.</li> </ul> <p>The proficiency form is available on the TESOL website. Instructions for uploading the completed form and the letter of application can be found within the online graduate application.</p>



Item H: Proposed Change to Official Transcript Submission Process for Graduate Program Applicants  
Passed unanimously at GSC.4/20

(Current policy <http://www.ccsu.edu/grad/admission/>)

It is proposed that we provide an option for graduate program applicants to submit official transcripts in paper form by (student's) hand. The proposal is to allow hand-delivered transcripts if they are in a sealed envelope, with some way to verify that the submitter has not accessed the contents.

Applicants must request that all official undergraduate and graduate transcripts be submitted directly to the CCSU Graduate Recruitment and Admissions Office from every institution attended or where a course was taken except Central Connecticut State University. This includes transcripts for courses taken and transferred to another institution. ~~Hand delivered transcripts, transcripts sent from the applicant, or faxed transcripts are not considered official and will not be accepted.~~ **An official transcript: (a) is received from the applicant in an envelope sealed by the issuing institution or comes directly from the issuing institution via postal mail, electronic mail, or a trusted third party vendor; (b) bears the institutional seal; and (c) bears the official signature of the Registrar (or Recorder of Records).** Note: original study abroad transcripts may also be needed and requested. Applicants who hold a Master's degree from a regionally accredited university with a 3.00 or higher GPA on a four-point scale (where A = 4.00) are required to request that official transcripts be sent from the institution where the undergraduate degree was obtained and from where the Master's degree was obtained. Official transcripts must also be sent from each institution where any other graduate level courses were taken. (Please note that applicants to the MAT program and to Post Baccalaureate programs are required to submit all undergraduate transcripts as well). The Graduate Recruitment and Admissions office will maintain the right to request other official transcripts to review courses that are essential to the applicant's program of study. (Failure to identify on the application form all institutions attended, or to have transcripts sent from each of them, may be considered sufficient reason for non-admission or for subsequent dismissal from the graduate program.)