

## Graduate Studies Committee, Fall 2018

Policy changes approved by GSC and proposed to Faculty Senate, Dec. 3

### I. Changes to School of Graduate Studies General Policies

#### Item A: Proposed Change in Transcript Requirements for Graduate Program Applicants

This is from the Dean and the Director of Grad Recruitment and Admissions, a proposed policy for applicants carrying just one or two courses on a transcript that wouldn't affect the overall GPA even if the missing transcripts were all Fs. Specifically, students who lack a transcript covering a limited number of credits (six?) wouldn't need it if they otherwise had over a certain GPA where even if the missing credits were Fs it wouldn't bring them below the required GPA.

*Passed by Grad Studies Committee 9/20/18*

Current admission policy for graduate programs:

(<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Graduate-Academic-Policies-and-Requirements/Admission-Policies-for-Acceptance-to-Graduate-Programs/Admission-Criteria>) .

Proposed additional text:

The Graduate Recruitment and Admissions Office may use discretion to waive the need to request missing transcript(s) if all of the following apply:

- Applicants with undergraduate transcripts that appear to have up to a total of 6 credits from another institution(s) that are posted to the transcript(s) presented, and the courses/grades listed from the missing transcript would not affect the overall university/program undergraduate GPA requirement.
- The presenting overall undergraduate GPA is at least a 3.50.
- The missing transcripts are only for undergraduate coursework.

Applications for the MAT and Teacher Certification programs would not be eligible to have the transcripts waived.

#### Item B: Policy for Approving Credentials of Faculty Teaching Graduate Courses

*Passed by Grad Studies Committee 10/18/18*

#### **Graduate Teaching Credentials**

Those teaching graduate courses must hold a terminal degree in their discipline **or in a closely related field**. In exceptional circumstances, or in cases where specific industry-based expertise is required, an individual with significant related qualifications who does not hold the terminal degree may be hired. In such cases, the hiring department must request approval in writing and provide a justification for the hire to the ~~dean of the relevant college~~ **relevant academic Dean** and to the Dean of the School of Graduate Studies.

## Item C: Addition of a Graduate Degree Conferral Date after the Winter Term

*Passed by Grad Studies Committee 10/18/18*

This proposal was included in an item on a previous agenda, at our November 30, 2017 meeting, as part of a discussion about addition of a Winter commencement ceremony. At that time, the addition of this fourth conferral date, to join May, December, and August, was quickly approved. However, the following part of the policy change was not addressed at the subsequent full GSC meeting.

The language describing the current three-date policy appears in two places:

The School of Graduate Studies Handbook (2017-2018), Section XI, p 35

([http://www.ccsu.edu/grad/resources/files/GRADUATESCHOOLHANDBOOKJUNE\\_2017.pdf](http://www.ccsu.edu/grad/resources/files/GRADUATESCHOOLHANDBOOKJUNE_2017.pdf))

### Eligibility for Graduation

Upon completion of all applicable course and capstone requirements for the doctoral degree, master's degree, or sixth-year certificate, student are eligible to receive their degree and to graduate. However, degree award and graduation are not automatic. While a student may have completed all applicable course and capstone requirements for their program, every degree candidate is required to notify the university about program conclusion by filing a graduate-level Application for Graduation form with the School of Graduate Studies. Not submitting an Application for Graduation form in a timely manner may result in failure to receive the appropriate degree for the requested semester. Further, if a degree-seeking student fails to finish all requirements by the completion date indicated on the submitted Application for Graduation, a new application must be filed.

Central Connecticut State University confers degrees ~~three~~ **four** times during the academic year: May, August, ~~and December,~~ **and January**. Students expecting to receive degrees during any of these periods must complete all applicable program requirements by the last official day of the semester or session in which the degree is to be awarded.

The CCSU Graduate Online Catalog

(<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Graduate-Academic-Policies-and-Requirements/Graduation-Policies-and-Requirements/Application-for-Graduation>)

### Application for Graduation

Degree award and graduation are not automatic. While a student may have completed all applicable course and capstone requirements for his or her program, every degree candidate is required to notify the University about program conclusion by filing a graduate-level Application for Graduation form with the School of Graduate Studies by the due date as listed on the University calendar in the semester in which they intend to graduate. Not submitting an Application for Graduation in a timely manner may result in failure to receive the appropriate degree for the requested semester. Further, if a degree-seeking student fails to finish all requirements by the completion date indicated on the submitted Application for Graduation, a new application must be filed.

Central Connecticut State University confers degrees ~~three~~ **four** times during the academic year: May, August, ~~and December,~~ **and January**. Students expecting to receive

degrees during any of these periods must complete all applicable program requirements by the last official day of the semester or session in which the degree is to be awarded

#### Item D Proposed Change in the General Description of the Process for Submitting Additional Application Materials

*Passed by Grad Studies Committee 11/15/18*

<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Graduate-Academic-Policies-and-Requirements/Admission-Policies-for-Acceptance-to-Graduate-Programs/Admission-Criteria>

### Admission Criteria

In order to be admitted to the School of Graduate Studies a student must meet the following standards:

1. For most programs, students must have a minimum undergraduate GPA of 2.70 (Some programs require an undergraduate GPA of 3.00.)
2. The student must have a minimum GPA of 3.00 in all post-baccalaureate course work.
3. When applicable, students who have successfully completed a master's degree from an accredited institution with a minimum 3.00 GPA, on a four-point scale (where A=4.00), will be admitted to the School of Graduate Studies. (The undergraduate GPA will not be counted.)

Individual programs may have different GPA requirements as well as additional requirements, such as essays or letters of recommendation and/or a personal interview. Please contact the Department Chair or Coordinator of your intended program of study, or access the graduate website for further information.

A prospective student must submit:

1. Official transcripts for all coursework from every undergraduate institution that they attended to the Graduate Admissions Office.
2. Official transcripts showing all graduate coursework completed to the Graduate Admissions Office.
3. A \$50.00 non-refundable fee for application processing.
4. Additional materials, if required by individual program, ~~must be submitted directly to the department.~~ **are to must be uploaded per the instructions provided within the online application.**
5. 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 submitted: one from where they obtained their undergraduate degree and one from where they obtained their Master's degree as well as from any other institution where graduate 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.

Items E and F: Revisions to the process of submitting master's theses and special projects to the School of Graduate Studies

*Passed by Grad Studies as amended 11/15/15*

The following is proposed replacement text for the School of Graduate Studies Thesis Handbook:

**Policies Regarding Submission and Approval of Thesis**

Central Connecticut State University follows certain procedures regarding approval of theses (see below). Individual departments may set additional criteria. (See Chapter 4.)

After your thesis has been approved by your thesis committee, the chair of the committee must submit ~~multiple copies~~ of the thesis and abstract, along with an Approval of Thesis Form (Form 3A) signed by all members of the thesis committee, to the Assoc. V. P. for Academic Affairs/Dean, School of Graduate Studies.

The following should be submitted to the **School of** Graduate Studies: ~~Henry Barnard 102:~~

1. The original thesis **and abstract**.
- ~~2. A copy of the thesis.~~
- ~~2. 3. In a separate folder, three copies of the abstract, each with its own cover page. **1-separate copy of the abstract with an attached cover page submitted in a clear report cover.**~~
- ~~2. 4. A USB flash drive containing an electronic version of the thesis **and abstract**.~~
- ~~3. 5. Thesis **Reproduction Access** Approval Form (See Elihu Burritt Library Thesis **Reproduction Access** Approval).~~
- ~~4. 6. Thesis Approval Form~~

~~The original and the copy of the thesis should preferably be put in a clamp-type binder as per the instructions below. The thesis should be bound by means of a clamp-style binder **or large binder clip (in which case place it in a labeled envelope)**. If it is 100 pages or more, you may use an accordion style folder for each. (If one is not available, students should find another appropriate type of binder. However, **Students should NOT use ring binders** or any other means that would create perforations to the thesis; these will not be accepted.)~~

Submission Instructions:

- ~~1<sup>st</sup> Report Cover: This must include: *the original abstract and the original thesis*. Place a label, with your name and title of the thesis, on the center of the cover, and a second label stating ORIGINAL, in the upper right hand corner. This report is sent to the library where it is bound and stored.~~
- ~~2<sup>nd</sup> Report Cover: This must include: *a copy of the abstract and the thesis*.  
Again, place a label with your name and thesis title on the center of the cover and put a second label stating COPY in the upper right hand corner.~~

~~————— This copy is returned to your department.~~

~~Remaining Abstracts: Enclose the remaining three abstracts in one clear report cover. Staple each set. The Graduate School will send one copy of the abstract to the Dean of your academic school; one will be held in the Graduate School Office; and one will be retained in your academic file.~~

~~In addition to the original and copy of the thesis, students may prepare final copies of the thesis for their thesis advisor, other members of their committee, and themselves if they wish.~~



[Delete Image Above]

### **Digitized/Electronic Submission**

Students completing theses are required to submit a copy of their thesis in digital format. The specific procedures are explained below. Both the digital copy and the signed Thesis **Reproduction Access** Approval Form (Elihu Burritt Library Thesis **Reproduction Access** Approval) should be submitted to the ~~Graduate School Office~~ School of Graduate Studies at the same time you submit ~~hard copies and abstracts of your thesis~~ **your thesis**.

The world of scholarship depends on people making their research available to others. Consequently, Elihu Burritt Library maintains a digital repository of over 1600 CCSU theses. There has been an increase in interest in our theses since this repository went live. This sharing of information stimulates education and research. It also ensures that many people give credit to you for your work and that your research may be cited in others' publications, which adds to your prestige and can help your future advancement.

Since you spent a great deal of time on your research, it should encourage you to know that others are requesting access to your work. Your literature review may guide others, and your results may save others the time of replicating your study; instead they can build on your

research study. It would greatly aid graduate education if as many of these were made available, either through Interlibrary Loan or accessible full-text through the University's digital repository.

In order to preserve your University Thesis in a digital format, the Graduate School **requires that you submit a copy of your thesis in digital format**. Once submitted, and if permission is granted, your thesis will be converted to a format suitable for access via the Internet. Only with permission does the library make your thesis **available digitally to users outside of authorized members of the CCSU community**. You and your thesis advisor must sign the form (Elihu Burritt Library Thesis **Access** Approval). All internet users will be able to access your thesis ~~through a variety of channels~~ once permission is provided.

#### **Guidelines and Specifications for Submitting Your Thesis in Digital Format:**

The library can accept a digital copy of your thesis in one of several formats. In most cases the original word processing format used to write the thesis is acceptable without modification. Current or recent versions of Microsoft Word, or Portable Document Format (PDF) are acceptable. **Theses should be submitted as a single file, with all tables, charts or graphics should be positioned within the document—word processing file.** ~~If it is not possible for charts or graphics to be included in the word processing file, they may be submitted as separate graphic files in GIF, PNG, or JPG format.~~

Computer files may be submitted on a **USB flash drive. Free drives are available at the library circulation desk.** ~~the following media:~~

~~USB flash drive~~

~~CD-ROM~~

If your thesis was produced using very old, or unusual word-processing or editing software, or if you require assistance converting your document for submission, please contact the Library Information Systems and Resources (ISAR) Office at 860-832-2079. In most cases, the library staff should be able to help you convert your thesis to a format acceptable for submission.

Please refer to the Elihu Burritt Library Thesis ~~Reproduction~~ **Access** Approval Form. Complete the form and attach it along with your Thesis Approval Form.

#### Capstone Rubric

The Graduate Studies Committee has developed and approved a capstone rubric (Form 4). The rubric provides specific areas that all theses should contain and indicates levels by which theses will be assessed by committee members.

#### Bound Personal Copy of Thesis

As a service to our students, Elihu Burritt Library provides the option to have up to two personal copies of a Master's Thesis bound professionally. Bound personal copies of theses are ~~\$8.00~~



**\$20.00** apiece. Students must provide their own print copies of their theses for binding. Requests submitted without the appropriate number of print copies will not be processed. Due to the large number of theses that must be processed each semester as well as the library's policy of not sending bindery shipments during the summer break, the turnaround time for students to receive bound personal copies of their theses can be between two and six months. To obtain bound copies of your thesis, please complete the Bound Personal Copy of Thesis Request and submit to the School of Graduate Studies with final submission of your Thesis.

#### **FINAL THESIS SUBMISSION CHECKLIST**

- ☐ LEFT MARGIN MUST BE 1 ½ INCH
- ☐ ~~PROPOSAL FORM 2A~~
- ☐ APPROVAL FORM – FORM 3A
- ☐ HSC OR IACUC APPROVAL FORMS, AS APPROPRIATE
- ☐ LIBRARY ~~REPRODUCTION~~ **ACCESS** FORM
- ☐ DIGITIZED COPY
- ☐ ~~3 ABSTRACTS~~
- ☐ ORIGINAL VERSION ~~TO LIBRARY~~ WITH ABSTRACT
- ☐ ~~COPY VERSION~~

Item F: The following is proposed replacement text for the School of Graduate Studies Special Project Handbook:

#### **Chapter 2**

#### **School of Graduate Studies Policies and Requirements**

#### **Submission Requirements**

Central Connecticut State University follows certain procedures regarding approval of special projects (see below). Individual departments may set additional criteria. (See Chapter 3.)

After a **Plan C** special project has been approved by your special project committee, the chair of the committee or the student must submit:

1. An original, including abstract, of the special project ~~in a three-ring notebook or clamp-type binder;~~ **bound by means of a clamp-style binder or large binder clip (in which case place it in a labeled envelope).**
2. ~~Three (3) additional copies of the abstract to be maintained in the School of Graduate Studies Office;~~
3. **2.** Approval of Special Project Form (Form 2B) signed by all members of the special project committee, to the Assoc. V. P. for Academic Affairs/Dean, School of Graduate Studies;
4. **3.** Digitized copy and library form (Elihu Burritt Library Special Project ~~Reproduction~~ **Access** Approval Form), only if the student, with advisor approval, wishes to post the special project to the web.

(**Plan E** projects are handled differently per department policies.)

In addition to the original and copy of the special project, students may prepare final copies of the special project for their special project advisor, other members of their committee, and themselves.

The Graduate School also has certain guidelines that govern each of the items on the following pages:

### **Special Project Cover Page**

Each special project must include a cover page of pertinent information. The cover page should contain the following elements (items in italics require you to put in accurate information):

*Title of Special Project*

*Your Name*

A Special Project  
Submitted in Partial Fulfillment of the  
Requirements for the Degree of  
Master of *(list your degree)*  
In  
*(list your program)*  
Department of *(list department)*



Central Connecticut State University  
New Britain, CT

*Month, Year*

Special Project Advisor: *Advisor Name*

**Abstract Cover Page** (See Same Abstract Cover Sheet,  
<http://www.ccsu.edu/grad/resources/forms.html> )

Each special project must include an abstract that summarizes the purpose, methodology, findings and conclusions of the study. The abstract should be written with approximately 200-300 words or from one to two pages. As a summary of the special project, it should contain the following elements: (1) a summary of the project's purpose; (2) brief statements regarding the methods of investigation or the planning of the project; (3) a description of the results or the findings, including where and how you obtained them; and (4) conclusions and/or recommendations, which relate back to the original objective of the special project. When writing an abstract, it is important to be exact, concise, and unambiguous.

### **Biographical Note**

It is your choice as to whether to include a short biographical note as the last page of your special project. At a minimum, you should summarize your academic background, honors, and pertinent employment history. Additional information--about your family, your interests, your long-term goals--is acceptable.

### **Digitized/Electronic Submission**

Students completing Special Projects may submit a copy of their special project in digital format. **Projects should be submitted on a flash drive as a single file, with all tables, charts or graphics positioned within the document.** Both the digital copy and the signed Special Project ~~Reproduction~~ **Access Approval** Form should be submitted to the ~~Graduate School Office~~ **School of Graduate Studies (Barnard 102)** at the same time that you submit the hard copy and abstract of your special project.

### **Special Project Deadlines**

Submission of special projects follows the final examination deadlines for both fall and spring semesters. For students seeking summer graduation, Special Projects should be submitted no later than August 15.

### **Capstone Rubric**

The Graduate Studies Committee has developed and approved a capstone rubric form (Form 4). The rubric provides specific areas that all special projects should contain and indicates levels by which special projects will be assessed by committee members.

### **SPECIAL PROJECT CHECKLIST**

The following checklist is provided to assist you with the organization of your special project. It is suggested that you check all the boxes below to be certain your special project contains each of the items before you submit your special project for review.

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**The paper format of your special project should be assembled in the following order**

- ☐ **Special Project Cover Page**
- ☐ **~~Abstract Cover Page~~**
- ☐ **Abstract** (The abstract size should be between 200-300 words.)
- ☐ **Text/Narrative, along with appropriate tables and figures**
- ☐ **List of References**
- ☐ **Appendices**
- ☐ **Biographical Statement** (If appropriate)

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**Submission requirements:**

- ☐ **Proposal – Form 2B**
- ☐ **Approval Form – Form 3B**
- ☐ **HSC or IACUC Approval forms, as appropriate**
- ☐ **~~1 Abstract~~**
- ☐ **Original Version with abstract**

## **II. Changes to Individual Program Admissions Policies**

Item A: Proposed Changes for the Admission Policy for the Ed D in Educational Leadership

<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Doctoral-Programs/Educational-Leadership-Ed-D>

*Passed Grad Studies Committee 9/20/18*

### **Admissions Requirements:**

To be considered for admission to the Ed.D. in Educational Leadership, applicants must have earned a master's degree in an appropriate discipline or professional field and have professional goals that are consistent to the goals and ~~beliefs~~ **standards** of the program.

Admission to **the cohort in either** ~~the PreK-12~~ strand of the program is available in alternate years for a cohort of ~~up to 25~~ students. The deadline for submission of applications is ~~December~~ **November** 1.

The following minimum criteria have been established for admission into ~~the PreK-12~~ **either** strand of the Ed.D. Program:

1. Master's degree from a regionally accredited institution of higher education in a discipline or professional field that is relevant to the Ed.D. Program
2. **Minimum** 3.00 GPA on all graduate coursework
3. Two positive letters of reference from leaders in education familiar with the applicant's work
4. **Submission of a** ~~detailed~~ resume that illustrates ~~important~~ work-related experiences
5. ~~Acceptable scores on the~~ Graduate Record Examination **scores** (within five years of admission and ~~including a writing assessment~~)
6. ~~An acceptable~~ personal statement covering three important topics:
  1. Career goals
  2. Reasons for pursuing a the Ed. D. in Educational Leadership at CCSU
  3. Ability and commitment to devote four weeks to summer study for the first two summers of the program and some additional on-campus summer study during the third or fourth summers
7. If selected as a finalist, a satisfactory interview with ~~the~~ **an** admission ~~committee~~ **panel**.
8. **PreK-12 strand only: An additional requirement is completion of EDL 590 Leaders as Learners or an equivalent graduate-level introductory course. Applicants holding the 092 or 093 administrative certificate, or that have**

completed a Sixth Year certificate program in educational leadership, are considered to have met this requirement.

Item B: Proposed Change in the deadlines for Counselor Education MS programs from March 1 to February 1

<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Counselor-Education-with-Specialization-in-Clinical-Professional-Counseling-M-S>  
<http://ccsu.smartcatalogiq.com/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Counselor-Education-with-Specialization-in-School-Counseling-MS>  
<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Counselor-Education-with-Specialization-in-Student-Development-in-Higher-Education-M-S>

*Passed by Grad Studies Committee 10/18/18*

## Counselor Education with Specialization in Clinical Professional Counseling M.S.

### **Program Rationale:**

The Clinical Professional Counseling specialization prepares students to pursue employment in a variety of mental health and rehabilitation agencies. Students may choose a track in Clinical Mental Health Counseling, Clinical Rehabilitation Counseling, or Clinical Addictions Recovery Counseling. The Clinical Professional Counseling specialization provides the foundational coursework necessary for individuals interested in certification as Certified Rehabilitation Counselors (CRC) and/or meeting State of Connecticut Department of Public Health requirements for becoming a Licensed Professional Counselor (LPC) and Licensed Alcohol and Drug Counselors (LADC). There are additional post-master's training requirements for both LPC and LADC candidates. The Clinical Professional Counseling specialization is accredited by the Commission of Rehabilitation Education (CORE).

### **Program Learning Outcomes:**

Students in the program will be expected to:

- Exhibit behaviors and attitudes appropriate to the clinical professional counseling profession;
- Demonstrate pertinent and professionally relevant knowledge in the 10 CORE areas and 9 NBCC curriculum content areas;
- Demonstrate professional behaviors and practice in professional and rehabilitation counseling settings;
- Demonstrate knowledge of current ethical and legal guidelines that influence one's behavior as a counselor; and
- Demonstrate core skills that provide the foundations to understand the professional and rehabilitation counseling process and become more aware of one's interpersonal interactions.

### **Admission Requirements for Clinical Professional Counseling**

Applicants must hold a bachelor's degree from a regionally accredited institution of higher education. Admissions to the School Counseling, Clinical Professional Counseling, and Student Development in Higher Education programs are made on a competitive basis only one time per year. All applications must be completed and received by ~~March 4~~ **February 1** for fall admission. Candidates for admission will be considered on the basis of the following criteria:

- 1) Grade point average: Minimum 2.70 grade point average (GPA) for all undergraduate courses and a 3.00 for all graduate courses, based on a 4.00 point scale where A is 4.00.
- 2) Three recommendations from individuals able to testify to the student's suitability as a prospective counselor.
- 3) A 2–3 page typewritten (double spaced) essay describing the following:
  - a. Reasons for entering the counseling profession.
  - b. Personal and professional experiences that influenced you to pursue the counseling profession.
  - c. Personal characteristics you believe will contribute to your success as a counselor.
- (4) A personal interview by the program's faculty admissions committee. The committee will assess the student's personal attributes and life experiences that might contribute to the student's potential for success as a professional counselor.

The admissions application, application fee, and official transcripts from each college/university (except CCSU) where any course has been taken must be sent directly to the Graduate Recruitment and Admissions Office.

Instructions for uploading the essay and for obtaining and submitting the recommendation letters will be found within the graduate online application.

Contact: 860-832-2154

## **Counselor Education with Specialization in School Counseling M.S.**

### **Program Rationale:**

The School Counseling Program prepares students for professional careers as counselors in elementary, middle, and high schools. Emphasis is on a comprehensive and developmental model of school counseling that is described in the National Standards for School Counseling of the American School Counseling Association and a document entitled "Best Practices for School Counseling in Connecticut." The curriculum follows the standards of the Council for the Accreditation of Counseling and Related Education Programs (CACREP) and the certification requirements of the Connecticut State Department of Education.

### **Program Learning Outcomes:**

Students in this program will be expected to:

- demonstrate knowledge of theory, practice, and ethical standards relative to the practice

of school counseling;

- demonstrate appropriate counseling techniques and interventions for use within the academic, career, and personal/social domains;
- demonstrate the ability to consult and collaborate with teachers, staff, administrators, and community-based organizations in understanding and meeting the needs of all students;
- promote understanding and appreciation for diverse populations and cultures; and
- demonstrate knowledge of federal and state laws pertinent to the role, function, and services of the school counselor.

**Admission Requirements for School Counseling:**

Applicants must hold a bachelor's degree from a regionally accredited institution of higher education. Admissions to the School Counseling, Clinical Professional Counseling, and Student Development in Higher Education programs are made on a competitive basis only one time per year. All applications must be completed and received by ~~March 1~~ **February 1** for fall admission. Candidates for admission will be considered on the basis of the following criteria:

1. Grade point average: Minimum 2.70 grade point average (GPA) for all undergraduate courses and a 3.00 for all graduate courses, based on a 4.00 point scale where A is 4.00
2. Three recommendations from individuals able to testify to the student's suitability as a prospective counselor
3. A 2–3 page typewritten (double spaced) essay describing the following:
  - a. Reasons for entering the counseling profession.
  - b. Personal and professional experiences that influenced you to pursue the counseling profession.
  - c. Personal characteristics you believe will contribute to your success as a counselor.
4. A personal interview by the program's faculty admissions committee. The committee will assess the student's personal attributes and life experiences that might contribute to the student's potential for success as a professional counselor.

The admissions application, application fee, and official transcripts from each college/university (except CCSU) where any course has been taken must be sent directly to the Graduate Recruitment and Admissions Office.

Instructions for uploading the essay and for obtaining and submitting the recommendation letters will be found within the graduate online application.

(Contact: 860-832-2154)



# Counselor Education with Specialization in Student Development in Higher Education M.S.

## **Program Rationale:**

The mission of the student development master's degree program is to prepare graduates to function effectively as student development specialists in rapidly changing institutions of higher education. Students are trained to understand and to meet the developmental needs of college students, taking into account worldviews and expectations which are influenced by age, ethnic background, national origin, gender, sexual orientation, disability status, and other "non- traditional" perspectives. Graduates are prepared to function as student affairs professionals in higher education settings, such as student activities, academic advising, career counseling, orientation, first-year experience programs, residence halls, and learning centers.

## **Program Learning Outcomes:**

Students in the program are expected to:

- demonstrate knowledge of theory, practice, and ethical standards relative to the practice of student development in higher education;
- demonstrate appropriate counseling, advising, and group facilitation techniques for use with students, staff, and faculty in higher education;
- demonstrate the ability to collaborate with colleagues throughout their institutions for purposes of creating and assessing learning experiences for students;
- identify a wide range of world views based on culture and life experience, including their own, and use this understanding to communicate effectively across cultural and personal differences; and
- demonstrate knowledge of federal and state laws pertinent to roles and functions of student affairs professionals and to the responsible management of colleges and universities.

## **Admission Requirements for Student Development in Higher Education**

Applicants must hold a bachelor's degree from a regionally accredited institution of higher education. Admissions to the School Counseling, Clinical Professional Counseling, and Student Development in Higher Education programs are made on a competitive basis only one time per year. All applications must be completed and received by ~~March 1~~ **February 1** for summer admission. Candidates for admission will be considered on the basis of the following criteria:

1. Grade point average: Minimum 2.70 grade point average (GPA) for all undergraduate courses and a 3.00 for all graduate courses, based on a 4.00 point scale where A is 4.00
2. Three recommendations from individuals able to testify to the student's suitability as a prospective counselor.
3. A 2–3 page typewritten (double spaced) essay describing the following:

- a. Reasons for entering the counseling profession.
- b. Personal and professional experiences that influenced you to pursue the counseling profession.

4. Personal characteristics you believe will contribute to your success as a counselor. A personal interview by the program's faculty admissions committee. The committee will assess the student's personal attributes and life experiences that might contribute to the student's potential for success as a professional counselor.

The admissions application, application fee, and official transcripts from each college/university (except CCSU) where any course has been taken must be sent directly to the Graduate Recruitment and Admissions Office.

Instructions for uploading the essay and for obtaining and submitting the recommendation letters will be found within the graduate online application.

Contact: 860-832-2154

#### Item C: Admission Policies for new MPP Political Policy

*Passed by Grad Studies Committee 10/18/18*

### **Master in Public Policy**

#### **Program Rationale**

The Master of Public Policy program prepares students to engage in public policy analysis and program evaluation. After completion of their core courses, students may select elective courses to meet their own policy interests and career goals in the public policy field.

#### **Program Learning Outcomes**

1. Lead and manage in public governance:
  - a. Demonstrate expertise on local, state, and the federal government as applicable;
2. Participate in and contribute to the policy process:
  - a. Analyze policy issues/problems using different methodologies;
  - b. Identify, evaluate, and communicate evidence-based policy.
3. Analyze, synthesize, think critically, solve problems, and make decisions:
  - a. Apply expertise in techniques used in managing government operations;
  - b. Appraise and apply the skills of social science research methods.
4. Articulate and apply a public service perspective:
  - a. Communicate public interest based on ethical reasoning and democratic participation;
  - b. Incorporate and value principles of democracy, public transparency, and consensus building.

5. Communicate and interact productively with a diverse and changing workforce and citizenry:
  - a. Apply major concepts, skills, processes, and policies in public service management;
  - b. Employ cultural competencies and appreciation of diversity in collaborations.

### **Program Emphases**

Students enrolled in the Master in Public Policy program may focus in one of the following areas:

- *U.S. Policy*
- *Political Governance and Advocacy*
- *Community and Regional Policy*

### **Program Prerequisites**

To be considered for admission to the Master in Public Policy Program, students must meet the following requirements:

1. ~~Applicants must have a bachelor's degree from a regionally accredited institution of higher education. Applicants must also have an undergraduate GPA of 3.0 or higher.~~ **Applicants must have a minimum undergraduate GPA of 3.00 on a 4.00 scale (where A is 4.00), or its equivalent, and a 3.00 GPA in all post-baccalaureate coursework.**

2. Applicants must submit the following materials to the Graduate Recruitment and Admissions Office: The graduate school admissions application, the application fee, and all undergraduate and graduate transcripts, if applicable. (Transcripts from Central Connecticut State University are not required.) ~~Applicants should also send their GRE scores to the Graduate Admissions Office.~~

3. ~~Applicants must submit the following materials to the Political Science Department—Two letters of recommendation and two essays. Students must write a 500-word essay that discusses the student's academic record as it relates to the public policy field as well as the student's rationale for pursuing a public policy degree. The second essay of 250 words should discuss the student's career aspirations and any opportunities for career preparation that the student has had.~~ **Applicants must also submit the following materials: two letters of recommendation from professionals in a relevant or related field, and one 750-word essay that discusses: (a) the student's academic and professional records as they relate to the public policy field; (b) the student's rationale for pursuing a public policy degree; and (c) the student's career aspirations. Instructions for uploading the letters and essay will be found in the graduate online application.**

3- ~~2.~~ All application materials must be received by the Graduate Recruitment and Admissions Office and the Department of Political Science no later than May 1 for fall admission or November 1 for spring admission. Applicants who do not meet the admissions deadline but meet the admissions requirements may enroll in courses on a non-matriculated basis subject to course availability.

Contact: ~~860-832-2967~~

Item D: Proposed Change in the Additional Material Required for Application to MA and MS Programs in Biological Sciences

*Passed by Grad Studies Committee 11/15/18*

The Biology Department proposes a change in their application policy, specifically in the Additional Materials Required section, reducing the number of required recommendation letters from three to two, and modifying some recommendation details. The proposed change is for five of the six Biology Master's Programs:

- MA in Biological Sciences <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Biological-Sciences-M-A>
- MA in Biological Sciences, Ecology and Environmental Sciences <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Biological-Sciences-Ecology-and-Environmental-Science-M-A>
- MS in Biological Sciences, General Program <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Biological-Sciences-General-Program-M-S>
- MA in Biological Sciences, Global Sustainability <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Biological-Sciences-Global-Sustainability-M-A>
- MS in Biological Sciences, Health Sciences Specialization <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Biological-Sciences-Health-Sciences-Specialization-M-S>

The Additional Materials Required sections of all five are essentially identical, so only that of the MA in Biological Sciences, General Program is shown below.

**Biological Sciences MA**

**Admission Requirements:**

Applicants must hold a bachelor's degree from a regionally accredited institution of higher education. A minimum cumulative 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 is required

**Additional Materials Required:**

- Narrative statement  
In your narrative statement, please include whether you would like to pursue a thesis or non-thesis version of your degree (if applicable). If you wish to do a thesis, please

identify a potential faculty member you might like to work with in our department. It may be helpful to view our faculty web pages or contact potential faculty members by phone or email to discuss your interests. You could also include in the narrative statement your interests in biology and how they developed, your career goals, and how you think a degree in the Biology Department at CCSU will further your education and prepare you for your career.

- ~~Letters of recommendation by three college instructors familiar with your ability and record in biology and the related sciences~~
- **Letters of recommendation by two college instructors familiar with your ability and record in biology and the related sciences. In cases where acquiring letters from college instructors creates undue hardship for an applicant, it may be acceptable to use letters from past or present supervisors. Please email the Chair of the Biology Department Graduate Studies Committee if you require further clarification or feel this applies to your situation.**

The Biology Department also **recommends** the following items;

- Graduate Record Examination scores for the aptitude and advanced biology tests are recommended but not required.

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.

Instructions for uploading the statement and for obtaining and submitting the recommendation letters will be found within the online application.

When an applicant's admission folder is complete, it will be forwarded to the department chair. The Departmental Graduate Committee will make a recommendation for acceptance. Students who are accepted will be assigned an advisor at the time of acceptance. If applicable, a thesis advising committee will be assigned after the student begins the program of study.

#### Item E Modification of Stated Application Policies for Three OCPs, Two AOCs, One Sixth-Year Certificate, and the EdD Program.

*Passed by Grad Studies Committee 11/15/18*

The application policies for several programs need updating to make use of the online application's system for uploading some program-specific additional application materials.

#### **Proposed Changes to Policies of Program Specific Additional Materials for Online Application Submission -10/25/18**

<b>Program</b>	<b>Current Policy</b>	<b>Proposed</b>
Accounting OCP	In addition, submit a current resume <del>directly to the MS Program Director at MSA@ccsu.edu.</del> <a href="http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Official-Certificate-Programs/Official-Certificate-Program-in-Accounting">http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Official-Certificate-Programs/Official-Certificate-Program-in-Accounting</a>	In addition, submit a current resume. <b><u>Instructions for uploading the resume will be found within the online graduate application.</u></b>

Gerontology OCP	<p>In addition to the regular admission requirements, an applicant for the graduate certificate in gerontology must submit to the <del>Coordinator of Gerontology</del> a resume or CV and an essay that addresses his/her past experiences, career goals, and reason for pursuing graduate training in gerontology</p> <p><a href="http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Official-Certificate-Programs/Official-Certificate-Program-in-Gerontology">http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Official-Certificate-Programs/Official-Certificate-Program-in-Gerontology</a></p>	<p>In addition to the regular admission requirements, an applicant for the graduate certificate in gerontology must submit a resume or CV and an essay that addresses his/her past experiences, career goals, and reason for pursuing graduate training in gerontology.</p> <p><b><u>Instructions for uploading the resume and essay will be found within the online graduate application.</u></b></p>
Transition Specialist OCP	<p>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.</p> <p><a href="http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Official-Certificate-Programs/Official-Certificate-Program-Transition-Specialist">http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Official-Certificate-Programs/Official-Certificate-Program-Transition-Specialist</a></p>	<p>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.</p> <p><b><u>Instructions for uploading the recommendations and essay will be found within the online graduate application.</u></b></p>
Professional Counseling AOC	<p>Three current professional recommendations Written essay - description of student's motivation for advanced graduate study, past experience and future professional goals Interview with program faculty</p> <p><a href="http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Advanced-Official-Certificate-Programs/Advanced-Official-Certificate-Program-in-Professional-Counseling">http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Advanced-Official-Certificate-Programs/Advanced-Official-Certificate-Program-in-Professional-Counseling</a></p>	<p>Three current professional recommendations Written essay - description of student's motivation for advanced graduate study, past experience and future professional goals Interview with program faculty</p> <p><b><u>Instructions for uploading the recommendations and essay will be found within the online graduate application.</u></b></p>
Superintendent of Schools AOC	<p>Copy of 092 certificate A brief letter of recommendation from the candidate's current superintendent Contact information for two additional professional references A personal statement (not to exceed two pages) The admissions application, application fee, and official transcripts (<del>except</del> CCSU) are to be submitted to the Graduate Recruitment and Admissions office. <del>Additional materials are to be sent to academic department.</del></p>	<p>Copy of 092 certificate A brief letter of recommendation from the candidate's current superintendent Contact information for two additional professional references A personal statement (not to exceed two pages) The admissions application, application fee, and official transcripts (<del>except</del> <b>except</b> CCSU) are</p>



	<a href="http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Advanced-Official-Certificate-Programs/Advanced-Official-Certificate-Program-in-Superintendent-of-Schools">http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Advanced-Official-Certificate-Programs/Advanced-Official-Certificate-Program-in-Superintendent-of-Schools</a>	<p>to be submitted to the Graduate Recruitment and Admissions office.</p> <p><b><u>Instructions for uploading the 092 certificate, letter of recommendation, contact information for professional references, and personal statement will be found within the online graduate application.</u></b></p>
<p>Educational Leadership Ed.D. P-K and Higher Ed Strand</p>	<p>The following minimum criteria have been established for admission into either strand of the Ed.D. program:</p> <p>Master's degree from a regionally accredited institution of higher education in a discipline or professional field that is relevant to the Ed.D. Program.</p> <p>Minimum GPA 3.00 on all graduate coursework.</p> <p>Two positive letters of reference from leaders in education familiar with the applicant's work.</p> <p>Submission of a detailed resume that illustrates important work-related experiences.</p> <p>Acceptable scores on the Graduate Record Examination (within five years of admission and including a writing assessment).</p> <p>An acceptable personal statement covering three important topics:</p> <p>Career goals</p> <p>Reasons for pursuing a doctorate</p> <p>Ability and commitment to participate in the cohort schedule (including intensive summers in the PreK-12 strand and Winter session courses in the Higher Education strand)</p> <p>If selected as a finalist, a satisfactory interview with an admissions panel.</p> <p>PreK-12 strand only: An additional requirement is completion of <a href="#">EDL 590</a> Leaders as Learners or an equivalent graduate-level introductory course. Applicants holding the 092 or 093 administrative certificate, or that have completed a Sixth Year certificate program in educational leadership, are considered to have met this requirement.</p> <p><a href="http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Doctoral-Programs/Educational-Leadership-EdD">http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Doctoral-Programs/Educational-Leadership-EdD</a></p>	<p>The following minimum criteria have been established for admission into either strand of the Ed.D. program:</p> <p>Master's degree from a regionally accredited institution of higher education in a discipline or professional field that is relevant to the Ed.D. Program.</p> <p>Minimum GPA 3.00 on all graduate coursework.</p> <p>Two positive letters of reference from leaders in education familiar with the applicant's work.</p> <p>Submission resume that illustrates important work-related experiences.</p> <p>Graduate Record Examination scores (within five years of admission).</p> <p>Personal statement covering three important topics:</p> <p>Career goals</p> <p>Reasons for pursuing the Ed.D. in Educational Leadership at CCSU</p> <p>Ability and commitment to devote four weeks to summer study for the first two summers of the program and some additional on campus summer study during the third and fourth summers.</p> <p>If selected as a finalist, a satisfactory interview with an admissions panel.</p> <p>PreK-12 strand only: An additional requirement is completion of <a href="#">EDL 590</a> Leaders as Learners or an equivalent graduate-level introductory course. Applicants holding the 092 or 093 administrative certificate, or that have completed a Sixth Year</p>

		<p>certificate program in educational leadership, are considered to have met this requirement.</p> <p><b><u>Instructions for uploading the references, resume, copies of GRE scores, and personal statement will be found within the online graduate application.</u></b></p>
Sixth Year Certificate Math Education Leadership	<p>Admission to the program requires that the candidate meet the following requirements.</p> <p>Master's degree, preferably in mathematics or mathematics education. Applicants with master's degrees in other fields may be asked to successfully complete additional mathematics courses as a condition for admission.</p> <p>Minimum of three years experience teaching mathematics within grades K-12.</p> <p>Praxis II (secondary mathematics-Exam 0061) for applicants without secondary certification. Students who have not taken Praxis II may be conditionally admitted. Such students will be able to enroll in a one-credit review course (<a href="#">MATH 440</a>) in order to prepare for this examination. For spring 2009 applicants, this course will be offered during the Spring 2009 semester and again in the Summer 2009 semester.</p>	<p>Admission to the program requires that the candidate meet the following requirements.</p> <p>Master's degree, preferably in mathematics or mathematics education. Applicants with master's degrees in other fields may be asked to successfully complete additional mathematics courses as a condition for admission.</p> <p>Minimum of three years experience teaching mathematics within grades K-12.</p> <p>Praxis II (secondary mathematics-Exam 0061) for applicants without secondary certification. Students who have not taken Praxis II may be conditionally admitted. Such students will be able to enroll in a one-credit review course (<a href="#">MATH 440</a>) in order to prepare for this examination. For spring 2009 applicants, this course will be offered during the Spring 2009 semester and again in the Summer 2009 semester-term.</p> <p><b><u>Instructions for uploading the Praxis II scores if applicable will be found within the online graduate application.</u></b></p>