

Graduate Program Director Handbook

Cratis D. Williams School of Graduate Studies	3
Mission	3
Guiding Principles	3
Vision	3
Goals for Graduate Education	4
Responsibilities of the Associate Vice Provost and Dean	4
Associate Dean	5
Graduate School Business and Finance	5
Graduate School Registration and Records	5
Graduate Student Life	6
Graduate Admissions and Recruitment	6
Graduate Program Director Roles and Responsibilities	7
Graduate Admissions	8
Regular Admission	8
Provisional Admission	8
Student Funding	9
Graduate Assistantships	9
Fellowships/Scholarships	10
Funding for Travel and Research	10
Health Insurance	11
The Program of Study	11
DegreeWorks Tips and FAQs	11
How do I find students in DegreeWorks?	11
What should I see when I look at a student's audit?	11
The student is in multiple programs (concentrations, majors, certificates), but I only see one listed.	12
I see several special categories of courses at the bottom of the audit. What are those?	12
I want to make a note in DegreeWorks. Can I do that?	12
Can I get a term-by-term listing of courses taken from DegreeWorks?	13
How do I refresh a Student's Audit Record?	13
What if the major, concentration, certificate, or minor is listed incorrectly?	13
What if the student is using transfer credit to satisfy some requirements, but I don't see where transfer credit is displayed?	13
What if I see an error in the audit?	13
Internship, Practicum, Field Experiences	14
Handling issues where the student's internship does not fit within one semester (and the program is not enrolled in an annual coverage plan):	14
Other Rules that apply	14
Using the Internship Inventory	15

A couple of pointers specific to graduate internships	15
Special Courses—Independent, Individual, Selected Topics, and Graduate Research	16
Graduate Students and Academic Standing	16
Probation Status	16
Suspension	16
How to request (or deny) a term on probation for a student who has been suspended:	17
Dismissal (Permanent Suspension)	18
Other Considerations Related to Academic Standing	18
Graduation and Commencement	18
Applying, graduation audits, and degree posting	18
List of Helpful Webpages	19

Graduate Program Director Handbook

This handbook was written by the Graduate School to provide program directors with the important information they'll need as the primary point of contact for their graduate program. The following explains the responsibilities of the program director and details about graduate admissions, student funding and support, enrollment, curriculum, graduation, and more.

Cratis D. Williams School of Graduate Studies

With responsibility for all aspects of graduate education at Appalachian, the Graduate School includes a Graduate Faculty represented by the Associate Vice Provost and Dean, who is the administrative officer for the Graduate School, and the Graduate Academic and Policies and Procedures Committee. The Associate Vice Provost and Dean reports to the Provost and Executive Vice Chancellor for Academic Affairs.

Mission

The Cratis D. Williams School of Graduate Studies supports the academic and professional development of graduate students by offering a challenging intellectual environment that promotes shared learning and discovery. A supportive graduate faculty advances graduate students' curiosity, passion, and knowledge, engaging students as colleagues and guiding students to become active contributors to knowledge, creativity, and innovation in their disciplines.

Guiding Principles

The School of Graduate Studies accomplishes its mission by developing, fostering, and monitoring quality graduate degree and certificate programs; ensuring a highly qualified and engaged graduate faculty; and supporting graduate students through fellowships, tuition scholarships, assistantships, student awards, and research grants.

Vision

With an emphasis on graduate education as a fundamental part of the University's strategic priorities, the School of Graduate Studies aspires to be recognized for innovative and responsive graduate programs that provide relevant academic and professional experiences for its students, preparing them for rewarding careers in the increasingly diverse communities of North Carolina, the nation, and the world.

Goals for Graduate Education

The School of Graduate Studies advocates the following educational goals for each graduate student:

- Students will demonstrate mastery of the discipline at a level of rigor commensurate with post-baccalaureate education.
- Students will develop and apply skills in current research and/or professional practices to address complex issues in an increasingly diverse and global society.
- Students will acquire an understanding of and commitment to professional ethical standards.
- Students will communicate effectively in ways that are professionally appropriate.

In support of these educational goals and with the collaboration of the colleges, schools, and departments, the Cratis D. Williams School of Graduate Studies will advocate for graduate education and will:

- Work to enhance graduate programs through:
 - ongoing assessment of degree and certificate programs in the context of the University's mission and current research and practice
 - enforcement of admission standards appropriate to identify qualified students who have the ability to complete a graduate program successfully
 - validation of student progress and adherence to the curriculum
 - review and appointment of members of the graduate faculty
- Work to secure and efficiently allocate financial resources, including assistantships, fellowships, tuition scholarships, and research grants, consistent with the needs of graduate education.
- Provide guidance and support for recruiting increasingly qualified and diverse applicant pools.
- Facilitate graduate program development.

Responsibilities of the Associate Vice Provost and Dean

The Associate Vice Provost and Dean of the Cratis D. Williams School of Graduate Studies is expected to provide visionary leadership that promotes multi-disciplinary learning in a supportive environment while strengthening graduate structures, systems, policies, and procedures, including:

- setting strategic planning priorities for the Graduate School in concordance with Academic Affairs' planning and university's mission
- creating a nurturing and inclusive community that prioritizes the needs of all students
- demonstrating supportive personnel management
- employing strategic fiscal management

- closely partnering with Enrollment Management, Vice Provosts, Deans, Institutional Research, Assessment, and Planning (IRAP) in developing enrollment targets for the institution, utilizing knowledge of graduate education enrollment trends and delivery methods
- working collaboratively with graduate faculty members, dean colleagues, and graduate program directors in the development and approval of new graduate programs and curricular changes
- demonstrating a genuine commitment to shared governance
- advocating and articulating the distinctive culture and mission of graduate studies at the university and through a seat on the UNC Graduate Dean's Council
- engaging in opportunities to support graduate student learning
- seeking opportunities for sustainable growth and development
- engaging with institution-wide colleagues to further the mission and goals of graduate studies
- working closely with a development officer to increase giving and gifts while strengthening alumni engagement

Associate Dean

The Associate Dean assists the Associate Vice Provost and Dean of the Graduate School and serves the needs of the Graduate School and its stakeholders. The Associate Dean assists in the preparation of reports and records for the Graduate School and leads the registration and records unit of the Graduate School. The Associate Dean collaborates with Department Chairs, Graduate Program Directors, and graduate advisors to facilitate the mission of the Graduate School. The Associate Dean serves as an ex-officio member of the Curriculum Subcommittee of the Graduate Academic Policies & Procedures (AP&P) committee and serves on University committees to represent the Graduate School at the request of the Associate Vice Provost and Dean. Other special projects, initiatives, and duties may be assigned by the Associate Vice Provost and Dean.

Graduate School Business and Finance

This unit manages all the graduate student and faculty funding opportunities available through the Graduate School. This includes graduate assistantships, fellowships, scholarships, awards, and Graduate Student Government Association (GSGA) funding. The Business and Finance team coordinates with various units including academic units, payroll, and human resources to complete required steps to hire graduate students in assistantship positions. In addition, they work with programs to process scholarship awards, specifically tuition scholarships.

Graduate School Registration and Records

This unit of the Graduate School provides oversight to the academic regulations of the University that apply to graduate degrees and certificate programs. In addition to University level

regulations, the Graduate School oversees departmental regulations for a specific program under its control. Graduate School Registration and Records supports the matriculation, progression, and retention of all graduate students enrolled at Appalachian State University.

Graduate Student Life

The Graduate Student Life (GSL) team supports the success and well-being of all Appalachian State graduate students. GSL works to address the needs of graduate students through a comprehensive, holistic approach that includes professional and personal development, connections to campus resources, networking and social engagement opportunities, and support for the thesis and dissertation writing process. Graduate Student Life programs aim to support graduate students' academic, personal, and professional development by providing a range of services like community-building events, workshops, career guidance, mental health resources, social activities, and advocacy for student needs, ultimately helping students navigate the challenges of graduate school and fostering a sense of belonging in the Appalachian State community.

Program Directors are encouraged to connect with the Graduate Student Life team for support for their students. GSL will communicate information and events through newsletters and updates that can be shared out to students. Students look to Program Directors for information, support, and guidance, and the GSL team is available to collaborate with and assist you in those areas and provide connections to resources. GSL provides a graduate school orientation for new students and opportunities for current grad students to network and interact with graduate students outside of their own cohorts and programs. Program Directors can also encourage students to get involved in activities such as the Graduate Student Government Association (GSGA) and Graduate Student Ambassadors.

Graduate Admissions and Recruitment

The Graduate Admissions Office serves as a central hub for coordinating and supporting all aspects of the graduate admissions process. The office works in close collaboration with academic departments, faculty, and university leadership to ensure a fair, efficient, and student-centered admissions experience.

Key responsibilities include:

- supporting recruitment and outreach efforts by attending events and providing prospective students with accurate information about graduate programs and application procedures
- managing the receipt, processing, and organization of all application materials, including transcripts, test scores, and letters of recommendation

- maintaining the graduate application system and CRM (e.g., Slate), ensuring that accurate data is accessible to faculty and staff for evaluation and reporting
- reviewing applications to confirm they meet institutional and program-specific admissions criteria, often in consultation with program faculty
- issuing formal admissions offers and tracking the fulfillment of admissions conditions by accepted students
- acting as the primary point of contact for applicants, faculty, and staff throughout the admissions cycle
- participating in the development and implementation of admissions policies and procedures
- providing training and support to faculty and staff on admissions systems and best practices
- analyzing admissions and recruitment data to enhance processes and support institutional enrollment goals

The office plays a vital role in upholding transparency, equity, and academic standards across all graduate admissions processes.

Graduate Program Director Roles and Responsibilities

The Graduate Program Director serves as the primary point of contact for the graduate program. In this capacity, the Program Director is responsible for:

- promoting excellence in graduate education at the program and department level
- advocating for graduate students in the program
- recruiting graduate students in collaboration with Graduate Admissions
- monitoring the academic progress of students throughout their program of study
- acting as the liaison between the program faculty and students, and the School of Graduate Studies staff and administration
- representing the program on graduate committees and meetings
- informing students and faculty of Graduate School policies
- aligning program and departmental policies with those established by the Graduate School and Graduate AP&P
- communicating events, opportunities, and workshops relevant to faculty, staff, and students
- managing the review of applicants to the program
- initiating changes to the graduate curriculum and shepherding proposals through the Graduate AP&P approval process
- submitting necessary forms and approvals related to graduate student programs of study
- nominating graduate students for awards, fellowships, and assistantships

- designating a program Senator and Alternate Senator to GSGA either through nomination or an election process
- fulfilling other duties related to graduate education as assigned by the department chairperson

Graduate Admissions

The first encounter the student has with Appalachian State and the Graduate School typically happens during the admission process. Graduate program directors are responsible for connecting with the Graduate Admissions team to coordinate admission requirements, application review processes, and program application deadlines. New program directors will be contacted to receive application system training.

Once access is granted and training has been completed, you can bookmark the [Slate webpage](#) to review applications or make admissions recommendations. It is important to remember that programs make recommendations regarding the admission status of each applicant, but the Graduate School verifies and makes the official admission decision for each graduate program.

Individuals who apply for admission to the School of Graduate Studies, if accepted, may be admitted in one of two categories: regular admission or provisional admission, as described below. A student must complete degree requirements within seven years of being admitted or the admission expires.

Regular Admission

To be considered for regular admission the applicant must meet or exceed any graduate school and program specific requirements for admission.

Meeting admission criteria does NOT guarantee admission to any program; programs also consider other factors, such as recommendation letters, supplemental materials, and size and quality of the applicant pool. The program director may request that a student's GPA in the most recent 60 hours of graded coursework completed be used in place of the GPA in the last earned degree.

A student whose undergraduate degree is in another discipline but who shows evidence of potential success in the desired program may be required to take additional prerequisite courses. Please see requirements for specific degree programs.

Provisional Admission

With a recommendation from the program director or departmental chairperson of the admitting program, provisional admission may be granted to a student whose application materials do not

meet the criteria for regular admission, but who has commensurate work experience or alternative credentials. Provisionally admitted students are not eligible for university assistantships, fellowships, or tuition scholarships during their first semester of enrollment. Students admitted provisionally are considered probationary and must meet all requirements to earn good academic standing by the end of their first semester to proceed in the program. Students admitted provisionally are not eligible for a second probationary semester.

For more specific information regarding admission requirements, please refer to the Graduate Bulletin. Program admission requirements can also be found in the Bulletin.

Student Funding

Below are the most common types of funding available to our graduate students:

Graduate Assistantships

Assistantships are invaluable opportunities for students to work with faculty and staff to gain experience related to their field of study. Assistantships are meant to complement the academic experience of our graduate students.

All graduate assistantships are awarded each year by academic units and non-academic units on a competitive basis following a highly qualified student's nomination by their graduate program and using predetermined criteria, including but not limited to the applicant's academic record, test scores, recommendations, and other pertinent information. Graduate assistants may be classified by function or purpose and include teaching assistantships (GTAs/GTFAs), research assistantships (GRAs/GRAMs), and administrative assistantships (GAAs).

- **Graduate Teaching Faculty Associate (GTFA)**—Works with a faculty member to assist in the preparation or delivery of class/lab instruction and has faculty of record status and the primary responsibility of teaching a course. A graduate student must meet additional academic criteria to maintain GTFA status. A GTFA is not required to submit a web time entry electronic timesheet because pay is granted in equal stipend payments. However, the supervisor is required to track GTFA work hours and complete an evaluation at the end of each term.
- **Graduate Teaching Assistant (GTA)**—Works with a faculty member to assist in the preparation or delivery of class/lab instruction, grading, etc. A GTA is not required to submit a web time entry electronic time sheet because pay is granted in equal stipend payments. However, the supervisor is required to track GTA work hours and complete an evaluation at the end of each term.

- **Graduate Research Assistant (GRA)**—Duties include research related tasks such as field work, lab work, theses/dissertations, etc. A GRA is not required to submit a web time entry electronic time sheet because pay is granted in equal stipend payments. However, the supervisor is required to track GRA work hours.
- **Graduate Research Assistant Mentee (GRAM)**—These awards are highly competitive and given to a faculty member, who in turn, hires the graduate assistant to work closely with a faculty member on a research project. The award is designed to fund the assistantship position for up to two years (four semesters), but it can be granted to different students each year if needed. A new GRAM assistantship form must be submitted each academic year. A student does not need to be identified by the faculty member prior to applying for a GRAM award. This type of assistantship is always Graduate School funded. A GRAM is not required to submit a web time entry electronic time sheet because pay is granted in equal stipend payments. However, the supervisor is required to track GRAM work hours.
- **Graduate Administrative Assistant (GAA)**—Job duties include the planning and implementation of events, the monitoring of social media accounts, and/or administrative or clerical tasks, often in a department office. The supervisor must track hours, and the student MUST submit a web time entry electronic timesheet every two weeks.

Fellowships/Scholarships

The Graduate School offers several scholarship and fellowship opportunities to support both graduate faculty and students.

The most common scholarship is the North Carolina Tuition Scholarship. Though the funding is limited, it supports out-of-state students to cover a substantial portion of their out-state differential tuition. This scholarship is available for the fall and spring semesters, and the students must maintain certain criteria to be eligible for the funding. For this criteria and a list of other funding opportunities, visit these webpages:

- [The Graduate School Financial Support webpage](#)
- [The Graduate School Scholarships and Fellowships webpage](#)
- [The Graduate School Graduate Assistantships webpage](#)

Funding for Travel, Research, and Creative Projects

The majority of the funding available to support graduate student travel, research, and creative projects is supported by funds allocated by the Graduate Student Government Association (GSGA). Awards are given for purchase of research/creative project materials or for travel to a

conference or professional development opportunity. More detailed information can be found on the [GSGA Awards webpage](#).

Health Insurance

In 2010, the UNC Board of Governors mandated that all students registered for 6 hours or more on campus must provide proof of "acceptable" health insurance or be automatically enrolled in and billed for health insurance. More information about the current student health insurance policy option can be found on the [Student Health Service website](#).

The Program of Study

The Program of Study is the set of courses and requirements for a student to complete a degree, certificate, or a minor. All programs of study are listed in the [Graduate Bulletin](#). A student's catalog year identifies the edition of the bulletin in which they were enrolled.

[DegreeWorks](#) is our degree audit and advising software platform. It allows students, faculty, and advisors to view student records, course grades, and progress toward degree.

DegreeWorks Tips and FAQs

How do I find students in DegreeWorks?

The search features in DegreeWorks allow you to search for a student based upon Banner ID, and the advanced search features allow you to search for students by other attributes such as name, degree level, program of study, etc.

Note that students from academic years prior to 2009 are not listed in DegreeWorks.

Students who are admitted but not yet registered for classes will not show in DegreeWorks.

What should I see when I look at a student's audit?

DegreeWorks displays a student's program of study audit worksheet based on the program and course information in Banner and on the curriculum scribed in DegreeWorks.

For degree-seeking students, you should see a degree block and a major block, and a concentration block if your major requires a concentration. For certificate-seeking students, you should see a certificate block and a specific certification requirements block.

Please note that program requirements that are not course-based, such as comprehensive exams or admission to candidacy, and product of learning are only updated in DegreeWorks when the final graduation audit is performed. You can use the “notes” feature in DegreeWorks to indicate when the completion of these requirements was sent to the Graduate School.

The student is in multiple programs (concentrations, majors, certificates), but I only see one listed.

Each program is listed on a separate audit screen. To change screens use the **Degree** picklist near the top of the screen. If the second program is not there, contact graduaterecs@appstate.edu.

I see several special categories of courses at the bottom of the audit. What are those?

Any or all of the following may appear at the bottom of the audit:

- **Fallthrough/Electives Counted if Required:** Courses that are counting as additional electives over the minimum required for the program.
- **Not Counted:** Courses that do not have passing grades (U, F, SP, UP, IP, I).
- **In-progress:** Any course currently for which the student is currently enrolled or pre-registered. Note that these courses may also appear as placeholders to fulfill degree requirements in other sections of the program of study.
- **Over the Limit:** Courses that violate a program of study requirement, such as limits on dual-listed courses, independent studies, selected topics courses, or C-level grades.
- **Exceptions:** Customizations applied to the student's program based on submitted program of study information.
- **Notes:** Any comments made by the advisor, program director, or Graduate School, such as undergraduate prerequisites or intentions to take transfer credits.

I want to make a note in DegreeWorks. Can I do that?

To add a note to a student's record, click on the three dots near the top right of the screen. Select **Notes** from the options given.

Can I get a term-by-term listing of courses taken from DegreeWorks?

Use the **Class History** link at the top of the audit by selecting the three dots near the top right of the screen when viewing a student's audit record.

How do I refresh a Student's Audit Record?

To refresh a student's audit record to see any recent changes that have occurred since you logged into DegreeWorks, choose the circular arrows icon near the top left of the audit screen.

What if the major, concentration, certificate, or minor is listed incorrectly?

DegreeWorks is a front end for information in Banner, so DegreeWorks displays only what is recorded as the official program(s). The information is updated each night, and changes made today will be available for view tomorrow.

Updates to a student's DegreeWorks record can be made using one of several forms on our Graduate School [Forms Page](#). If you have questions about which form to use for a particular purpose, please contact the Graduate School for instructions.

What if the student is using transfer credit to satisfy some requirements, but I don't see where transfer credit is displayed?

Transfer credit will be entered into Banner (and thus in DegreeWorks) once an official transcript showing acceptable grades has been received by the Graduate School.

What if I see an error in the audit?

Notify the Graduate Records staff (graduaterecs@appstate.edu) with specific information including the student's name, major, Banner ID, and where on the audit that the error was noticed.

Internship, Practicum, Field Experiences

For the purposes of the discussion below, "internship" means any credit bearing experience that is internship, practicum, and field experience coursework.

EVERY student seeking internship credit will need to be entered into the [Internship Inventory](#). Once all approvals are obtained—which the inventory handles electronically—the Graduate School will register the student.

All students in these types of courses are billed a nominal liability insurance fee. This is true even if the work is on our campus.

If you are unfamiliar with using the internship inventory, there are some tips included at the bottom of this page. Please note that there are people identified in each department with access to enter data; in addition, there is at least one person in each department who is the designated signatory for approving internships.

Handling issues where the student's internship does not fit within one semester (and the program is not enrolled in an annual coverage plan):

- The internship will start a week or two earlier than the start of the semester: No action is necessary in this case.
- The internship will end a week or two later and will end before the next semester begins: The faculty supervisor should contact the internship insurance processor in Business Affairs to arrange for the student's name to be added to the roster for the next semester (no cost to the student). Extensions into the next semester or term cannot be handled in this manner.
- The internship will need to run a few weeks into the next term or semester, BUT NOT the entire next term: The faculty supervisor should contact the insurance processor in Business Affairs to arrange for the student to be billed again for the insurance coverage. Registration is not necessary in this case, but the liability insurance charge is necessary.
- The internship experience will run two or more semesters: The student should be enrolled in internship credit in all of the semesters of the internship. An incomplete does NOT cover the student.

Bottom line: if you have a student doing an internship for more than one semester, it is best to split the credits between the semesters when the student will be in the field.

Other Rules that apply

We can no longer grant retroactive enrollment in internships. For example, if you have a student who did an internship in a previous term and "forgot" to register, it will be too late to register now. NO EXCEPTIONS (according to the university attorney).

If the internship is for the entire summer, choose Summer I as the term, but be sure to indicate in the Internship Inventory notes that the student is enrolling for the "SUMMER SEMESTER" - Summer I + Summer II. There is no need to do separate internships for Summer I and Summer II.

Using the Internship Inventory

The [Internship Inventory](#) is an online tool for submitting information related to a student's experience. Faculty and staff granted access to input data will enter the following:

- Student data (banner ID, email, address, major)
- Emergency contact information (often a spouse or parent)
- Internship TYPE (NEW!). We now have to report internship enrollment types using the General Administration's definitions.
- Timeframe and location of the internship (the state is of particular importance, and in the future some states may not be allowable)
- Course information (prefix, number, credits)
- Agency/supervisor (the agency information must be there before the Graduate School will approve, but the supervisor can be TBA if needed)
- Faculty instructor of record (the Graduate School cannot approve and the Registrar's Office cannot register the student without a specific faculty name)
- Uploads of any additional documentation (the final signed document can be uploaded later)

Once all internship information is entered and the appropriate approvals are received, the Graduate School will register the student in the course.

A couple of pointers specific to graduate internships

- The student must be in good standing with room in their schedule to fit the hours. Overload forms are still required if the student will go over 12 hours by adding the internship.
- The faculty instructor of record must be a graduate faculty member (regular or affiliate).
- If the internship is with an agency that you have an affiliation agreement (on file with the University Attorney) with, please NOTE that in the inventory (the notes feature is at the bottom of the page). If you are unsure, please check with the Office of the General Counsel to determine if there is an agreement on file.

- If the internship is with an agency that you do NOT have an affiliation agreement with, please be sure to upload a signed agreement as soon as possible but no later than the end of drop/add date.

Special Courses—Independent, Individual, Selected Topics, and Graduate Research

The Graduate School assists students with registration in all special courses, including Individual Study, Independent Study (5500/6500/7500), Selected Topics courses (5530-49/6530-49/7530-49), Graduate Research (5989/7989), and others, including thesis/dissertation courses. The special course form is found in the [Forms section](#) of the Graduate School website. Please note that there is policy specific information regarding each of these courses. Refer to the [Graduate Bulletin](#) for more information.

Graduate Students and Academic Standing

Probation Status

Unless otherwise restricted by their program, graduate students who do not maintain a cumulative grade-point average of at least 3.0, but have passed all coursework, will be granted one semester of probationary status to bring the GPA up to 3.0 or better. Failure to achieve a cumulative GPA of 3.0 or better following a semester of probation will result in suspension from the Graduate School.

- A student can have only one probationary term prior to being suspended from the Graduate School. If the student was admitted provisionally, the first term counts as the probationary term.
- A student enrolled under probationary status cannot hold a graduate assistantship, fellowship, or NC Tuition Scholarship.
- Course work reported “Incomplete” must be completed within the probationary semester. A student cannot be removed from probation while “Incompletes” remain on their academic record.

Suspension

Appalachian reserves the right to exclude, at any time, a graduate student whose performance is unsatisfactory or whose conduct is deemed improper or prejudicial to the best interest of the University. Graduate students who do not achieve a cumulative grade-point average of at least

3.0 following a probationary semester are suspended from the Graduate School and cannot register for classes without a written retention plan and the approval of the Dean of the Graduate School.

If a student has received four C-level grades (including C-, C, C+) or if a graduate student receives a grade of “F” or “U,” the student is suspended and may not continue in the Graduate School without a retention plan and the approval of the Dean of the Graduate School. In no case may a graduate student be permitted to repeat more than one course to improve the grade, and the student who receives a second grade of “F”, “U”, “WF” or “WU” may not continue toward the graduate degree under any circumstances and will be permanently dismissed from the Graduate School. A transfer course may not be used to substitute for a course in which a student earned a grade of “F” at Appalachian.

Programs wanting to retain a suspended student must submit a retention plan for the student to the School of Graduate Studies. This plan is an agreement among the student, program, and the Graduate School outlining the conditions for continued probation from both the program and the Graduate School. The retention plan should include the following:

1. Term of probation requested
2. The program’s reason(s) for retaining the student
3. Conditions/requirements of the program for the student during the probationary period

How to request (or deny) a term on probation for a student who has been suspended:

1. If the student is suspended and clearly capable of recovering in ONE semester, then the department can request a term on probation. Keep in mind that only one probationary term will be granted, and that anyone who was admitted provisionally already used their probationary term in the first term.
2. Programs should use the [Probation Contract](#) to request the probationary period and to lay out an action plan for the student. Provide a brief rationale for the request, making sure to specify during which term the student will be probationary (summer terms can count individually or be combined as one semester—that is up to the department).

A probationary term IS NOT guaranteed and must be requested. Probation contracts must be received by the Graduate School’s Associate Dean and approved before the student can be reinstated into the program and registered for classes.

Note: Suspensions based on academic standing are processed at the end of each term. Grades changed during the term (by the course instructor or as a result of an Incomplete rolling to a F or U) will not impact academic standing until the end of the term in which it was changed.

Dismissal (Permanent Suspension)

Depending on the student's academic record, a student who has either been previously suspended, or has received multiple Failing/Unsatisfactory grades, is Permanently Suspended from Graduate Study. Students who are permanently suspended must submit a new graduate program application and be accepted to continue graduate study at Appalachian. Acceptance is not guaranteed and must be approved by both the program and the Graduate School. If admission is granted, the new program must address the student's previous suspension and conditions for academic achievement with the Associate Dean before the student's first term in the new program.

Other Considerations Related to Academic Standing

Please be aware of the following restrictions on students under probationary/suspension status:

Students may not hold a graduate assistantship, NC Tuition Scholarship, or graduate fellowship; those resources require that the student be in good standing. Student temporary employment may be possible, depending upon the funding source.

Students are not automatically considered to be making adequate academic progress, and so the students may need to work with financial aid to submit a petition requesting to restore any loans or grants.

Students admitted provisionally are beginning their academic program in a probationary term.

Graduation and Commencement

Applying, graduation audits, and degree posting

Students must apply to graduate through their AppalNet account by the deadlines found on the [Graduation section](#) of the Graduate School website. The initial deadlines are the last working day of February (Spring), June (Summer), and September (Fall). This application prompts the Graduate School to do a pre-audit of the student's program and send an email listing all shortages.

Please tell students to apply to graduate and to check their appstate.edu emails for updates.

Note: if a student wishes to postpone their intended graduation term after they have applied, they should send an e-mail to graduaterecs@appstate.edu to remove the original application before submitting a new graduation application for the updated term. Students' programs are checked

again after the official date of graduation. Degrees will be posted to Banner after grades roll and final GPAs are updated.

Students must submit a graduation application for each program (degree, certificate) of which they intend to complete. If a student owes money, the Graduate School cannot release diplomas and the Registrar will not send transcripts until the account is cleared up.

Other Helpful Resources

[Cratis D. Williams School of Graduate Studies](#)

[Graduate Assistant Handbook](#)

[Graduate Assistant Training Portal - AsULearn Projects site](#)

[Graduate Bulletin](#)

[Graduate Faculty Information](#)

[Graduate Student Information- Includes information helpful for new and returning students](#)

[Graduate Student Information Center - AsULearn Projects site](#)

[Graduate Student Life- Events Page](#)

[IRAP- Form for Requesting Access to Datasets and Dashboards \(Eligible to Enroll Report\)](#)

[Office of Graduate Admissions](#)

[Thesis and Dissertation Handbook](#)