

Admissions, Graduate Assistantships and Degrees Committee
Statement of Criteria and Policies
(As approved by the Graduate Programs Council
on 03/27/2006)

SECTION I: ADMISSIONS

A. Admissions Policies

It is the policy of Christopher Newport University to admit graduate students whose ability and preparation indicate potential for success in the programs offered. Admission to graduate study is competitive and based upon a careful review of each applicant's academic and professional qualifications. Students may be admitted to the University for full or part-time study beginning the fall or spring semesters or prior to any summer session. Applicants are encouraged to apply well in advance of the term in which they wish to attend. Because CNU is an equal opportunity, coeducational university, admission is not based upon race, sex, handicap, age, veteran status, national origin, religion, or political affiliation.

The decision to admit an applicant to graduate studies at Christopher Newport University is determined by the graduate faculty members in the appropriate academic department or departments. The Office of Graduate Studies collects the application materials, passes the documentation on to the department(s) for a decision of admission, receives the decision from the departments, and forwards the decision to the Office of Admissions.

Degree-seeking Status

Applicants approved to participate in a graduate program leading to a master's degree will be admitted as degree-seeking students. Students planning to use financial aid must be admitted under this status. A degree-seeking student will, upon acceptance, be assigned a graduate faculty advisor to assist the student to formulate a plan of study.

Non-degree Status

Applicants approved to take graduate courses apart from any program leading to a graduate degree may be admitted as non-degree students to a program. Such students earn academic credit in the same way as degree-seeking students, and prerequisites for individual courses must be met unless excused by the Program Coordinator. Credit received as a non-degree graduate student may be applied to a graduate degree if and when the student becomes a degree-seeking graduate student. A non-degree student may enroll in and receive credit for only the approved number of credits by the specific program. Non-degree students are not eligible for financial aid. A maximum of twelve credits may be earned while in non-degree-status with the exception of those earning certificates.

Changing From Non-degree to Degree-seeking Status

A non-degree student must submit to the Office of Admissions the form Request for Status Change to Degree-seeking Status, the fee of \$40.00, and all required

documentation for degree-seeking status within a specific master's degree program in order to petition for the change in status. The amount of credit received as a non-degree student that is applicable toward a graduate degree will be determined by the Program Coordinator at the time the student changes to degree-seeking status.

Application Deadlines

The application deadlines for degree-seeking students are May 1 and November 1 for the fall and spring semesters, respectively, and April 15 for the summer session. After these deadlines, applicants may apply to enter, but may be admitted as non-degree students. Application deadlines for international students are April 15 for fall semester, October 15 for spring semester and March 1 for summer session.

DEGREE-SEEKING ADMISSION

An applicant pursuing degree-seeking status must present the following credentials:

1. An official transcript indicating the successful completion of all requirements for a baccalaureate degree from a regionally accredited college or university and a minimum grade point average of 3.0 (on a 4.0 scale).
2. Official transcripts for all graduate work taken at other institutions.
3. Three letters of recommendation from persons able to judge the applicant's potential to complete the graduate program successfully.
4. Examination Scores. Refer to the master's degree program section for specific examination requirements.
5. Individual departments may impose additional requirements for admission.
6. Any other material which the applicant thinks is relevant to the admission decision is welcome.

Documentation Requirements

A student applying for admission as a degree-seeking graduate student must submit to CNU Graduate Admissions:

1. Completed Application Forms. Submit the Application for Admission to Graduate Study and, for Virginia residents, the Tuition Rate Determination Form.
2. Transcripts. Submit an official transcript from the college or university which awarded the baccalaureate degree and official transcripts for other graduate work. These transcripts must indicate the date of the applicant's graduation, the degree received and a complete list of courses taken and grades received. Prospective students may also wish to submit official transcripts of undergraduate work taken at other institutions. Programs require all graduate transcripts be submitted.
3. Examination Scores.
4. Three Letters of Recommendation.
5. Refer to the master's degree program section for specific or additional admission requirements.

Admission for International Students

Students from other countries with adequate preparation for graduate study are invited to apply for admission at Christopher Newport University. The University is authorized

under federal law to enroll non-immigrant alien students. Deadlines for applications from international students are given in the section on Application Deadlines.

International applicants who are not U.S. citizens are required to submit to Graduate Admissions:

1. An international student must apply to enter the University as a degree-seeking student and must submit the specific master's degree program admission documents.
2. Official, academic transcripts translated into English from all colleges and universities currently attending or previously attended.
3. Scores from the Test of English as a Foreign Language (TOEFL). Students whose native language is not English or students who have not received a degree from an institution in an English-speaking country must present a minimum score of 237 on the computer-based TOEFL or an equivalent score of 580 on the paper-based TOEFL.
4. A Financial Resources Statement and official bank affidavits guaranteeing that adequate funds are available for university study, prior to coming to the United States. Since the University is a state-supported institution, it cannot provide financial aid to international students.

Evaluation of International Credits

International students must seek the assistance of World Education Services (WES) to have their education credentials evaluated. WES will prepare an objective, analytical report that describes the credentials and interprets them in terms of their U.S. equivalents. Visit the web site at <http://www.wes.org>, or contact WES at info@wes.org, or call 1-800-937-3895.

NON-DEGREE ADMISSION

The University recognizes its obligation to students whose interests may not necessarily be served through immediate participation in the University's graduate degree programs. To meet this need, the University permits such individuals to enroll with a non-degree status. Non-degree students may be in several categories:

1. Students who, at the time they enroll, do not wish to pursue a degree program, e.g., certain teachers who are taking a course for recertification purposes.
2. Students whose prior academic records indicate that they would benefit by taking appropriate courses before they commit themselves to a degree program.
3. Students who want to earn academic credit applicable to a degree from another college or university.

Non-degree students earn academic credit in the same manner as degree-seeking students, and they must meet prerequisites for individual courses unless excused by the Program Coordinator.

Applicants seeking non-degree status must present the following credentials:

1. An official transcript indicating the successful completion of all requirements for a baccalaureate degree from a regionally accredited college or university and a minimum grade point average of 3.0 (on a 4.0 scale).
2. Official transcripts for all graduate work taken at other institutions.
3. Any licensed Virginia teacher who desires to enroll in a course for re-licensure or continued professional development may do so in a non-degree status and, as such, does not need to furnish an official baccalaureate transcript.

A non-degree student may not enroll in and receive credit for more than 12 graduate credits. Credit received as non-degree graduate student may be applied to a graduate degree if and when the student becomes a degree-seeking graduate student. The amount of credit received by non-degree student that is applicable toward a graduate degree will be determined by the Program Coordinator at the time the student changes to degree-seeking status.

Documentation Requirements

A student applying for admission as non-degree graduate student must submit to CNU Graduate Admissions:

1. Completed Application Forms. Submit the Application for Admission to Graduate Study and, for Virginia residents, the Tuition Rate Determination Form.
2. Transcripts. Submit an official transcript from the college or university which awarded the baccalaureate degree and official transcripts for other graduate work. These transcripts must indicate the date of the applicant's graduation, the degree received and a complete list of courses taken and grades received.

B. Program Admission Requirements

1. Master of Arts in Teaching (MAT)

- a. A baccalaureate degree from a regionally accredited college or university with a minimum grade point average of 3.00 on a 4.00 scale.
- b. An official transcript from the baccalaureate institution and official transcripts for all graduate work taken at other institutions.
- c. Three letters of recommendation. These must be from professional educators who have observed the applicant's teaching or from professors who can attest that the applicant is likely to be able to be successful in graduate level academic work. All recommendations must arrive in unopened envelopes with the reference's signature across the envelope flap.
- d. Scores from the PRAXIS I with a minimum composite score of 532 from the Reading, Writing, and Mathematics subtests.
- e. Submit a one-page typed essay describing the applicant's purpose for entering the teaching profession.
- f. MAT students select an endorsement area from one of the following:

Art	PK - 12
Biology	6 - 12
Computer Science	6 - 12

Elementary	PK - 6
English	6 - 12
French	PK - 12
History & Social Science	6 - 12
Mathematics	6 - 12
Music (Choral or Instrumental)	PK - 12
Physics	6 - 12
Spanish	PK - 12
Theater	PK - 12

- g. Academic Prerequisites for Master of Arts in Teaching program:
For a list of the academic prerequisites refer to current CNU Graduate Catalog available on the CNU website at www.cnu.edu.
- h. Criteria for student admission into the Five Year Master of Arts in Teaching program:
- (1) Undergraduate cumulative GPA of 3.0 or higher.
 - (2) GPA in the student's major of at least 3.0.
 - (3) Submit one of the following exam scores:
 - (a) SAT Score of 1100 with at least 530 in Verbal and Math; OR
 - (b) ACT Score of a composite score of 24, with the ACT math score not less than 22, and an English plus Reading score no less than 46; OR
 - (c) PRAXIS I test results which show a minimum composite score of 532 from the Reading, Writing, and Mathematics subtests.
 - (4) Two letters of recommendation. One must be from a faculty member in the major who has taught or mentored the student in a major course or research project.
 - (5) A Program of Study for the five-year program approved by the student's advisor.
 - (6) Students apply for admission to a five-year program by February 1st of the junior year.

2. Master of Science in Applied Physics and Computer Science

- a. A baccalaureate degree from a regionally accredited college or university with a minimum grade point average of 3.00 (on a 4.0 scale) in the student's major undergraduate program.
- b. An official transcript from the baccalaureate institution, and official transcripts for all graduate work taken at other institutions.
- c. Three letters of recommendation. The letters are to be from people who can attest that the applicant is likely to be successful in graduate level academic work. All recommendations must arrive in unopened envelopes with the reference's signature across the envelope flap.
- d. Scores from the Graduate Record Examination (GRE) General Test taken within five years prior to the date of admission. A GRE score at or above 950 cumulative on the Verbal and Quantitative sections is required, and a score at or above 1000 is highly desirable. GRE scores are used as one of several indicators of the applicant's ability to succeed in graduate studies. For those applicants already holding a master's degree, the GRE may be waived by

- permission of the Director of Graduate Studies. A letter to the Director of Graduate Studies requesting a waiver is required.
- e. International applicants from non-English speaking countries must submit their TOEFL scores.
 - f. Academic Prerequisites for Master of Science in Applied Physics and Computer Science program:
For a list of the academic prerequisites refer to current CNU Graduate Catalog available on the CNU website at www.cnu.edu.
 - g. Criteria for student admission into the Five Year BS/MS in Applied Physics and Computer Science program:
 - (1) Undergraduate cumulative GPA of 3.0 or higher.
 - (2) GPA in the student's major of at least 3.0.
 - (3) Submit one of the following exam scores:
 - (a) A minimum SAT Score of 1100; OR
 - (b) ACT Score of a composite score of 24, with the ACT math score not less than 22, and an English plus Reading score no less than 46; OR
 - (c) A Graduate Record Examination (GRE) General Test combined score of 950 for Verbal and Quantitative sections is required, and a score of 1000 or above is highly desirable. The GRE scores are used as one of several indicators of the applicant's ability to succeed in graduate studies.
 - (4) Two letters of recommendation. One must be from a faculty member in the major who has taught or mentored the student in a major course or research project.
 - (5) A Program of Study for the five-year program approved by the student's advisor.
 - (6) Students apply for admission to a five-year program by February 1st of the junior year.
4. Master of Science in Environmental Science
- a. A baccalaureate degree from a regionally accredited college or university with a minimum grade point average of 3.00 and a course grade point average of at least 3.00 on a 4.00 scale.
 - b. An official transcript from the baccalaureate institution, and official transcripts for all graduate work taken at other institutions.
 - c. Three letters of recommendation written by persons qualified to judge the applicant's potential to complete the graduate program successfully. All recommendations must arrive in unopened envelopes with the reference's signature across the envelope flap.
 - d. Scores from the Graduate Record Examination General Test taken within five years prior to the date of admission. A GRE score at or above 950 cumulative on the Verbal and Quantitative sections is required, and a score at or above 1000 is preferred. GRE scores are used as one of several indicators of the applicant's ability to succeed in graduate studies. For applicants already holding a master's degree, the GRE may be waived by permission of the Director of Graduate Studies. A letter to the Director of Graduate Studies requesting a waiver is required.

- e. Academic Prerequisites for the Master of Science in Environmental Science program:
For a list of the academic prerequisites refer to current CNU Graduate Catalog available on the CNU website at www.cnu.edu .
- f. Criteria for student admission into the Five Year BS/MS in Environmental Science program:
 - (1) Undergraduate cumulative GPA of 3.0 or higher.
 - (2) GPA in the student's major of at least 3.0.
 - (3) Submit one of the following exam scores:
 - (a) A minimum SAT Score of 1100; OR
 - (b) ACT Score of a composite score of 24, with the ACT math score not less than 22, and an English plus Reading score no less than 46; OR
 - (c) A Graduate Record Examination (GRE) General Test score with combined score of 950 for Verbal and Quantitative sections is required, and a score of 1000 or above is preferred. The GRE scores are used as one of several indicators of the applicant's ability to succeed in graduate studies.
 - (4) Two letters of recommendation. One must be from a faculty member in the major who has taught or mentored the student in a major course or research project.
 - (5) A Program of Study for the five-year program approved by the student's advisor.
 - (6) Students apply for admission to a five-year program by February 1st of the junior year.

C. Periodic Review of Admissions Policies

- 1. Each program coordinator, in consultation with the faculty members teaching in the program, will review the program's admission policies and criteria and will submit a written report of their conclusions and recommendations to the Admissions, Graduate Assistantships and Degrees Committee during the third year of the program's five-year program review cycle. Such written report of each program's admission policies shall also be included in each program's normal five-year program review.
- 2. The Admissions, Graduate Assistantships and Degrees Committee will review such reports to determine if each program's admission policies and criteria are proper and if each program is following the set standards. The Committee will forward such reports, along with its recommendations, to the Graduate Faculty Council for its action.
- 3. The Admissions, Graduate Assistantships and Degrees Committee reserves the right to review such program policies and criteria at any other time for cause.

SECTION II: GRADUATE ASSISTANTSHIPS

A. Terms.

- 1. Amount of money to be determined each year.
- 2. Hours of work required per week: based on the amount of the stipend (1/4 time would be 10-12 a week)

3. Course load: a recipient must be enrolled for a minimum of six and a maximum of nine credit hours/term.
4. Length of time a graduate student may receive an assistantship: a combination of four semesters and two summers in a two year period.
5. Types of assistantship activities:
 - a. Teaching and/or related activities;
 - b. Research and/or related activities;
 - c. Administration (e.g., of tutorial programs).
6. Additional employment cannot exceed 10 hours per week (1/4 time) without prior approval of the Director of Graduate Studies. If the assistantship requires 20 hours per week (1/2 time) then there can be no outside employment without prior approval of the Director of Graduate Studies.

B. Procedures.

1. The Director of Graduate Studies will notify Program Coordinators of the amount of assistantships available for the next academic year.
2. Assistantships are to be awarded from applications submitted directly to the Program Coordinators.
3. Deadlines for receipt of applications will be announced by the Office of Graduate Studies.
4. Program Coordinators will notify the Director of Graduate Studies of the names and social security numbers of the recipients, the amount of the assistantships, and the duration of the assistantships.
5. The Program Coordinator (or appropriate committee) will inform recipients and non-recipients. The recipients will be responsible for completing all paperwork required by the Office of Human Resources. The Associate Director of Graduate Admissions and Records will coordinate with the Office of Human Resources for the assistantship recipients.
6. As long as the applicants satisfy the requirements for all graduate assistantships and the additional requirements for graduate teaching assistantships, the individual program will be allowed to determine how recipients are selected.

C. Criteria.

1. Graduate Status. Degree-seeking status with no provisional limits and enrolled in a minimum of six and a maximum of nine credit hours in the semester of the award;
2. Examination Scores as required by the degree program;
3. Graduate Grade Point Average;
4. Undergraduate Grade Point Average;
5. Two letters of reference;
6. Provide an essay explaining how the award will further career goals.
7. Those applying for graduate assistantships that involve teaching activities must have earned 18 graduate credits in the content area of teaching. The Graduate Program Coordinator would be responsible for verifying that the credits are in the content area, and that the graduate program develops a system of mentoring/monitoring the graduate teaching assistants. Graduate Assistants engaged in assignments such as assisting in laboratory sessions; attending or

- helping prepare lectures, grading papers, keeping class records, and conducting discussion groups need only satisfy criteria 1 through 6 and all terms 1 through 5.
8. Graduate Assistants engaged in other than the assignments mentioned above (7.) must be under the direct supervision of a faculty member experienced in the teaching discipline;
 9. Graduate Assistants involved in teaching activities must receive in-service training prior to each teaching assignment;
 10. Graduate Assistants involved in teaching activities must be evaluated at the end of each teaching assignment by the supervising faculty member; and
 11. Graduate Assistants involved in teaching activities for whom English is a second language may be appointed only when the TOEFL test of written English and a standardized test of spoken English, or other appropriate measures, indicate the appointment is appropriate.
 12. The administrative oversight of teaching assistant criteria will be the Graduate Programs Council or its designated committee.

SECTION III. Degrees

A. Summary of Minimum Requirements for a Master's Degree

1. Successful completion of minimum hours of the master's degree program course work;
2. An overall graduate grade point average of 3.00 in all CNU courses submitted for graduate credit (no more than two grades of C);
3. Registration and timely petition for candidacy prior to the final semester;
4. Successful completion of the comprehensive examination;
5. Successful defense of a culminating project, portfolio, or thesis and presentation of the appropriate number of approved copies to the Graduate Studies Office by the published deadline.