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| For Academic Affairs and Research Use Only |
| CIP Code:  |  |
| Degree Code: |  |

**Bulletin / Banner Change Transmittal Form**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to curriculum@astate.edu for inclusion in curriculum committee agenda.

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| Wayne W. Wilkinson | 3/14/2019 |

**Department Curriculum Committee Chair** |

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| Julie Lamb Milligan 3-26-19 | Enter date |

**COPE Chair (if applicable)** |
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| Kris D. Biondolillo | 3/14/2019 |

**Department Chair:**  |

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| Mary Jane Bradley | 3/27/2019 |

**Head of Unit (If applicable)**   |
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| Wayne W. Wilkinson  | 3/25/2019 |

**College Curriculum Committee Chair** |

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**Undergraduate Curriculum Council Chair** |
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| Mary Jane Bradley  | 3/25/2019 |

**College Dean** |

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**Graduate Curriculum Committee Chair** |
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**General Education Committee Chair (If applicable)**   |

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**Vice Chancellor for Academic Affairs** |

**1.Contact Person** (Name, Email Address, Phone Number)

John D. Hall, Ph.D., jhall@astate.edu, 3041

**2.Proposed Change**

To change the deadline spring semester calendar date for completed graduate applications to the Ed.S. School Psychology Track in the Department of Psychology and Counseling in the COEBS from April 15 to an earlier date that is February 15.

**3.Effective Date**

Fall Semester 2019

**4.Justification –** *Please provide details as to why this change is necessary.*

The current deadline calendar date of April 15 for graduate applications to the A-State Ed.S. School Psychology Track is too late in the academic year especially in terms of securing the most qualified applicants to the nationally approved (NASP Approved) program of study.

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)- New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font). - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)*You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.**Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

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d. Four letters of appraisal and recommendation from persons qualified to speak with authority about the applicant’s professional abilities and personal characteristics. At least two of these letters must come from faculty in the applicant’s most recent academic program of study. When the applicant has not completed that program of study, a statement of status in that program also is required. 3. Graduate Admissions reviews the application file and, if applicant qualifies for admission to Graduate Programs, forwards the file (including all materials listed above) to the appropriate Program Coordinator in the Department of Psychology and Counseling. 4. The appropriate Ed.S. Program Committee reviews the application file. This committee evaluates all materials submitted by the applicant and decides whether the applicant has the essential qualities to warrant an interview with the Committee. 5. Applicants who qualify for an interview appear before the Committee, which then decides whether the applicant meets program requirements and expectations. If an applicant is approved for admission to the program, the committee sets any conditions of admission and appoints an academic adviser.

NOTE: The school psychology track only accepts students in the fall semester of each semester of each academic year. Therefore, individuals who are applying for acceptance into the school psychology track of the program must submit their entire application to Graduate Admissions **by February 15**. ~~no later than April 15~~. The clinical mental health counseling track admits students by cohorts during the fall and spring semesters. Each student is required to commit to a full-time or part-time program of study determined in consultation with an assigned advisor at the time of enrollment. Deadlines for application materials are April 15th for the fall semester and October 1st for the spring semester.