



# WCU Graduate Program Director Handbook 2008 – 2009

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GRADUATE  
SCHOOL  
*and* RESEARCH  

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*Graduate School*

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## **SECTION I: INTRODUCTION**

On behalf of the Graduate School, thank you for your willingness to serve as a graduate program director. Taken from a variety of sources, the information in this manual provides an overview of the issues you will face as program director. The most important resources for you will be your fellow program directors, your department head, your academic dean, the graduate catalog, the Graduate School web page, and the Graduate School staff.

Please do not hesitate to contact the Graduate School with any questions or comments. A complete “Who to Call List” is available online <http://www.westerngrad.com/1036.asp>

### **Graduate School Mission**

Quality graduate education and active scholarship constitute the central mission of the Graduate School. We provide services and resources to promote an engaged and diverse community of scholarship. The Graduate School will advocate for graduate students, faculty, and programs to benefit the scholarly activities within the university and the region.

### **Graduate School Web Page**

The Graduate School web site ([westerngrad.wcu.edu](http://westerngrad.wcu.edu), or [www.westerngrad.com](http://www.westerngrad.com)) contains information of importance to graduate program directors and graduate students. The site includes information about Graduate Programs, Admissions (Application and Supplemental Materials), the Graduate Student Association, the Graduate Catalog, the Graduate Council, Current News and Events, Financial Aid and Expenses, Scholarships, Fellowships, and Housing. In addition, most of the forms used by the Graduate School are also available at the site.

Program directors should regularly review material on the site related to their programs and contact the Graduate School if updates are necessary.

### **Graduate School Catalog**

The Graduate School catalog is available online via the Graduate School web site. A limited number of catalogs will be printed each year. The catalog outlines all Graduate School policies and procedures. Graduate students operate under the catalog in effect when they were admitted. The Graduate School staff updates the catalog annually. Please contact the Graduate School if you have changes or comments about the catalog.

Most catalog changes (admissions standards, course descriptions, curricula, etc.) must be made via the university curriculum or policy review and approval process.

## SECTION II: GRADUATE PROGRAM DIRECTOR JOB DESCRIPTION

For a complete description of Academic Program Director Guidelines, see Academic Procedures and Regulations (APR) 1 available at the Office of the Provost (<http://www.wcu.edu/10132.asp>).

### **Job Description**

In general, the graduate program director (GPD) is the faculty member assigned by the dean or department head to oversee the administrative aspects of a graduate program within a college/school or department. For purposes of this document, 'Graduate Program Director' also includes those individuals designated as 'Program Coordinator.'

#### *Program Leadership*

The GPD is responsible for providing overall leadership for the program and its faculty, which may include the following: conducting periodic meetings of faculty to discuss programmatic and departmental issues; ensuring the flow of critical information between the department or school/college and all program faculty; and soliciting and submitting program budget requests to the department head.

#### *Curriculum Oversight*

The GPD is responsible for all modifications to the curriculum, which may include the following: submission of course/program modification forms such as AA-4s and AA-5s; course sequencing and scheduling; and development and maintenance of the program's curriculum guide.

#### *Faculty Recruitment, Load, and Evaluation (when appropriate)*

The GPD, in concert with the department head, is responsible for management of the program faculty, which may include the following: certifying and maintaining documentation related to faculty credentials; assigning courses, in concert with the department head, to achieve workload balance and to ensure adequate coverage for course offerings; conducting faculty searches; and when appropriate, providing feedback for tenure/promotion/rank decisions to department heads.

#### *Program Planning & Evaluation.*

The GPD is responsible for all program planning and evaluation activities, which may include the following: coordinating program goals and strategies from the departmental strategic plan; assessment of student learning outcomes including submission of the 5-year Program Assessment Plan and the annual Assessment Report; oversight of periodic program review including development and submission of the Program Portfolio and Program Development Plan; and when applicable, oversight of program accreditation.

#### *Student Recruitment and Retention*

The GPD is responsible for developing and maintaining materials and processes that promote recruitment and retention. Duties may include the following: creating and updating promotional brochures/literature, program website, catalog copy and degree checklist; providing text for letter generation to prospective students; oversight of all

program-affiliated student organizations and activities such as majors' clubs, honor societies, recognition events, etc.; and recruiting graduate students and making timely decisions on admissions (by checking the electronic folders in order to make an admissions decision about "completed" applications).

#### *Outreach*

The GPD is responsible for representing the academic program's interests in both internal and external endeavors, which may include the following: coordinating program advisory boards; serving as a liaison between the program and other campus constituencies; and participating in community events in which the program is represented.

### **Preferred Qualifications of Program Directors**

All GPDs *must* have a terminal degree and be qualified to teach in the content area. Ideally, academic program directors *should* be senior-level faculty with rank of Associate Professor or Professor in the content area. Junior faculty with rank of Assistant Professor and full-time, non-tenure track faculty can be appointed program director, but these appointments should be exceptions. Prior to the appointment of a junior-level or non-tenure track faculty to position of academic program director, the appropriate department head must submit a written justification statement to the college dean for approval.

### **Release Time for Program Directors**

When possible, department heads will attempt to accommodate the GPD's assignment through the service requirements of the faculty member's load. However, when the program size and duties require additional time, the option of release time can be considered. The amount of work required for one 3-credit course release should be equivalent to approximately ten hours per week. Program directors may be released by the department head with the approval of the dean from one class per semester, one class every other semester, or any combination of course release to accurately reflect the amount of work required for the position. There are program directors who do not have oversight of a degree program. Any release time and compensation for these individuals should be negotiated by the department head with the dean and approved by the provost.

### **Program Director Compensation Guidelines**

Department heads typically do not receive program director stipends unless they are also directing a distance learning program. The range of stipends is typically from \$600 to \$3,000 depending upon the size of the program and the duties required. Program directors who are 12-month employees are not eligible for program director stipends. \$3,000 is the maximum compensation given to any one program director regardless of resident or distance program, as well as any combination of the two. Stipends for distance learning program directors of certificate areas vary according to duties assigned and size of program. The dean of the college determines the stipend amount.

### **Relationship to Department Head**

The department head supervises and evaluates the position of GPD. Certain actions of the GPD, such as curriculum change, are submitted to the department head for approval and continued action.

### **Program Director Evaluation**

The department head shall consult with the departmental faculty annually to conduct an evaluation of the responsibilities of the GPD. These evaluations will be incorporated into the GPD's AFE and shared with the dean. In the case of interdisciplinary programs, the supervising department head shall receive input on the GPD's performance from all department heads involved in the academic program. In addition, the release time and compensation for GPDs should be reviewed annually by the department head or dean as appropriate.

### **Program Director Term**

GPDs serve at the will of the department head or dean as appropriate. GPDs generally serve for a minimum of three years. Continuation from year to year is dependent upon successful performance evaluated by the departmental faculty through the AFE process and department head.

### **SECTION III: GRADUATE PROGRAM DIRECTOR SPECIFIC DUTIES**

The list below provides many of the day-to-day activities of a WCU graduate program director.

- Serve as liaison between graduate program and the Graduate School
- Work in tandem with the Graduate School to recruit students
- Use the Apply Yourself (AY) prospect and recruitment modules for recruitment and admissions
  - Create/review program automated responses for AY prospect and admit communication
  - Answer inquiries from prospective students
  - Initially review applications and, when appropriate, convene the admission committee within the college/school or department
  - Provide timely decisions of acceptance or denial; in most cases, applications should not be held longer than seven days
  - Review application status reports and follow up with possible phone calls to applicants when appropriate
- Oversee advising of graduate students
- Keep file for each student in departmental office
- Work with the Graduate School and Registrar's Office in preparing degree audit
- Prepare and approve forms for transfer credit when appropriate
- Review and approve forms for substitutions to the degree program when appropriate
- Review and approve preparation of curriculum changes
- Review program material in the Graduate Catalog and online
- Oversee and approve preparation of tuition remission and scholarship forms
- Oversee thesis defense and comprehensive exam procedures
- Review and approve graduation applications
- Attend graduate program director meetings held by the Graduate School
- Facilitate scholarship requests that come from the Graduate School
- Communicate with Graduate Council representatives about issues facing graduate students
- Along with department head, manage graduate assistantship allocations for program
- Conduct annual review and evaluation of graduate assistants
- Approve students' thesis committees, in consultation with the department head

#### **Graduate Student Advising**

One of the most important functions of the graduate program director is advising. Although a student's advisor provides most of the advising, the graduate program director is often involved in the process, particularly during the early stages of their graduate education where a faculty advisor has not been selected. The graduate program director also maintains the graduate student records within the department and facilitates student registration.

## SECTION IV: GRADUATE ADMISSIONS

### Application Procedures

For a more detailed explanation of the ApplyYourself admissions system, see Appendix A: Apply Yourself Application Module.

1. The Graduate School processes all applications for graduate school: collecting the application, application fee, transcripts, test scores, letters of recommendation, and any supplemental materials.
  - a. Once an applicant submits an application, he or she is assigned a student identification number (92 number).
  - b. DO NOT give an applicant his or her 92 number, even if you have already recommended admission – tell applicants to wait until they receive their official letter, with 92 number from the Graduate School.** (see 3.b) 
2. GPD (and, if appropriate, the program’s admissions committee) reviews the materials and recommends admission (or waitlist or denial) to the Graduate School.
  - a. Admission is based upon the GPD recommendation, verification of receipt of required materials, and verification of meeting required university and programs standards.
3. The Graduate School sends the applicant an official admission or denial letter with the student’s identification number (92 number), advisor name, orientation information, and other newly admitted student information.
  - a. GPDs are sent copies of the official decision letter when that letter is sent to the applicant. In most cases, these letters are scanned to the program’s folder on the H drive.
  - b. Although program directors are encouraged to correspond with students during the application process, they should not make offers of admission without approval of the Graduate School.
  - c. Applicants cannot register until the Graduate School has processed their admission, even though they have 92 numbers assigned to them (at the time of application). If they receive their 92 numbers prior to official admission in Banner by the Graduate School, applicants often try unsuccessfully to register and contact GPD or the Graduate School, which detracts from expeditious processing of their (and other) applications.

### Admissions Categories

Persons applying for admission to the Graduate School, if accepted, may be admitted in one of several categories as described below:

#### *Regular Admission*

Students with a complete application file, who meet the established requirements for admission to the Graduate School and their degree programs, are granted Regular Admission. To qualify for Regular Admission, a student must have earned an overall grade point average of 3.0 on a 4.0 scale

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for the last 60 hours of undergraduate work, or a 2.85 on a 4.0 scale cumulatively. An applicant with a graduate degree does not have to meet the undergraduate grade point average requirement.

- Complete Application File
- Meets all requirements
- May be assigned specific co-requisite courses, depending upon prior degrees and background

#### *Provisional Admission*

Some graduate programs allow applicants with a complete application file who do not meet the formal requirements for Regular Admission to be granted Provisional Admission. To move from Provisional Admission to Regular Admission, part-time students must earn at least a 3.0 GPA in their first nine semester hours of completed graduate credit; full-time students must earn at least a 3.0 GPA in their first term of full-time graduate study (nine hours or more of completed graduate-level coursework). If provisionally admitted students fail to meet the requirements within the given amount of time as stated in their letter of acceptance, the offer of admission to the Graduate School will be withdrawn.

- Complete Application File
- Does not meet all requirements (i.e. insufficient standardized test score, lack of required pre-requisites)
- May be assigned pre-requisite courses, depending upon prior coursework and background
- One semester or nine hour limit

#### *Conditional Admission*

Some graduate programs allow promising students to take courses for one semester while they are completing their application file. To gain Conditional Admission, the applicant must provide evidence of holding a bachelor's degree by submitting with his or her application a transcript from a regionally accredited institution. By the end of the semester, the student who wishes to continue taking graduate courses must complete his/her application file. Once the file is complete, the student must be awarded Regular Admission, Provisional Admission, or be denied admission.

- Incomplete Application File (i.e. missing test score, a letter of recommendation, or final transcript)
- One semester limit
- Should be used rarely

#### *Non-Degree Admission*

Some programs allow students who wish to take one or more graduate courses for self-improvement, teacher licensure, or exploration of graduate degree program offerings to be granted Non-Degree Admission. Such students must show evidence that they hold a bachelor's degree by submitting an unofficial transcript from a regionally accredited institution.

Persons granted non-degree status who later decide to work toward a degree must petition for Regular Admission. Non-Degree students may request to become degree students by submitting the appropriate Graduate School form and all documents required by the program they wish to enter. Students should be aware that work completed in a special or non-degree status does not necessarily imply acceptance into a degree program.

Non-Degree students may not request transfer of credit from another institution. See Transfer Credit Policy for information about transferring credit from another institution to WCU.

### **Monitoring Students in Provisional and Conditional Categories**

Program directors should monitor students admitted to provisional and conditional admit categories. The Graduate School will also monitor these students and send reports to program directors. Students who do not meet provisions will be dismissed from the Graduate School. A Graduate School hold will be placed on the record of students who do not meet conditions.

### **Residency Requirements and Change of Residency**

Initial residency determinations are made based upon information the student provides at the time of application. To qualify for in-state residency, a student must be a legal resident of North Carolina; i.e., must have maintained a permanent place of residence in the state at least one year prior to the submission of the application for admission. Students who are active military or dependents of active military personnel stationed in North Carolina are given special consideration for in-state residency. North Carolina residents who do not yet meet the 12-month residency requirement but who are full-time North Carolina public school teachers or full-time UNC system employees may qualify for a waiver of nonresident tuition.

Any student who has been classified as an out-of-state student for tuition purposes can petition for in-state residency by completing a Residency application and providing the appropriate documentation. Residency applications may be obtained at the Graduate School website.

### **Special Student Categories**

#### *Transient*

Students enrolled at other regionally accredited graduate schools may be admitted temporarily to take a limited number of graduate courses to transfer to their respective institutions.

#### *Undergraduates*

In most cases, undergraduate students may not enroll in graduate-level courses for either undergraduate or graduate credit. Seniors may petition in writing to take courses at the 500 or 600 level only if they meet the eligibility requirements of the Graduate School. Enrollment must be approved in advance of registration, and an approved application must be on file in the Graduate School. If the application is approved, the senior will be expected to meet the same requirements for credit that apply to graduate students regardless of other conditions that may be specified. Exceptions include participating in the Four Plus One and similar approved advanced-placement programs.

### *International Students*

International students are granted Regular, Provisional, Non-Degree, or Transient admission to the Graduate School as appropriate in each case. Western Carolina University is authorized under Federal law to enroll non-immigrant students.

### **International Student Admission**

Students enrolling in a graduate program at WCU whose native language is not English are required to pass the TOEFL examination. In addition, international students must complete application files several months prior to the enrollment term.

*International transcripts must also be evaluated by an approved transcript evaluation service. International students will not be permitted to register for courses until the Graduate School receives an official transcript evaluation.*



- The Graduate School requires a transcript evaluation verifying that the applicant has received a degree equivalent to a Baccalaureate degree from an accredited institution (a degree-level evaluation)
- For admissions or transfer credit, programs may require evaluations that verify/evaluate specific courses (course-level evaluation).
- Acceptable agencies for evaluation services are listed online:  
<http://www.westerngrad.com/WebFiles/PDFs/foreigntrx.pdf>

GPDs and international students should work closely with the Office of International Programs and Services.

### **New Student Orientation**

All new students should complete the free, noncredit Graduate Experience online orientation course (UE501). The course takes place one week prior to the fall and spring semesters. Topics for the course include an introduction to Western Carolina University, academic honesty, and an overview of library resources.

## **SECTION V: POLICIES AND REGULATIONS RELATED TO PROGRAM DIRECTORS**

For a complete description of all policies and regulations related to graduate education at WCU, see the current Graduate Catalog.

### **Registration**

It is a student's responsibility to register for classes. Students must be admitted to Graduate School and, in most cases, meet with an advisor prior to registration. Students use their student identification number (92 number) and password to login to the MyCat system to register.

- The Graduate School cannot register students for courses.
- Problems with the MyCat login should be directed to the Information Technology Help Desk.
- Other problems with registration should be directed to the OneStop or the Registrar's Office

### **Degree Time Limits**

- Masters and Ed Specialist Degrees: Six year limit on course work and program
- EdD: Five year limit on program and course work
- Extensions may be allowed under exceptional circumstances with approval of advisor, GPD, DH, and Graduate School Dean

### **Continuous Registration**

Students who will continue to use university resources in completing their degrees must enroll in and pay tuition and fees for at least one hour of continuous enrollment. This course will be charged at the rate consistent with the student's residency status. These hours will not count toward the degree and will carry a different course number than those thesis courses that are included within the hours designated for the degree. Students who will not use university resources should apply to the Graduate School for a leave of absence. Students choosing this option must file a formal petition for a leave of absence that states that they will not use university resources during the leave period.

### **Course Loads**

The maximum full-time course load for graduate students is 15 hours per semester. The minimum full-time load per semester is 9 hours. The maximum load for graduate assistants is 12 hours per semester. Load limitation during summer school is 12 hours.

Full time = 9 hours

Students employed full-time are limited to 6 hours per semester and 12 semester hours for the academic year (not including summer school). Any exceptions to these rules must be approved by the department and the Dean of Graduate School and Research.

## Re-Enrollment

When enrollment is broken in a spring or fall term, the student must submit a Re-Enrollment Request Form at least 10 days prior to the beginning of the semester in which he/she is requesting admission. The Graduate School checks for the student's academic eligibility, credentials, financial or other holds the student may have that would possibly prevent him/her from returning and/or registering.

Students who miss consecutive fall and spring terms must reapply. In this case the application will be sent back to the program for review.

*The UNC system requires re-enrollment or re-application forms be submitted in order to verify eligibility and criminal history (if reported). No student is allowed to register after missing a semester without submitting this required documentation.*



## Withdrawals During Term

Students withdrawing from the university during a term must secure a withdrawal form from the One Stop Student Service Center, obtain the necessary signatures, and return the form to the One Stop. If an emergency prevents the student from completing the withdrawal process before leaving campus, the student should call, write, or arrange for a relative to contact the Advising Center at 828-227-7170.

Students who interrupt or terminate their education at the university during or at the end of a term for any reason are responsible for clearing any indebtedness in the following areas: residential living, bookstore, financial aid office, cashier's office, library, university police department, academic departments, and health services.

*Graduate assistants may be required to pay back salary distributed should they withdraw during the term of their assistantships.*



## Incompletes

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student.

All incomplete grades must be removed prior to the last day of classes (NOT the last day of finals week) of the next regular semester (fall/spring).

## Comprehensive Examinations

Results of comprehensive examinations should be forwarded to the Graduate School indicating whether the student passed or failed. Completion of comprehensive exams should also be indicated on a program's graduation checksheet.

## **Thesis Defense**

The student must submit a draft final copy of his/her thesis to the Graduate School for approval. After the defense, the GPD notifies the Graduate School of the results.

## **Transfer Credit**

Transfer credit refers to any credit transferred to WCU from another institution.

Policies regarding transfer credit vary according to the graduate program. Based on the sliding scale below (total number of hours in the graduate program) graduate students may transfer in hours (with a grade of B or better) with approval of the Program Director.

30-39 hours (up to 6 hours)

40-49 hours (up to 9 hours)

50+ hours (up to 12 hours)

Depending on the graduate program, students may transfer 6 to 12 semester hours of graduate credit earned with grades of B or better. Students should consult with the academic advisor to determine the specific number of transfer hours allowed in a program. Up to 9 hours (with a 6-year time limit) may be counted in meeting the requirements in two different graduate programs and degree programs.

Requests for transfer of credit already earned are made as soon as is feasible when the student is accepted into degree status. Forms for the transfer of credit are available from the Graduate School. Courses accepted for transfer credit must (1) be appropriate to the student's program and be approved by the student's advisor, (2) be completed within the 6-year limit for course work applicable toward the degree, and (3) have been offered by a regionally accredited institution for graduate credit. Transfer credit must be approved as part of a program of study at WCU; non-degree students may not request transfer of credit.

Graduate students who have been admitted to Graduate School may enroll at other regionally accredited graduate-level institutions for coursework which is applicable to their programs provided they have obtained advance permission from their advisor(s) and the dean of Graduate School and Research. Forms are available from the Graduate School. Such coursework cannot exceed the 6-hour maximum for transfer credit. Students should note that while courses may be transferred into a degree program, grades earned at other institutions are not transferred and therefore are not counted toward a student's GPA.

## Academic Honesty Policy and Procedures

Western Carolina University, as a community of scholarship, is also a community of honor. Faculty, staff, administrators, and students work together to achieve the highest standards of honesty and integrity. Academic dishonesty is a serious offense at WCU because it threatens the quality of scholarship and defrauds those who depend on knowledge and integrity. Academic dishonesty includes:

- A. Cheating: using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- B. Fabrication: falsification or invention of information or citation in an academic exercise.
- C. Plagiarism: representing the words or ideas of someone else as one's own in an academic exercise.
- D. Facilitation of academic dishonesty: helping or attempting to help someone else to commit an act of academic dishonesty, such as allowing another to copy information during an examination or other academic exercise.

The procedures for cases involving allegations of academic dishonesty are:

- 1. Instructors have the right to determine the appropriate sanction or sanctions for academic dishonesty within their courses up to and including a final grade of "F" in the course. Within 5 calendar days of discovery of the event the instructor will inform his/her department head and the Associate Dean of the Graduate School (when the student is a graduate student) in writing of the academic dishonesty charge and sanction.
- 2. The department head or graduate program director will meet with the student to inform him/her orally and in writing of the charge and the sanction imposed by the instructor within 10 calendar days of written notice from the instructor. Prior to this meeting, the department head will contact the Office of Student Judicial Affairs to establish if the student has any record of a prior academic dishonesty offense. If there is a record of a prior academic dishonesty offense, the matter must be referred directly to the Office of Student Judicial Affairs. In instances where a program does not have a department head or graduate program director, the dean or associate dean of the college will assume the duties of department head for cases of academic dishonesty.
- 3. If the case is a first offense, the student can choose to accept the charge and sanction from the instructor by signing a Mutual Agreement with the department head or graduate program director, or to have a hearing with the Academic Integrity Board. Within 10 calendar days of the meeting with the student, the department head or graduate program director will (1) report the student's choice of action in writing to the Office of Student Judicial Affairs, (2) file a copy of the Mutual Agreement (when applicable) with the Office of Judicial Affairs, and (3) inform the student of the sanction or sanctions to be imposed under the Mutual Agreement or inform the student of the procedure for requesting a hearing with the Academic Integrity Board if the Mutual Agreement is not accepted. Mutual Agreements are final agreements not subject to further review or appeal.
- 4. In instances of second offenses, or when the student chooses a hearing, the Office of Student Judicial Affairs will meet with the student to provide an orientation to the hearing process and to schedule a date no less than 10 and no more than 15 calendar days from the meeting for the hearing. The student can waive minimum notice of a hearing; however,

extensions are at the sole discretion of the Office of Student Judicial Affairs. Should the student choose not to attend his/her orientation meeting, a hearing date will be assigned to the student.

5. The hearing procedures will follow the same format as stated in the Code of Student Conduct (Article V.A.5). The hearing body (Academic Integrity Board) will consist of two graduate students from the Student Judicial Affairs Student Hearing Board and three full graduate faculty members. The faculty fellow for academic integrity will be one of the faculty members and will serve as the chair. The other two faculty members will be chosen by the Director of Student Judicial Affairs from a pool of eight faculty hearing officers. Each academic year, each college dean will appoint two faculty members from the college to comprise the pool of eight faculty hearing officers. Hearings will be held in a student's absence when a student fails to attend the hearing for any reason. The hearing body may impose any sanctions as outlined in Article V.B. in the Code of Student Conduct. Students given a sanction of probation for academic dishonesty will remain on probation at Western Carolina University until graduation.
6. Following a decision from the Academic Integrity Board, the Office of Judicial Affairs will inform the student of the sanction or sanctions to be imposed upon them and of their right to file an appeal with the Graduate Appeals Committee. The appeal is limited to those rules and procedures expressly mentioned in the Code of Student Conduct (Article V.D.2) and is limited to the existing record. If the student does not file an appeal with the Graduate Appeals Committee within five calendar days, the sanction or sanctions from the Academic Integrity Board will be imposed. The decision of the Graduate Appeals Committee may be appealed to the Provost. Any decision of the Provost may be appealed to the Chancellor.
7. Upon final resolution of a case involving suspension or expulsion, the Director of Student Judicial Affairs will inform the appropriate dean, department head, and the administrator in the One Stop Office who is responsible for University Withdrawals of the sanction.
8. A student may remain enrolled pending the outcome of the appeal.

An act of academic dishonesty, including a first offense, may place the student in jeopardy of suspension from the university. A repeated violation or more serious first offense may result in expulsion. Disciplinary records for any act of academic dishonesty are retained by the Department of Student Judicial Affairs for at least five years from the date of final adjudication. These records are available to prospective employers and other educational institutions in accordance with federal regulations.

For specific information on procedures for cases involving allegations of academic dishonesty, see relevant sections in the *Student Handbook*.

### **Academic Appeal Procedure**

Students who feel they have been treated unjustly by an instructor in any matter pertaining to academic work should appeal by taking the following steps:

1. Appeal verbally to the instructor. An appeal concerning a final grade must be made within 30 calendar days after the end of final exams.
2. If the matter is not resolved satisfactorily, appeal verbally to the instructor's department head within 7 calendar days of the instructor's denial of the appeal.

3. If the matter is not resolved satisfactorily by the department head, the student can appeal in writing to the Associate Dean of the Graduate School. If the appeal involves a grade, a written appeal must be received in the Graduate School within 7 calendar days of the final conference with the department head. Within 30 days of receipt of the written appeal, the Graduate School Associate Dean convenes the Graduate Appeals Committee (comprised of two graduate faculty and one graduate student). This committee hears the student appeal, and makes a recommendation to the graduate dean, who rules on the student appeal. A student may remain enrolled pending the outcome of the appeal.
4. If the matter still cannot be resolved satisfactorily, the student may appeal to the provost within 7 days of the adverse decision of the committee, and finally to the chancellor within 7 days of the adverse decision by the provost.

### **Graduation Procedures and Requirements**

The student completes the application for graduation in the semester prior to his/her expected graduation. The advisor and/or program director signs the application and forwards it to the appropriate department head/dean, if appropriate, for signature before returning to the Graduate School. The Graduate School forwards the form to the University Registrar. Graduation checkout is done in the Graduate School and posted to Banner. At the end of each official graduation term, the Graduate School sends a list to the Registrar's Office for diplomas to be ordered. If the requirements are not completed at the end of the semester and the student's application needs to be moved forward, the student or advisor should contact the Graduate School.

*Students must be enrolled at WCU during the semester in which they graduate.*



## SECTION VI: GRADUATE FACULTY STATUS

When faculty/instructors are hired, Graduate Faculty Status is determined based upon the recommendation of the department head (DH) and the AA-21 credentials review approving a faculty member/instructor to teach graduate level courses. Review is based upon the AFE / TPR / PTR process and cycle.

Department Heads update Graduate Faculty Status once a year (in the spring and in the fall). A spreadsheet of graduate faculty, run from Banner, is sent by the Graduate School to department heads for updates. Department heads delete, add, or renew graduate faculty on this list. The Department Head indicates on the spreadsheet the duties of the each graduate faculty member listed: teaching, thesis/dissertation director, member of thesis/dissertation committee, committee service.

If a department head (DH) wants to add graduate faculty not covered by the aforementioned process, then a nomination form attached to the nominee's vita is submitted to the Graduate Council Graduate Faculty Review Committee for review and approval. Examples would include adding an Affiliate member from another university (since that person would not undergo the AA-21 / AFE / TPR / PTR process) or nominating to Full Member status a current faculty member who was not originally hired as graduate faculty.

The complete nomination process is described in the Nomination Procedure, Criteria, and Status Definitions document available online (<http://www.westerngrad.com/1137.asp>)

### **Full Members**

The faculty must be full-time, tenure-track faculty, hold an appropriate degree as defined in the departmental TPR document, and have a record of current scholarly activities and/or creative contributions to the discipline recognized beyond the university. Members shall have demonstrated competence or indicate good potential in the teaching of graduate students. They shall have a record of competence or indicate good potential in such areas of graduate service as planning and directing graduate students' programs and service on thesis and comprehensive committees. They may teach and have full responsibility for graduate level courses, direct and plan graduate student programs, direct and serve on thesis and comprehensive committees, participate in graduate curriculum development, and vote to elect the graduate council representatives from their college. They may also serve on thesis and comprehensive committees and teach graduate courses in other colleges, upon request of that college. Full members are listed in the Graduate Catalog.

#### *Tenure Track Faculty Review*

Faculty performance is reviewed each year. Renew GFS based on department head recommendation.

#### *Tenured Faculty Review*

Faculty performance is reviewed every five years as part of PTR. Renew, change, or delete GFS based upon DH report of PTR. Department Head will submit to the Graduate Faculty Review Committee a cover sheet listing the names of the tenured faculty submitted for post tenure review and a recommendation to renew Graduate Faculty Status or remove Graduate

**Faculty Status.** A vita must be included for each tenured faculty recommended for renewal listed on the cover sheet.

### **Affiliate Members**

The primary responsibility of affiliate faculty is teaching in a graduate program or supervising clinical student work. They must have a graduate degree in the discipline in which they are to teach or supervise graduate work. They shall have a record of demonstrated competence in the teaching and supervising of graduate students or show clear potential for such based on prior teaching or other experience. Affiliate members may be faculty from another university or visiting professors. They may serve on thesis and comprehensive committees. Appointment is for 1 – 3 years and is renewable. Affiliate members are listed in the Graduate Catalog.

#### *Affiliate Review*

A department head recommends appointment and renewal for affiliate members. The Graduate Faculty Review Committee may request updated credentials from the department head for affiliate member appointments or renewals if updated credentials are not on file.

### **Temporary Members**

This rank is generally for professionals outside of the academe. It includes people serving in a part-time graduate faculty position. They must have a graduate degree in the discipline in which they are to teach or direct graduate work. They shall have a record of demonstrated competence in the teaching of graduate students or show clear potential for such based on prior teaching or other experience. They may teach and have full responsibility for graduate level courses and serve as members of thesis and comprehensive committees. Appointment is annual and is renewable.

#### *Temporary Review*

A department head recommends appointment and renewal for temporary members. The Graduate Faculty Review Committee may request updated credentials from the department head for temporary member appointments or renewals if updated credentials are not on file.

### **Emeritus Members**

This rank is reserved for University faculty who have been granted Professor Emeritus status and who are asked to participate in one or more graduate programs. They may teach and have full responsibility for graduate level courses, direct and plan graduate student programs, direct and serve on thesis and comprehensive committees, and participate in graduate curriculum development. Appointment is for five years and is renewable.

#### *Emeritus Review*

A department head recommends appointment and renewal for Emeritus members. The Graduate Faculty Review Committee may request updated credentials from the department head for Emeritus member appointments or renewals if updated credentials are not on file.

## SECTION VII: GRADUATE ASSISTANTSHIPS AND FINANCIAL ASSISTANCE

### Graduate Assistantship Overview

Teaching, research, and professional development assistantships are available to a limited number of well-qualified graduate students. Students should contact their program director regarding assistantship opportunities. Consideration for possible appointment to an assistantship will be given after a decision has been made concerning admission to graduate study. Stipends vary from approximately \$7,000 to \$10,500, based on a 20-hour per week work assignment. The in-state and/or out-of-state portion of tuition may be waived for some, but not all, of these assistantships. In order to receive a waiver, a student must have an assistantship.

### Eligibility

In order to qualify for a graduate assistantship, a graduate student must be admitted in either Regular Admission, Provisional Admission, or Conditional Admission status prior to the start of the semester. Preference will be given to graduate students who have Regular Admission status.

*Students receiving assistantships in the fall and spring semesters must be registered for at least 9 **graduate credit hours** (6 hours is allowed during thesis/final semester).*



*Undergraduate hours do not count toward required hours for assistantship.*

*Students with a graduate assistantship in the summer session do not have to be registered for graduate coursework in the summer as long as they are making adequate progress toward their degree and are registered for the fall semester.*



*Initial appointments must be accompanied by enrollment (i.e. a student admitted for the fall semester cannot begin an assistantship until the fall semester; if the student is admitted for the summer session, then the student must be enrolled in at least 3 graduate hours during the session the assistantship begins).*

Continuation of the appointment depends upon satisfactory performance of duties and upon satisfactory academic achievement (3.0 GPA on all graduate coursework attempted).

### Graduate Assistantship Allocations

In February, the Dean of the Graduate School will send an e-mail regarding graduate assistantship allocations to the college deans. A copy of the e-mail will also go to department heads and program directors. The e-mail will include the following information:

- Previous year GA assignments and dollar allocations by program and college.
- Recommended graduate assistantship dollar allocations for next year by program and college based upon the prior year GA dollar allocations. Final dollar allocations will be

approved by the college deans in consultation with department heads and program directors.

- Deadlines for GA contracts to be received by the Graduate School.

Based upon this feedback from the colleges, assistantships are allocated to colleges by the Graduate School. The colleges then distribute assistantships.

### **Continuing Student Graduate Assistantships**

A continuing student is defined as a student currently enrolled in a graduate program at WCU. Graduate assistant contracts for continuing students are due to the Graduate School by April 15. All required paperwork should be submitted with the AA15.

### **New Student Graduate Assistantships**

A new student is defined as a student who has never been enrolled in a graduate program at WCU. Graduate assistant contracts for new students are due to the Graduate School by June 1. All required paperwork should be submitted with the AA15. Students are required to complete the I-9 paperwork in person before beginning employment.

### **Training of Graduate Teaching Assistants**

New graduate teaching assistants are required to attend the Graduate Assistant Teaching Experience (GATE) orientation course. This orientation offers an overview of the responsibilities of graduate teaching assistants. In addition, the GTAs are introduced to various student issues including sexual harassment, the university's honor code, grading and other areas that may be important in the classroom. All other graduate students are welcome to attend GATE.

### **Chancellor's Fellowships and Study Grants**

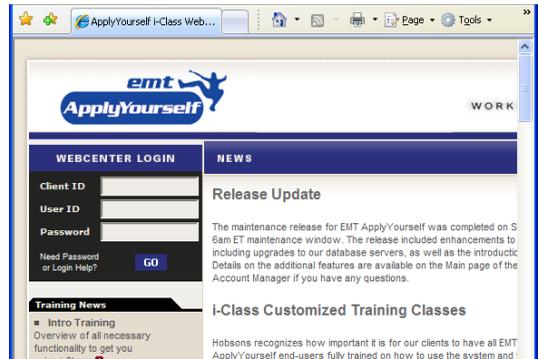
A limited number of Chancellor's Fellowships are available to well-qualified graduate students each fall semester. The awards, based on merit, are intended to encourage and assist superior students in pursuing graduate studies in the minimum time possible. The value of each fellowship is \$6,000 per academic year and carries no work requirement. Students are required to be registered for a minimum of nine semester hours each semester. Application deadline is April 15. The application form and additional information are available from the Graduate School website at [westerngrad.com](http://westerngrad.com).

Each semester the Graduate School awards a number of Graduate School study grants. These grants are designed to support well-qualified graduate students by paying \$300 per semester. Students must register for a minimum of three semester hours. There is no work requirement, and the awards are made on the basis of merit as reflected by the student's application file. The application deadline is May 15 for fall semester and November 15 for spring semester. The application form and additional information are available from the Graduate School website at [westerngrad.com](http://westerngrad.com).

## APPENDIX A: ApplyYourself (AY) Application System for Program Directors

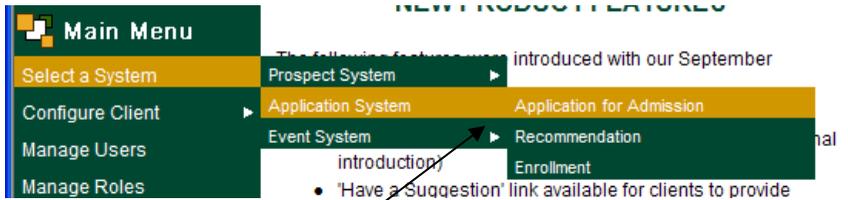
### Log in to AY

- Go to <http://webcenter.applvyourself.com>
- Log in information
  - Client ID = wcu-grad
  - Userid = your Outlook userid
  - Password
    - If you do not know your password, email Matt at [mbarret@wcu.edu](mailto:mbarret@wcu.edu) to reset
    - You will periodically be asked to reset your password when you log in to AY

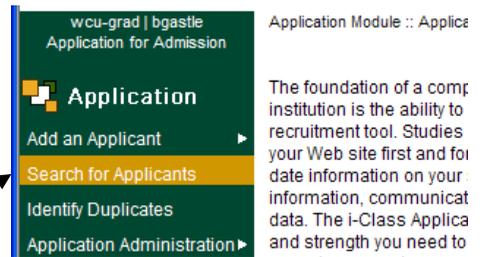


### Find a list of applicants to your program

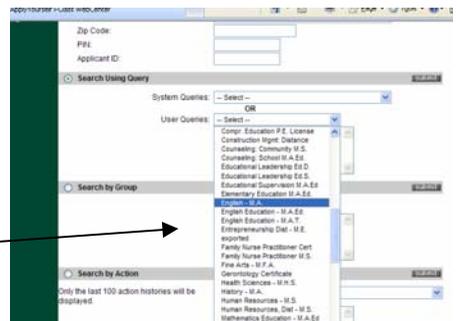
- Once logged in, you will see a Main Menu bar on the left side of the screen. At the top of that bar move your cursor over
  - “Select a System”
    - “Application System”
      - Click “Application for Admission”



- You should now be in the Application Module. Click on “Search for Applicants”



- You will now be on the Search for Applicants page.
  - Scroll down until you see the “User Query” box under “Search Using Queries”
  - Click on the dropdown menu and select the query you wish to run
  - Click “submit” button to run the query.
  - Common Queries and their aspects:



- Your Individual Program (like “**Biology M.S.**”) will show you all applicants (complete and incomplete) to your program
- **AI Completed Applications** will list all completed applications in your Record Access Account.  
**N.B.:** Some programs share Record Access Accounts (because we have a limited number) so this list may include applicants to another program)
- **AI Department Recommendation Empty** will list applications that do not have a recommendation from the program  
**N.B.:** Some programs share Record Access Accounts (because we have a limited number) so this list may include applicants to another program)
- You may also search by Applicant Name (Search by Individual) or by Date of submission

### Finding/Viewing Materials and Submitting a Recommendation

WARNING: Some information/data is not located under “intuitive” links. For example, official transcripts are not housed in the “Transcript” link.

### Application Overview/Summary

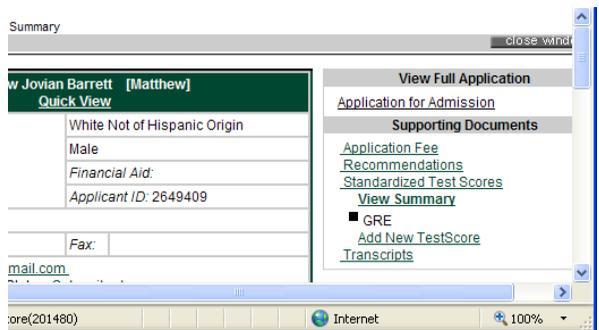
If not already done, click on an applicant’s name to open the application record.

-  Click on the pdf image to open a pdf version of the application
-  Click on the dogs-eared page image to open a quickview version of the record with highlights

### Official Test Scores

**N.B.:** Since Official Test Scores must be sent to the Graduate Office by the institution, applicants cannot submit official transcripts themselves. The Graduate School enters the test scores into AY when received.

If not already done, click on an applicant’s name to open the application record.



- Under “Supporting Documents” on the right side of the Applicant Summary screen, click “Standardized Test Scores”
- Click the name of the test you wish to view
- The Manage Test Scores window will appear

- Click “Next” to see the test scores for the selected test

## Recommendations

Recommendations may be sent directly to AY by a recommender or the Graduate School may receive a hard copy to upload. Some recommendations will include basic ranking data only and some recommenders may include a discursive recommendation viewed as an attachment.

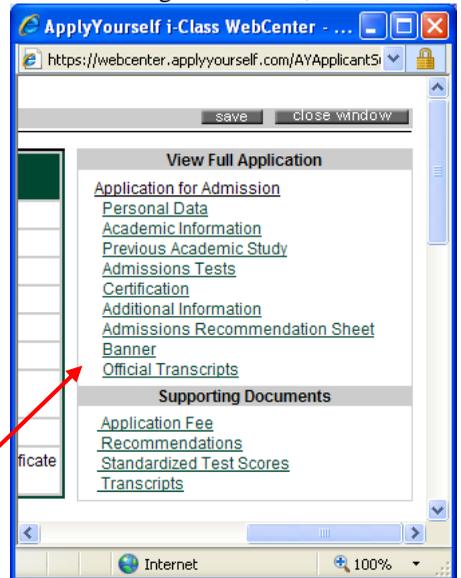
If not already done, click on an applicant’s name to open the application record.

- Click “Recommendations” under Supporting Documents section on the right side of the Applicant Summary screen
  - Individual names listed have been provided by the applicant
  - A darkly shaded box indicates the recommendation has been completed
  - An unshaded box indicates the recommendation has not been completed
- Click on a recommender’s name to open the Recommendations window. This window provides an overview of the recommender.
- Click “Recommendation” then “Overall Evaluation” to see complete recommendation
  - If the recommender provided a discursive recommendation, you will see the “view document” button on the bottom of this window. Click “view document” button to view the discursive response. If that button does not appear, the recommender only provided the ranking information, not a discursive recommendation.
  - WARNING: DO NOT click the “delete” button

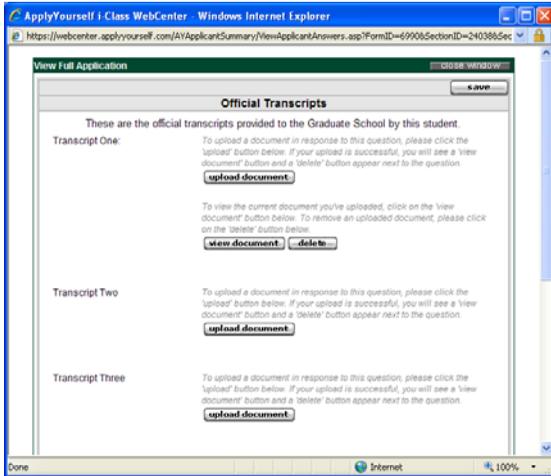
## Official Transcripts

**N.B.:** Since Official Transcripts must be sent to the Graduate Office by the institution, applicants cannot upload official transcripts themselves. The Graduate School uploads the transcripts to AY when received, but NOT to the “Transcripts” link on the Application Summary – Supporting Documents page. This link will show unofficial data (supplied by the applicant) only.

OFFICIAL TRANSCRIPTS ARE  
UPLOADED TO THE  
“OFFICIAL TRANSCRIPT” LINK.



If not already done, click on an applicant's name to open the application record.



- Click on the Application for Admission link on the top right of the applicant summary. This will expand the link to several lines.
- Click on “Official Transcripts”
- If you do not see a “view document” button, it means the official transcript has not been uploaded
- **WARNING: Do Not Click the DELETE button.** If a transcript is there, clicking that button will delete the



transcript. If a transcript is accidentally deleted from AY, the Graduate School still retains the original in the applicant's file in the Graduate School.

### Submitting a Recommendation for Admission

If not already done, click on an applicant's name to open the application record.

- Click on the Application for Admission link on the top right of the applicant summary. This will expand the link to several lines.
- Click on “Admissions Recommendation Sheet” to open the Admissions Recommendation Sheet
- Enter the following information:
  - Evaluator: (Your Name)
  - Evaluator Date
  - Recommendation (check the appropriate circle)
  - Comments: (If the applicant is accepted conditionally or provisionally, the conditions or provisions of his/her admission should be entered here.)
    - N.B. This text will be placed on the applicant's letter of admission. Please enter provisions or conditions in clear, accurate, and correct prose.
  - Advisor (should you wish to assign an advisor other than the program director)
- Click SAVE button (top or bottom of screen)

## APPENDIX B: ApplyYourself (AY) Student Application Screens

An applicant links to AY from the Graduate School Web Site and must create an account.

Figure B1: AY Application Login

We offer this Web-based application to make our application process as convenient as possible for you. You can apply right now and won't have to wait for us to mail you a package. Electronic applications receive the same consideration as applications submitted on paper.

This application is part of the ApplyYourself Application Network. You will receive a PIN and Password so that you can return to work on your application over several sessions. Your information is transmitted through a secured server and is kept confidential until you submit your application. Only after you submit your application will it be available for review by our admissions staff.

When you have completed and are ready to submit your application, you can pay your application fees via credit card online or you can mail a check or money order to the Graduate School. No application will be processed until the application fee is paid.

Please carefully read the instructions that appear throughout the application pages. You can only submit your application one time. If you have updates to any information you have submitted, please notify the Graduate School at once.

To get started on your application, create an account to the right. If you already have an ApplyYourself PIN from another school, you can use that same PIN to access our application.

We look forward to reviewing your application.

[Application System Requirements](#)

**User Login**  
Please input your login information below to open your application.

PIN:   
Password:

[Forgot your PIN or Password?](#)

**Create Account**  
If you are new to our application and do not already have a PIN, please click on the button below to register for a new account.

[Technical Support](#)  
[Security Information](#)

The applicant creates a new personal application by clicking the “Create Account” button. This action generates login information used to login to AY in the future. Once logged in, the applicant is taken to a page that provides an overview of the application status. The “Application for Admission” link takes the applicant to the actual application data.

Figure B2: AY Application Overview

[Tech Support](#) [Update Profile](#) [Main](#) [Logout](#)

**Message Center**  
The Message Center provides a quick and secure way for the institution to post important messages to you during the application process. Upon login, if you have any messages waiting for your review, you will see them in a pop-up window. Once the window has been closed, you can view any remaining messages by clicking on the Message Center link above.

Please review the information below for details on the status of your application. To access your application, please click on the yellow 'Application for Admission' link below.

**Application for Admission**

**Submission Status: Not Submitted**

**Recommendation Providers:**

- Brian Gastle: This individual was entered as an offline provider
- Misty Hartzog: This individual was entered as an offline provider and the recommendation has been received
- Hank Hill: Submitted, 5/6/2008

**Main Menu: Status Legend**

- Not Started
- Started
- Submitted

In this area, the applicant has a wide variety of options. On the left, under Application for Admission, the six pages of the application are listed. The first page of the application is Personal Data and the last page is Additional Information. The applicant can click on the first (or any) page and fill out the application from that point forward.

Figure B3: AY Application Pages

**WESTERN**  
CAROLINA UNIVERSITY  
Graduate School

Home Tech Support Update Profile Submit

Main Login

**Application Instructions**

**Application for Admission**

Personal Data  
Academic Information  
Previous Academic Study  
Admissions Tests  
Certification  
Additional Information

**Recommendations**

**Downloadable Forms**

**Check Your Application**

print

Welcome, Marcus! Your application is in progress.

Thank you for your interest in Western Carolina University. The application can be completed online and submitted electronically once you have answered all required questions. You do not have to complete the online application in one sitting—you may access your application and change your answers as many times as you like with your PIN and Password from any computer with Internet access. To navigate through the system, please use the navigational links located on the left of your screen.

Once you have completed the application forms to your satisfaction, you should submit your application by clicking the "Submit" button at the top of the page. This will take you through the steps to electronically submit your application to our office. Please note that you can submit your application only once and that once submitted, you will not be able to make changes to your application information using the online application system.

**Details**

Marcus Fenix  
PIN: 84382V75Y

**Application for Admission**

Submission Status:  
**Not Submitted**

Last Date Accessed:  
9/9/2008 1:39:34 PM E. S. T.

**Helpful Hints**

Navigation Overview  
 Technical Tips  
 User License Agreement

Application Home | Technical Support | Update Profile | Logout

Figure B4: AY Personal Data Screen 1

Each page of the application contains a "Save and Continue" button on the bottom.

Figure B4 is the first page of the application. Notice that this is identical to the view of the application from the "Application Summary Screen" in the Apply Yourself Webcenter. Also note the "Save and Continue" button which will take the applicant to the next page of the application.

save save & continue

**Personal Data**  
\*Indicates a required field

**Applicant Name**

Legal Name

Matthew  
First Name \*

Jovian  
Middle Name \*

Barrett  
Last Name \*

Former Names

Is your preferred name the same as your first name? \*

Yes  No

Matthew  
Preferred Name \*

**Social Security Number**

Optional

The last page of the application is the “Additional Information” page. This page lists all the additional information (or links to a web page that describes required additional information) for programs that require additional information (such as a writing sample, resume, personal statement, etc.). The applicant may save up to three documents.

Figure B5: AY Additional Info Page

resume should contain your educational and employment history as well as other pertinent professional information.

**Social Work:** Use the following URL to access the Social Work admission information webpage and download the instructions for providing supplemental material:  
[http://cas.wcu.edu/sw/SW\\_graduate-application.htm](http://cas.wcu.edu/sw/SW_graduate-application.htm) Upload the finished document using the link provided on the Apply Yourself application.

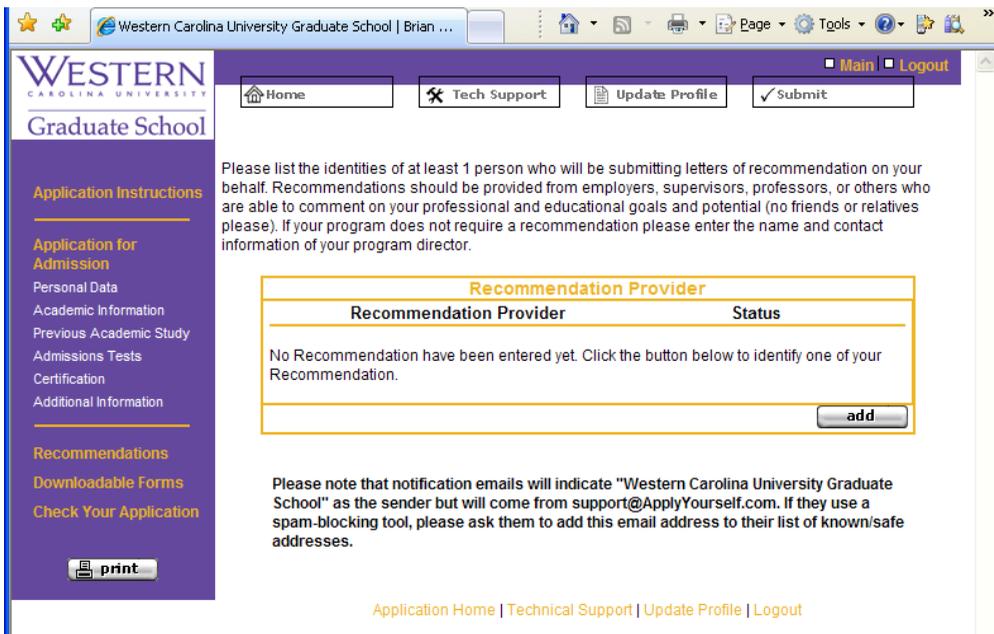
After the applicant has finished filling out the application, the last “Save” button will read “Save & proceed to submission.”

Before submitting the application, the student will need to fill out at least one letter of recommendation request.

**The AY system requires that AT LEAST ONE recommendation be filled out, regardless of program requirements.**

If the program does not require a recommendation, the applicant is instructed to enter the name and contact information of the program director.

Figure B6: AY Recommendation Pages



The applicant is informed at this time of any required information he or she has not provided and is instructed to provide that information.

Once all required information is submitted, the applicant can review the entire application in PDF form prior to submission.

Figure B7: AY Complete Application Page

**Application System Status: Ready for Submission**

Congratulations, Marcus! All required questions have been completed. *Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application System.*

**Please review the print version of your Application System before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support.** (Adobe Acrobat Reader is required to view this file. [Download Reader](#))



Preview Application System in PDF Format

**Step 1: Confirmation**

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. Your responses will become the official property of our institution and your admission will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the Graduate School if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button.

- I have read and understand the above information and wish to submit this Application System at this time. Please note: The Application System is not submitted until you see the words "Submission Complete!"

**continue**

The applicant may then choose to pay the application fee by Credit Card or by Check. If paying by CC, the payment is processed online. Checks need to be mailed to the Graduate School. After paying the application fee, the applicant must provide a digital signature and date. This is the final step before submitting the application.

Figure B8: AY Required Signature Page

**Final Step: Signature Page**

*Please note: You have paid your application fee by credit card.*

This is the final step in the application submission process. No changes to your application through the online system are allowed once you enter your digital signature and click on the submit button below.

I certify that the information supplied by me on this application is true and correct to the best of my knowledge.

Full Name:

Date:

**submit application**

Once submitted, the Graduate School processes the application. This process includes:

- Exporting the application data into Banner, usually within one or two working days after the applicant submits the application
- Creating a hard copy student file in the Graduate School
- Uploading any hard copy materials (official transcripts, recommendations sent usps, etc.) as they are received in the Graduate School
- Updating the Banner record as materials come in
- Marking the file complete in AY once all materials are in.

The applicant can log back into his or her application at any time to check the status of specific materials.

Figure B9: AY Required Signature Page

Please review the information below for details on the status of your application. To access your application, please click on the yellow 'Application for Admission' link below.

**Main Menu:  
Status Legend**

- Not Started
- Started
- Submitted

---

**Application for Admission**

**Submission Status: Submitted**

Submitted Date: 9/12/2008 2:58:00 PM E.S.T.

**Application Status:** Completed on 11/15/2007 12:08:00 PM

- Application Fee: Received
- Recommendations: Complete
  - Brian Gastle (Offline): This individual was entered as an offline provider
  - Misty Hartzog (Offline): Received (Official)
  - Hank Hill (Online): Submitted on 5/6/2008
- Transcripts:
  - Western Carolina University: Not Received
- Test Scores:
  - VCAT: Not Applicable
  - GRE: Received (Official)
  - GMAT: Received (Official)

The Program Director can view the application at any time after the applicant submits the application.

Once the Graduate School receives a recommendation form in AY from a Program Director, and verifies receipt of material required by WCU (e.g. official transcript showing conferral of baccalaureate degree from a regionally accredited institution), it can then process the decision by marking the decision in the applicant's AY record (this is an "A" or "Accepted" decision).

The applicant will be notified via an email that tells the applicant that a decision is available in AY. The applicant can then log into his or her AY application to view the offer of admission.

Figure B10: AY Admission Offer

Please review the information below for details on the status of your application. To access your application, please click on the yellow 'Application for Admission' link below.

---

**Application for Admission**

**Submission Status: Submitted**  
Submitted Date: 9/12/2008 2:58:00 PM E.S.T.

**Application Status:** Completed on 11/15/2007 12:08:00 PM

- Application Fee: Received
- Recommendations: Complete
  - Brian Gastle (Offline): This individual was entered as an offline provider
  - Misty Hartzog (Offline): Received (Official)
  - Hank Hill (Online): Submitted on 5/6/2008
- Transcripts:
  - Western Carolina University: Not Received
- Test Scores:
  - VCAT: Not Applicable
  - GRE: Received (Official)
  - GMAT: Received (Official)

**Decision Status:** Available beginning 9/12/2008

- **Your application decision is now available online**

**Main Menu:**  
**Status Legend**

- Not Started
- Started
- Submitted

[Technical Support](#) | [Update Profile](#) | [Logout](#)

At that time, the applicant is asked if he or she plans to enroll (i.e. accepts the offer of admission).

Figure B11: AY Offer Acceptance Page

**Graduate School and Research Western Carolina University Enrollment Form**

**Contact Information**

First name: Marcus

Middle name: Jovian

Last name: Fenix

E-mail:

Area Code:

US Telephone:

International Telephone:

Cell Phone:

Work Telephone:

---

**Decision**

I will be attending WCU:  Yes  No

I am unable to begin graduate school at WCU in the term for which I made application, but I wish to enroll in:  Fall  Spring  Summer

Year:

---

**Additional Information**

f the applicant responds “Yes” to the offer, that is, if he or she states an intention to enroll in the semester to which he or she applied, then the Graduate School processes the final stages of the application:

- generates an official letter outlining the offer of admission, including
  - any conditions or provisions
  - an attached checklist for newly admitted students (see Appendix C)
  - the student’s identification number (92 number)
    - N.B.: This is the first point at which a student should be provided his or her 92 number. The 92 number is generated at time of application, but the applicant cannot register until the graduate school has processed the acceptance of admission (this is the “S” or “Student Record” decision in Banner). 
    - DO NOT distribute a 92 number to a student who has not received his or her official letter. Ask the student to wait for the official letter from the Grad School or to contact the Graduate School.
- sends a copy of that letter to the applicant (usually via usps, but this letter may be emailed depending upon time of year and program)
- copies the program director on that letter (usually via email)

This letter is generated usually within 1-2 days after the applicant accepts the offer of admission in AY.

## APPENDIX C: Checklist for Newly Admitted Students

**You must activate your WCU email account (Catamount Mail) immediately and check it regularly while enrolled.**

Catamount Mail is the official communication method for university/student communications including messages concerning notifications and alerts as well as course information from instructors.

- **Contact the Student Health Center** ([www.wcu.edu/7855.asp](http://www.wcu.edu/7855.asp) or 828-227-7640) **for immunization requirements.** Registration is restricted until immunization requirements are met.
- **Contact your advisor.**  
Your advisor is your primary contact for advising and registration. To locate your advisor's e-mail or phone number, go to [www.wcu.edu/directories/facstaff/](http://www.wcu.edu/directories/facstaff/) or [www.wcu.edu/72.asp](http://www.wcu.edu/72.asp)
- **Review the current online Graduate catalog.**  
The Graduate catalog can be found on the graduate school web site ([www.westerngrad.com](http://www.westerngrad.com)). Visit WesternGrad.com for other useful information and resources.
- **Login to My Cat.**  
My Cat allows you to register for classes, review class schedules, check grades, view financial aid information, and pay account balances. My Cat is located at [mycat.wcu.edu](http://mycat.wcu.edu) or from the Western Carolina University home page ([www.wcu.edu](http://www.wcu.edu)).
  - Your username is your 9-digit student ID#.
  - Your password is your 2-digit birth month, 2-digit birth date, 2-digit birth year (MMDDYY).
  - If you need assistance accessing My Cat, WebCat, or your email, please contact IT Services at 866-928-7487 or [itshelp@email.wcu.edu](mailto:itshelp@email.wcu.edu) .
- **Register for Classes.**
  - Go to the Registrar's web site ([www.wcu.edu/registrar/](http://www.wcu.edu/registrar/)).
  - Select "Student Registration Guide" from the menu on the left. This page provides information about how and when to register for classes.
- **Access your WCU E-mail.**  
All WCU students are assigned an e-mail account (Catamount Mail). To access your Catamount Mail:
  - Login to My Cat and click on "Catamount Mail."
  - The first part of your WCU e-mail address is your username.
  - Your initial password is your My Cat password.
  - **IMPORTANT:** Catamount Mail is the official communication method for university/student communications including messages concerning notifications and alerts as well as course information from instructors. **You must activate your WCU email account (Catamount Mail) immediately and check it regularly while enrolled.**

- **Obtain a CatCard.**

Obtain a WCU identification card (CatCard) by mailing or emailing ([CatCard@email.wcu.edu](mailto:CatCard@email.wcu.edu)) a recent photo of yourself (no hats or sunglasses) with your name, WCU student ID number, and date of birth.

- Digital photos should be submitted in JPEG or Bitmap format.
- Distance/online students are not required to obtain a CatCard, but some University services (including checking materials out of Hunter library) require a CatCard.
- CatCard Office, 109 Killian Annex, Western Carolina University, Cullowhee, NC 28723; phone: 828-227-7003; Fax 828-227-7600

- **Obtain a Parking Permit.**

Vehicle registration at WCU is available at the OneStop Student Services Center in Killian Annex (828-227-7170). Students taking courses at the WCU campus in Asheville should contact WCU Programs in Asheville (828-251-6642).

- **Purchase your Textbooks.**

The Cullowhee bookstore is located on Norton Road behind the University Center on main campus. Students may also purchase textbooks online at [books.wcu.edu](http://books.wcu.edu). Contact the bookstore regarding hours and availability at 866-272-4102. For specific information regarding textbook availability at the WCU campus in Asheville, please call WCU Programs in Asheville (828-251-6642)

**Other Information and Contacts:**

- WCU Graduate School: [gradsch@email.wcu.edu](mailto:gradsch@email.wcu.edu); 828-227-7398 or 800-369-9854
- WCU Programs in Asheville – Asheville Office: 828-251-6642
- Educational Outreach (distance and military students): 828-227-7397
- Disability Services: [www.wcu.edu/disabilities](http://www.wcu.edu/disabilities)

WCU is committed to equality of educational opportunities for qualified students with disabilities.