

INSTRUCTIONS FOR COMPLETING YOUR GRADUATE CERTIFICATE APPLICATION

The current Graduate Certificate programs being offered through the Graduate School are listed below in alphabetical order by focus. Application and eligibility requirements are included along with the focus codes for the application form.

You should collect all required documents and supplemental program materials and mail them together with your ***Application Agreement Statement*** and application fee. The ***Application Agreement Statement*** will appear upon successful submission of the online application.

(You will need a printer to print two copies of the Statement.)

APPLICATION DEADLINES FOR GRADUATE CERTIFICATES

July 1	Fall Semester
November 1	Spring Semester
April 1	First Summer Session
May 1	Second Summer Session

ADDICTIONS COUNSELING

Department: Human Development and Psychological Counseling (HPC)

Semester Hours: 12

Focus Code: 423A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

Departmental questionnaire (to be obtained directly from department)

APPALACHIAN STUDIES

Department: Center for Appalachian Studies

Semester Hours: 18

Focus Code: 200A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

Official test scores for the General GRE

COMPUTER INFORMATION SYSTEMS

Department: Computer Information Systems

Semester Hours: 18

Focus Code: 310A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

Official test scores for GMAT

EDUCATIONAL MEDIA INSTRUCTIONAL TECHNOLOGY: WEB-BASED DISTANCE LEARNING

Department: Curriculum and Instruction

Semester Hours: 15

Focus Code: 419A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

EXPRESSIVE ARTS THERAPY

Department: Human Development and Psychological Counseling (HPC)

Semester Hours: 18

Focus Code: 425A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted graduate degree from an accredited health practitioner program or current enrollment in an HPC graduate program

Departmental questionnaire (to be obtained directly from department)

GERONTOLOGY

Department: Sociology/Social Work

Semester hours: 15

This program is also available online.

Contact the Office of Extension and Distance Education for more information.

Focus Code: 110A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

HUMAN RESOURCE MANAGEMENT

Department: Management

Semester Hours: 18

Eligibility:

Candidates must

be admitted to the Appalachian State University Master of Business Administration Program; *or*

be admitted to the Appalachian State University Master of Accountancy Program; *or*

be admitted to the Master of Arts in Industrial-Organizational Psychology and Human Resource Management Program;

or have earned a Master of Business degree or Master of Accountancy degree from a program accredited by the

AACBS, The International Association of Management Education

Focus Code: 330A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

MEDIA LITERACY

Department: Curriculum & Instruction

Semester Hours: 18

(Note: This program does not lead to NC licensure.)

Focus Code: 424A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

READING EDUCATION

Department: Language, Reading and Exceptionalities

Description: Post-master's (non-licensure) program

Semester Hours: 18

Eligibility Requirements:

Candidates must

be enrolled in and close to completion of a master's in reading or related degree at Appalachian State University; *or* have earned a master's degree in reading from an accredited program; *or* have earned a master's degree in a related field (e.g. special education, communication disorders, elementary education), with some credits in reading and language arts, from an accredited program.

Focus Code: 475A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted master's degree from an accredited institution

RHETORIC AND COMPOSITION

Department: English

Semester hours: 12

Eligibility Requirements:

Candidates must

take the General GRE and meet the minimum requirements for admission to the Master of Arts program in English; *or* have earned a master's degree from an accredited program or be currently enrolled as a graduate student in an appropriate master's program at Appalachian State University; *or* be admitted to the Appalachian State University Master of Arts program in English

Focus Code: 132A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

Official test scores for the General GRE

Three (3) reference forms

Writing sample

WOMEN'S STUDIES

Department: Interdisciplinary Studies

Semester hours: 12

Focus Code: 130A

Application Requirements:

Completed application form

\$45.00 application fee

Official transcript showing a posted baccalaureate degree from an accredited institution

Essay