

# **Academic Governance Handbook**

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## **A. ACADEMIC GOVERNANCE**

According to the *Faculty Handbook* (Chapter II, Section II), the basic mission of the University is instruction of students; therefore, the procedures for curriculum modification are most important and should be clear.

The basic and most important unit in determining curricula is the academic department. Departments recommend their own departmental courses and programs after careful consideration by the faculty of that department. Each department should have a representational curriculum committee involving faculty and undergraduate students (and graduate students, if there are graduate programs in that department).

Each college/school shall have a curriculum committee to carefully consider changes to courses, programs, policies, or structures within or affecting that college/school. This curriculum committee should include faculty and undergraduate students (and graduate students, if there are graduate programs in that college/school).

In addition, the Graduate School, the Teacher Education Council, and the Core Curriculum Committee shall each carefully consider changes to courses, programs, or structures within or affecting their programs. These curriculum committees shall include faculty, undergraduate, and graduate students.

The Academic Policies and Procedures Committee is the final committee to carefully consider changes to the University's curriculum, policies, and structures. (A thorough explanation of the policies and procedures pertaining to this committee follows in section "C. Academic Policies and Procedures Committee.")

The Provost and the Chancellor shall communicate to the University in a timely fashion their decisions on proposals and motions involving changes in academic policies, programs, or structures.

### **GUIDELINE I**

Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the Academic Policies and Procedures Committee. After a proposal for curricular or structural change has been acted upon by a college or school and after the dean of that college or school has submitted the proposal to all other necessary groups, the dean may then present the proposal to the Academic Policies and Procedures Committee.

## **GUIDELINE II**

Recommendations for changes in general academic policies or academic programs must be submitted to the Academic Policies and Procedures Committee by any of the following:

- A. Department, program, college, or school
- B. Faculty Senate
- C. Student Government Association
- D. Graduate Student Association
- E. Council of Deans
- F. Council of Chairs

If the proposal does not originate from a specific academic department, it must go through one of the bodies listed above.

## **GUIDELINE III**

The Academic Policies and Procedures Committee is, in most circumstances, the final recommending body to the Provost and Vice Chancellor for Academic Affairs and the Chancellor. Faculty and student members on this committee serve as representatives for the faculty and students, respectively.

## **GUIDELINE IV**

If a proposal for changes in a department's curriculum is not approved by that department, the group initiating the proposal may appeal (within 90 days after rejection) first to the advisory council of the college to which that department belongs. If the proposal is rejected by the college or school, the group may appeal (within 90 days after rejection) to the Academic Policies and Procedures Committee.

When a departmental proposal is not recommended by other necessary groups, the department may appeal to the Academic Policies and Procedures Committee (within 90 days after rejection).

## **B. THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE**

Members on Committee: The faculty membership of AP&P shall not exceed fifteen and include at least one faculty member from each college or school with additional members based on a proportional FTE faculty distribution. The term for appointment of faculty is three years. The student membership shall include one undergraduate student from Student Government Association and one graduate student from the Graduate Student Association. The ex officio

non-voting membership of AP&P should include one person from each of the following areas: Library, Registrar, Instructional Technology Services, Provost's Office, and General Studies.

Faculty membership is proportional to the distribution of faculty among the colleges and schools. The data on faculty distribution should be reviewed annually.

The chair of AP&P shall be a tenure-track faculty member and elected from the membership. The chair is a non-voting member. The seat vacated by the chair shall be replaced by a faculty member from the same college or school as the chair. The term of chair is for three years and is renewable. The chair shall receive one quarter reassigned time per semester.

Report To: The Provost and Executive Vice Chancellor.

Areas of Responsibility: The major area of responsibility shall be the curriculum and academic policy. Other areas are: advanced placement; graduation requirements; appeals concerning academic matters from any college, department, member of the faculty or students, and matters referred to it by the Provost and Executive Vice Chancellor or the Chancellor.

Operating Procedures for the AP&P Committee:

1. Proposals to be considered by the Academic Policies and Procedures Committee must be agenda-ready and in the hands of the members of the committee at least twenty-five (25) calendar days prior to each monthly meeting. Agenda-ready means that the proposals have been approved by all necessary groups except the AP&P Committee.
2. Proposals to be presented to the AP&P Committee should be submitted using the format for the approved AP&P Proposal Form. **\*\*Hotlink to form**
3. Committee meetings are limited to two hours in length unless a vote to extend is passed. In the event of a backlog of Committee business, a second meeting is to be called for that month.
4. Voting on proposals is by voice vote or by a show of hands and recorded on an individual tally sheet. Proxy representation for the purpose of voting is NOT permitted.
5. A quorum for the transaction of business shall consist of two-thirds majority of members of the Committee. Decisions shall be by a simple majority of the votes cast.
6. The order of consideration of proposals before the Committee is to be rotated among the colleges and schools.
7. The appropriate dean's office is to send a copy of an agenda-ready proposal presented to the Committee to each department listed as being affected by the proposal.

## **C. CURRICULUM APPROVAL PROCESS FLOW CHART**

[The Curriculum Approval Process Flow Chart](#)

## **D. SPECIFIC ACADEMIC ISSUES**

### **Absences from classes and class attendance**

#### **a. General attendance policy**

1. It is the policy of Appalachian State University that class attendance is considered to be an important part of a student's educational experience. Students are expected to attend every meeting of their classes, and are responsible for class attendance. No matter what bases exist for absence, students are held accountable for academic activities, and faculty may require special work or tests to make up for the missed class or classes. Faculty, at their discretion, may include class attendance as a criterion in determining a student's final grade in the course. On the first day of class, faculty must inform students in writing of their class attendance policy and the effect of that policy on their final grade. If class attendance is to affect a student's final grade, a statement to this effect must be a part of the course syllabus distributed to every student in the course.

**NOTE:** A student who does not attend a class during one of its first two meetings may, at the discretion of the academic department, lose her or his seat in that class. Further, if a class meets only one time per week (e.g., a laboratory or an evening class) the student must attend the **FIRST** meeting of that class or risk losing her or his seat.

2. A syllabus is to be prepared for every course and distributed at the first class meeting of the semester. The syllabus should include the following: an explanation of course goals and objectives, the name of texts and any other materials required of students, the instructor's office hours, an explanation of how the grade is to be determined, and an explanation of any additional reading, papers, projects and examinations which the instructor expects to give or assign.

3. Syllabi for courses taught in the present and previous semester should be on file in departmental offices and should be made available to students who request them. These syllabi would indicate the structure of courses as they are being or have been taught.

4. If a student does not regularly attend an audited course, the instructor may request an administrative withdrawal grade to be assigned. The instructor should provide documentation to the Registrar's Office with the recommendation.

5. Student Health Services **DOES NOT** write medical excuses for students who miss a class for illness or injury. However, faculty may call Health Services at (262-3100) to verify the day and time the student was seen. The nature of the student's illness or problem will not be divulged unless the student has signed the appropriate release of medical information.

6. Classes prior to vacation end with the student's last class prior to vacation - rather than all classes ending at 5:00 p.m.

#### **b. Attendance policy relating to participation in university sponsored activities**

As an integral part of the academic program at Appalachian State University, the University sponsors and otherwise supports co-curricular programs, athletic programs, and other out-of-

class activities such as field trips. Participation in such activities occasionally requires a student to miss one or more class meetings.

A student who expects to miss one or more class meetings because of participation in a University-sponsored activity has several responsibilities: The student (in person) will notify the instructor in advance of any absence; the student is expected to complete all work missed by making up the work in advance or by completing any compensatory assignment that may be required by the instructor; the student is expected to maintain satisfactory progress in the course; and the student (otherwise) is expected to maintain satisfactory attendance in the class if so required. In the event that a student anticipates that participation in a University-sponsored activity will require missing more than 10% of the class meetings, the student is required to discuss this matter with his or her instructor at the beginning of the semester and may be advised to drop the course.

If the above responsibilities are met, it is expected that the instructor will excuse the absence and permit the student to make up missed work in whatever manner the instructor deems appropriate.

### **c. Emergency absences**

When a student is **out of town** and unable to return to campus due to hospitalization, death in the family, or other extenuating circumstances, the student or the student's parents may contact the Office of Student Development to request that professors be notified as to the reason for the absence. This notification is conveyed to the appropriate departmental office as a matter of information only and does not serve as an official excuse for class absence. Only individual faculty members make this determination, and documentation may be requested by the faculty members. The Office of Student Development does not provide this service when notification is received **after** the absence has occurred. Also, if a student is **in town**, that student is responsible for notifying the individual faculty members that she/he will be missing class.

## **Academic Load**

### **a. Undergraduate:**

An undergraduate student usually takes from 15 to 18 hours a semester. In special situations, an undergraduate student may take more than 18 hours a semester. To do this, the student must have prior approval of the dean of the college in which she/he is enrolled or the Office of General Studies if she/he has not declared a major. Registration for less than 12 hours places the student on part-time status.

An undergraduate student must be enrolled in 12 semester hours during a regular semester (and if in summer school, six semester hours each session) in order to be a full-time student.

An undergraduate student taking a program leading to teacher licensure is required to student teach at least one semester in the area and at the level for which the student has been preparing. Student teaching will consist of full-time teaching activities under the guidance of a competent and experienced teacher, and usually occurs during one of the student's last two semesters. The student must formally apply for admission to teacher education and be fully admitted at least one full semester, excluding summers, prior to student teaching, and must have met all student

teaching prerequisites before being allowed to student teach. Students must have a cumulative GPA of 2.5 or higher to student teach. The student will earn 12 semester hours of credit for student teaching. Student teaching is not permitted during the summer.

The summer session at Appalachian is composed of various terms of different lengths; therefore, the academic load for a student is based upon the length of study in weeks. The terms range from 10 weeks to two 5-week terms which are primarily for the undergraduate programs, and two 4-week terms for graduate and teacher education programs. In addition to the major terms, 3 and 2 week terms are used for some graduate level courses. The maximum undergraduate course load for the various terms is shown below. Students wishing to take hours in excess of the maximum load per term must obtain written permission from their dean.

Term Periods      Maximum Academic Credit for Undergraduate Students

10 weeks	12 hours
5 weeks	6 hours per term (7 hours when a course carries 4-hours credit)
4 weeks	6 hours per term
3 & 2 weeks	1 course per term

**b. Graduate:**

The maximum course load for a graduate student during the regular academic year is 15 hours per semester for a student without an assistantship, and 9-12 hours for those holding assistantships. For each summer session, the course load maximum is six semester hours for a four-or-five week term and 1 course per three or two week terms. Graduate students may not earn more than 12 hours during the entire summer session.

For full-time resident credit, graduate students must be registered for a minimum of nine semester hours. The maximum load for graduate students during the regular academic year and the summer session is outlined below.

Academic Year

Full-time without assistantship . . . . .15 hours  
 Full-time with assistantship. . . 9 to 12 hours

Summer Session

4 & 5-week terms . . . . . 6 hours  
 3 & 2-week terms . . . . . 1 course  
 A graduate student may not earn more than 12 hours for the entire summer.

**Academic Standing (Probation and Suspension policy)**

**a. Undergraduate:**

To continue at Appalachian in good academic standing, a student must earn, as a minimum, the following cumulative grade-point average (GPA) at the end of the semester indicated:

	Cumulative GPA
Semester 1	1.50

Semester 2	1.75
Semester 3	1.90
Semester 4 (and thereafter)	2.00

**NOTE:** For the purpose of academic standing, a student who enters Appalachian as an undergraduate transfer will have the credit hours accepted from other collegiate institutions converted to semesters in residence at Appalachian. The conversion ratio is fifteen to one: i.e., fifteen semester hours of transfer credit is equivalent to one semester in residence.

Failure to earn a grade-point average indicated above will automatically place the student on academic probation during the semester that follows. (The grade-point average at Appalachian is computed only on the basis of coursework taken at Appalachian; i.e., grades earned on coursework taken at other collegiate institutions or by correspondence will not be computed in or allowed to affect the grade-point average at Appalachian.)

While on probation, however, a student will, within the limits prescribed below, be allowed to continue:

1. An undergraduate, whether admitted as a freshman, a transfer, or a special (non-degree seeking) student, will be allowed to enroll for a maximum of two (2) academic terms while on probation.
2. The dean of a college or school or the Office of General Studies can attach specific requirements before enrollment on probation is approved. These requirements may include special advising sessions, a limitation on the number of hours for which the student may enroll the requirement that certain courses be repeated, enrollment in developmental courses, etc.

If a student uses the two terms of academic probation mentioned above, but again fails to earn a cumulative grade-point average sufficient to place her or him in good academic standing, that student will be automatically suspended from further enrollment at Appalachian. At that point, the student's only recourse is to enroll during the University's summer terms until such time that the grade-point average places her or him in good academic standing. (A summer term does not count as a semester in residence for the purpose of computing academic eligibility.

Undergraduate students in academic difficulty--probation or suspension--may always attend Appalachian during the summer.)

Students may apply for readmission under specific "Admissions Policies."

**b. Graduate Suspension & Dismissal:**

Graduate students who fail to maintain a cumulative grade-point average of at least 3.00 may not be permitted to reregister as degree candidates without the written recommendation of the advisor and the approval of the Dean of Graduate Studies and Research (see Probationary Status). Normally, degree candidacy is discontinued for the student who has received as many as four grades of C, and if a graduate student receives a grade of "F" or "U", the student may not continue in Graduate School unless the advisor submits in writing an acceptable recommendation to the Dean of Graduate Studies and Research. In no case may a graduate student be permitted to repeat more than one course to improve the grade, and the student who receives a second

grade of (F, @F, U, or WF) may not continue toward the graduate degree under any circumstances.

Graduate credit accepted in fulfillment of the requirements for a graduate degree shall average not lower than 3.00, and no credit toward the degree shall be granted for a grade of (F, @F, U, or WF). Course work reported "Incomplete" must be completed within the following semester of the official ending of the course. The grade of D is not given in Graduate School. A grade of F or U is assigned to a student who arbitrarily discontinues meeting a class or who withdraws without making proper arrangements with the Registrar's Office.

### **Admissions Policies - Exceptions**

Appalachian has adopted an admission policy for adults who may or may not meet the University's usual admission requirements. The policy provides for a degree of flexibility in evaluating secondary or collegiate work taken at least three years prior to intended entry. The policy has two pertinent stipulations. First, in the event the applicant did not finish secondary school, yet could have graduated prior to 1990, she/he would be required to complete successfully the high school equivalency examination. (Any student who could have graduated from high school after 1990 must meet the UNC Minimum Admission Requirements if she/he is less than 24 years of age at the time of applying.) Second, students with prior collegiate work would receive credit toward graduation in a manner consistent with the University's normal transfer policy. As part of the screening process, applicants being considered under the three-year policy may be requested to appear for an interview.

Former undergraduate Appalachian students may re-enter by means of one of two forgiveness policies. These policies will permit the student's former cumulative grade-point average to be removed thereby allowing the student, upon returning, to begin a new grade-point average.

- a. If the student has not attended Appalachian for a minimum of three (3) years (including summer school), she/he will be re-admitted to the University if coursework earned at other collegiate institutions during the period of absence from Appalachian has a minimum overall grade-point average of 2.0 (on a 4.0 scale). OR the student has not taken coursework at any other collegiate institution.
- b. If the student has not attended Appalachian for a minimum of (1) year (including summer school), she/he must have earned a minimum of 30 new semester hours of transferable credit from other collegiate institutions since her or his last attendance at Appalachian. The grades earned at the other institutions will be averaged with the grades earned previously at Appalachian and the combined average must be a 2.0 (on a 4.0 scale).

A former undergraduate student may be readmitted under a forgiveness policy **ONLY ONCE** during her or his academic career. At no time during the "stop out" period shall the student be dually enrolled at Appalachian and at another institution.

These policies are designed for readmission to the University and do not override specific grade requirements of individual colleges and/or departments. Students returning to the University

under a forgiveness policy must apply through the Office of Admissions and must complete a minimum of one year in residency (30 semester hours) beyond the date of their readmission.

### **Advanced placement program, College level examination program, Defense activity for non-traditional education support, International baccalaureate**

Appalachian participates in the Advanced Placement Program, the College Level Examination Program (SUBJECT TEST ONLY), the Defense Activity for Non-Traditional Education Support, and the International Baccalaureate Program. Students who have demonstrated their achievement on specific tests in any of these programs may have their test results submitted to the University Testing Center for consideration with regard to placement into advanced courses and for college credit. All students are encouraged to take these tests and to submit their scores for evaluation.

Students may also qualify for advanced placement and course credit by taking departmental tests in their areas of extensive specialization. Based upon these test results, the amount and nature of the credit granted is determined by the committee on academic policies and procedures and the pertinent department of instruction.

Test scores submitted from testing programs will remain valid for only ten years.

### **Auditing Courses**

Students enrolled at the University or students admitted with satisfactory records of experience and education may enroll for specific courses as auditors. Students who audit courses must register in the Registrar's Office, pay regular fees, and attend class regularly; they will not receive grades or credit. A "Request to Audit" form is available in the Registrar's Office. It must be completed by the student, approved by the faculty member teaching the class, and submitted to the Registrar's Office by no later than the end of the "Drop-Add Period" indicated in the published "Schedule of Classes."

### **Awarding degrees posthumously**

Over the years, there have been times when members of our Senior Class have died prior to graduation. The following criteria and procedures will be used in the awarding of degrees posthumously.

Minimum Criteria:

1. Student must have been within 30 semester hours of graduation.
2. Student must have been in good standing at the University.
3. Students must have had an overall GPA of 2.0.

Procedure:

1. The Associate Vice Chancellor for Student Development/Dean of Students advises the family or member of the Appalachian community of the possibility of such an awarding.
2. The family and/or member of Appalachian State University faculty or administration makes the request to the Registrar.
3. The Registrar sends this request to the Chair of the appropriate department (one in which the student was majoring) for consideration by the faculty in that department.
4. Department Chair makes this recommendation to the Dean of the College.
5. Appropriate Dean makes this recommendation to the Provost.
6. Provost makes this recommendation to the Chancellor.
7. Upon approval by the Chancellor, the Dean and the Registrar are notified.
8. The Registrar orders the diploma.
9. The Chair of the Department notifies the family and sets up a private ceremony on the day of graduation (or as soon thereafter as possible). The Dean of the College presents the diploma.

## **Catalog Adoption**

A new catalog is issued biennially. While course offerings are fairly continuous from year to year, the faculty reserves the right to make changes in curricula, degree requirements and academic policies. The information in any given catalog is, therefore, usually valid only for the two-year period of its issue, and is superseded by subsequent issues. Any interested person should consult the most recent issue of the University catalog for current information about the instructional program.

Any changes in degree requirements do not, however, affect a student already enrolled in a degree program. In those rare cases where specific required courses are no longer available, the dean's office will identify suitable substitutes that do not increase the overall credit requirements. All students may elect to graduate in accordance with the degree requirements as recorded in the catalog that is current at the time of their first registration or any subsequent edition (provided the student is enrolled during a period in which the catalog is in force) except that any catalog chosen must not be more than six-years old. Students electing to graduate under a new catalog must meet all requirements of the catalog under which they wish to graduate subject to the exception noted above for those cases when specific courses are no longer available. In order to change the catalog under which they intend to graduate, students must notify the office of the dean of the college in which they are enrolled or the Office of General Studies if they have not declared a major. Graduate students will need to notify the Dean of Graduate Studies and Research of their intent to change catalogs.

An undergraduate student returning to Appalachian under a University "Forgiveness Policy" must graduate under the catalog in force at the time they re-enter. (Subsequent catalogs are acceptable.)

Changes in academic policies become effective for all students on the date approved for implementation.

All graduate students may, and usually do, elect to graduate with the degree requirements in force during the time of their first registration at Appalachian, provided that they graduate within seven years of date of entry.

## **Centers and Institutes**

### **Policies for Establishing and Reviewing Centers and Institutes**

#### ***Introduction***

One important means of fulfilling the mission of Appalachian State University is through partnerships with organizations such as private or corporate sponsors, educational institutions, and federal or state agencies. A wealth of effective partnerships involving UNC institutions have been developed under the rubric of centers and institutes. Such units are usually multidisciplinary, have an important educational component, and may be established when a collection of faculty have secured long-term funding commitments to pursue unique research, public service, and/or instructional endeavors.

Centers and institutes are established within Appalachian State to strengthen and enrich multidisciplinary programs of research, public service, or instruction conducted by the faculty and staff. They also may provide undergraduate, graduate, and postdoctoral students with added research opportunities, facilities, and assistance, as well as enhance their involvement in public service and educational activities. Centers and institutes can also play a valuable role in the recruiting of faculty along with cross-disciplinary teaching, research and service. Centers and institutes can also have a strong positive impact on the economic development of the state by providing job opportunities, supplying technical assistance and training, fostering community development, and enhancing the transfer of new technologies.

The objective of the policies that follow is to provide a uniform framework governing the establishment, review, and discontinuation of centers and institutes at Appalachian State University. Such policies should help ensure the effective and efficient use of resources. Specific types of centers and institutes, as well as the policies and procedures pertaining to these individual categories, are defined in this document.

### **Definitions for Specific Categories of Centers and Institutes**

#### ***Centers Versus Institutes:***

Both centers and institutes offer programs attracting faculty, students, and staff from various academic departments or other structured units working toward a common purpose. In practice, an institute frequently refers to an activity with a broader scope than a center. For example, an institute may create centers as separate units within its administrative structure.

#### ***Institutional Versus Interinstitutional Centers and Institutes:***

Centers and institutes may be either institutional or interinstitutional in nature, and may be designated as research, public service, or instructional units. They may include the participation of other institutions, agencies, or organizations, such as other colleges and universities, schools, hospitals, industry, foundations, or governmental bodies.

#### ***Institutional:***

Institutional centers and institutes report to the Chancellor or designee. These centers or institutes may collaborate with units or departments from other institutions for specific activities or projects, but fiscal and administrative oversight is limited to Appalachian State University.

Institutional centers at Appalachian State University are subject to these policies and procedures for establishment and review.

***Interinstitutional:***

*Interinstitutional* centers and institutes involve more than one campus within the UNC system for participation, including shared administrative and fiscal oversight or substantial involvement of more than one UNC institution in ongoing activities. Centers are also considered interinstitutional if the Office of the President provides fiscal and/or administrative oversight. Each interinstitutional center must designate the unit to provide administrative and/or fiscal oversight. In some cases these responsibilities may be assigned to two separate institutions or assumed by the Office of the President. The UNC Board of Governors provides oversight for all interinstitutional centers and institutes in accordance with these regulations.

Interinstitutional centers serve to promote collaboration and to minimize duplication within the University. They increase the opportunities for external funding by enhancing interdisciplinary collaborations and by facilitating access to a wider range of facilities, faculty, students, and other resources. Interinstitutional centers may also enhance outreach and public service to the citizens of North Carolina by providing a coordination of “regional sites” in fields such as small business and economic development, cooperative extension, public health, the environment, and teacher training.

The process of establishing and reviewing interinstitutional centers is not covered by this document, but instead is subject to the rules and policies of the Office of the President and the UNC Board of Governors. Those interested in planning and establishing interinstitutional centers should see UNC Policy Manual, chapter 400.5[R].<sup>1</sup> The process of establishing and reviewing interinstitutional centers involving non UNC institutions is not covered by this document.

### **Types of Centers and Institutes**

As explained below, centers and institutes may have as their primary mission instruction, public service, or research. Centers or institutes, whatever their primary mission, may participate or assist in academic curricula in cooperation with academic units. In addition, centers or institutes may have non-academic titles for participating faculty. However, in no case may centers or institutes at Appalachian State University offer academic courses, have jurisdiction over academic curricula, offer faculty appointments, or originate promotion or tenure for faculty.<sup>2</sup>

- **Research:** A *research* center or institute has research as its primary mission. Although classified as a research center or institute, such a unit may also provide instruction, training, technical assistance, or public service programs.
- **Public Service:** A *public service* center or institute has public service or technical assistance as its primary mission. Research, instruction, and training activities may also be conducted as secondary components of the mission.
- **Instructional:** An *instructional* center or institute has training or instruction as its primary mission. Although classified as an instructional center or institute, such a unit may also engage in research or public service programs.

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<sup>1</sup> Available at: <http://www.northcarolina.edu/content.php/legal/policymanual/contents.htm>.

<sup>2</sup> As a preexisting entity, the Center for Appalachian Studies may offer academic courses and define its academic curricula, but may not offer faculty appointments or originate promotion or tenure for faculty.

### **Membership Centers or Institutes**

Any center or institute may also be defined as a *membership* center or institute. These units receive a substantial portion of their funding from membership fees paid by corporate or other private or governmental entities to pursue research, public service, or instructional activities of mutual benefit. Membership agreements are routed through Appalachian State University using the standard internal processing forms for approvals of sponsored program requests. Once the agreement is signed and the fees have been paid by the member organization, the agreement is processed as a sponsored program award by Appalachian State University.

### **Purpose and Scope of Centers and Institutes**

Centers and institutes must avoid unnecessary duplication within Appalachian State University. Each unit seeks to differentiate its mission, activities, and/or clientele from other Appalachian State units, and to make its facilities available to other constituent institutions for cooperative activities as appropriate. The activities of a center or institute may be funded from state appropriations, from external funds sought for that purpose, or both. Unless organized specifically in response to legislation and appropriations approved by the North Carolina General Assembly to focus on a specific state need, each center and institute is expected to demonstrate a strong foundation of non-state support to justify its establishment and continuing operation. Institutional centers and institutes are established or discontinued at the discretion of the Chancellor and Board of Trustees and consistent with these policies for establishment and review. Centers and institutes may be given the authority to manage space, budget, and personnel matters.

A center or institute at Appalachian State University is responsible to the Chancellor or, by his or her delegation, to another administrative officer. The director of a campus center or institute is appointed by the Chancellor. If the director's position is that of a non-teaching administrative officer, the appointment is made in accordance with existing policies for such appointments. If a faculty appointment is involved, the regular departmental and college procedures for faculty appointments are followed. Associate or assistant directors are appointed by the director, subject to the approval of the Chancellor or a designated administrative officer of the institution.

### **Procedures for Authorization to Establish a Center or Institute**

#### ***Proposals to Establish a Center or Institute***

Proposals to establish a center or institute at Appalachian State University must include the following:

- a. the name of the proposed center or institute;
- b. the specific objectives and goals of the proposed unit;
- c. the unit's relevance to the missions of Appalachian State University and its units, including the impact upon the existing academic departments, colleges/schools, and centers and institutes, along with possible duplication with existing units;
- d. a statement about any anticipated effects of the proposed unit on the instructional programs of Appalachian State University;
- e. the position description and name, if known, of the proposed director;

- f. a description of any proposed advisory or policy board(s) and a description of their responsibilities;
- g. a description of the proposed unit's organizational structure, including charts showing the proposed unit's organization and its relationship to other units within Appalachian State University;
- h. budget estimates for the first year of operation, projections for the following four years, and anticipated sources of funding, including start-up funding;
- i. a statement of operating needs such as equipment and library resources;
- j. a description of immediate space needs and projections of future space needs;
- k. any additional information necessary to support the request to establish;

***Procedures for Approval of Proposed Centers or Institutes***

Regardless of where a center or institute is to be established, approval of the Board of Trustees is required. Steps in the process are as follows:

- a. For proposals within the Division of Academic Affairs, recommendation from the Dean after consultation with the college/school executive committee (associate/assistant deans and department chairs).
- b. Approval by the Vice Chancellor.<sup>3</sup> If the proposed center or institute is to be established at the division level rather than in a department or college, consideration must include consultation with the Council of Deans or, otherwise, the division's primary administrative advisory body. The Provost will also appoint a committee consisting of one dean, one departmental chair and three faculty members, all serving staggered three-year terms, to provide advice on the merits of proposals originating within the Division of Academic Affairs.
- c. Approval by the Chancellor. If the proposed center or institute is at the Chancellor level, consideration must include consultation with the Vice Chancellors and the primary administrative advisory body of the division in which the entity is to be located.
- d. Approval by the Board of Trustees.

The campus process should include consideration of the following:

- a. the proposed name of the center or institute to assure that it realistically and accurately reflects the mission, activities, and clientele of the unit;
- b. the relevance of the proposed center or institute to the mission of the university and its units;
- c. objectives and organization of the proposed center or institute and whether these objectives can be achieved as effectively within the existing institutional structure;
- d. information about any similar units at Appalachian State University or in the State of North Carolina and any proposed relationships or possible overlaps with them; and

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<sup>3</sup> Although it is to be anticipated that most proposals for centers and institutes will originate within Academic Affairs, the approval and review procedures prescribed herein accommodate and apply to such entities within other divisions as well.

- e. the nature of potential sources and estimated amounts of funding required to initiate and sustain the center or institute, and whether such sources and estimates are viable and realistic.

A change in the name of a previously established interinstitutional center or institute does not require Board approval, but must be requested in writing to the Chancellor. If an existing institutional center wishes to expand its scope as an interinstitutional center, a request for authorization to establish must be submitted to the UNC President in accordance with UNC Policy Manual, chapter 400.5[R]. The request must address the impact of the proposed change to interinstitutional status. Once the change in status to an interinstitutional center or institute is approved, the unit must adhere to the authority and lines of responsibility described in UNC Policy Manual, chapter 400.5 [R].

### **Periodic Review of Centers and Institutes**

All centers and institutes at Appalachian State University are to be reviewed three years after their inception and thereafter on a rolling five year review cycle. Continuation of a center or institute is contingent upon the following process:

- a. For centers and institutes within the Division of Academic Affairs, the recommendation of the Dean after consultation with the college/school executive committee (associate/assistant deans and department chairs).
- b. Approval by the Vice Chancellor. If the proposed center or institute is established at the division level rather than in a department or college, approval must include consultation with the Council of Deans or, otherwise, the division's primary administrative advisory body.
- c. Approval by the Chancellor. If the proposed center or institute is at the Chancellor level, approval must include consultation with the Vice Chancellors and the primary administrative advisory body in which the entity is located.
- d. Approval by the Board of Trustees.

The reporting format is included as Appendix I. The evaluation process should address the following questions with particular attention:

- a. What is the relationship between the objectives of the center or institute and the mission of Appalachian State University?
- b. Is current funding of the unit sufficient to continue its operation? If the unit was originally given start-up funds from the University or other granting agencies, has it been able to attract sufficient external funds to continue without major additional institutional support?
- c. Are the unit's stated goals and objectives being met? Are the support and training of students consistent with the unit's stated goals and objectives?
- d. What are the quality and quantity of scholarly activity by faculty, professional staff, and students as reflected in the unit's output (e.g., publications, patents, grants, contracts)?
- e. Do current operations duplicate the efforts of other units?

- f. Do financial audits and professional evaluations demonstrate that the unit is being managed appropriately?
- g. Are the facilities available to the unit adequate for its continued operation?
- h. Are the unit's clients being served? (The clients may include students, faculty, University administration, practicing professionals, the general public, the North Carolina General Assembly, or funding agencies, as may be appropriate considering the unit's mission.)

### **Procedures for Discontinuation of a Center or Institute**

Appalachian State University may discontinue an institutional center or institute at the discretion of the Chancellor in accordance with campus policy. The adequacy of funding sources, the status of key faculty, and the current appropriateness of the mission, goals, or objectives of the center or institute are among the critical elements in determining whether it should continue operations. There are, of course, instances where the continuing operation of the center is of sufficient importance to warrant some additional financial assistance from the institution on an interim basis. However, if the external sources of support have been lost, discontinuation is strongly advised unless alternative long-term prospects for funding can be identified.

When it becomes necessary to discontinue an interinstitutional center or institute, the Chancellor of the administrative institution(s) should forward a written request to the President, with a copy to the Vice President for Research. The Chancellor may make this decision, in consultation with the other participating constituent institutions. After considering the recommendations of the Chancellor and the Vice President for Research, the President will notify the Chancellors of the constituent institutions that the discontinuation has been approved. If the UNC Office of the President is directly responsible for the interinstitutional center or institute, the President will confer with the affected campus Chancellors before approving discontinuation.

The “phase-out” period for institutional or interinstitutional centers or institutes that are to be discontinued shall be sufficient to permit an orderly termination or transfer of contractual obligations and to allow an effort to find alternative employment for full-time staff. Normally, the “phase-out” period shall be no more than one year after the end of the academic year in which final approval is given to discontinue the center or institute.

### **Exceptions to These Regulations**

The President of The University of North Carolina may define exceptions to these regulations. Proposals regarding Centers and Institutes should be submitted using the approved form.

**\*\*[Hotlink to form](#)**

### **Chancellor’s list**

The Chancellor’s list was created to provide higher recognition to those full-time students who receive a grade-point average of 3.85 or higher in any semester.

An undergraduate student who carries 12 hours or more of coursework on which grade points are computed and who attains a grade-point average of 3.85 or better is placed on the chancellor’s list of honor students for that semester.

Only those courses earning credit toward graduation will be used in determining eligibility for honors.

### **Change of course**

Students may add courses or change sections through the first five days of a fall or spring semester-i.e., through the end of the published “drop-add” period. Students may drop courses without academic or financial penalty through the first five days of a fall or spring semester-i.e., through the end of the published “drop-add” period. **AFTER THE FIRST FIVE DAYS, A STUDENT WILL BE ALLOWED TO DROP A CUMULATIVE TOTAL OF FOUR COURSES DURING HER OR HIS UNDERGRADUATE CAREER AT APPALACHIAN.** Further, a course dropped after the “drop-add” period must be dropped by the end of the ninth week of the academic term. (**Note: Refund Policy:** There is no refund or adjustment of charges if a course is dropped after the first five days of classes. A student who holds a tuition remission or award must pay back the entire remission or award if that student withdraws from courses.) Exceptions to this policy will require the approval of the instructor, departmental chair, and the dean of the college/school in which the course is offered. (**Note:** This policy went into effect during the fall semester, 1995. Courses dropped prior to fall, 1995, will not be counted in the above mentioned limit of four.)

Any drops approved for exceptional circumstances will not be used in computing the grade-point average and will not be recorded on the permanent record.

During the “drop-add” period, a course may be changed from credit to audit with no academic penalty. To accomplish this, the student must obtain the necessary form from the Registrar’s Office. Permission of the instructor is required for a student to change a course from credit to audit.

Failure to complete a course that has not been officially dropped will automatically result in a grade of "F," which will be computed in the student's grade-point average.

### **Change of major**

**Undergraduate students** who are in General Studies will be sent information about officially declaring a major and having their records forwarded to the appropriate degree-granting college.

To make a change within one of the upper division colleges, the student should go the appropriate dean’s office to inform them of the change.

To make a change from one college to another, go to the dean’s office of the college where the new major is located. The personnel in the receiving college’s dean’s office will request the academic file from the college of the student’s previous major.

A graduate student who has been approved for admission to one graduate major but who wishes to transfer to another must request approval of the Dean of Graduate Studies and Research and the department into which they propose to transfer before the change may be made. A Change of

Major request form is available in the Graduate School Office. A student not eligible to continue toward the degree in the major they were admitted, would not normally be permitted to transfer to another major.

## **Classification**

At the end of each semester, students are classified on the basis of semester hours. All students admitted as degree-seeking and who have earned fewer than 30 semester hours are classified as freshmen. Students who have earned at least 30 semester hours are classified as sophomores. Students who have earned at least 60 semester hours are classified as juniors. Students who have earned 90 semester hours are classified as seniors.

## **Contact time**

The university requires the following amount of contact time per credit hour generated. Please remember that the amount of contact time remains constant, regardless of the academic term in question. One contact hour = 50 minutes.

One semester hour -- Minimum of 750 contact minutes (15 weeks x 50 minutes)  
Two semester hours -- Minimum of 1500 contact minutes  
Three semester hours -- Minimum of 2250 contact minutes  
Four semester hours -- Minimum of 3000 contact minutes

## **Course examinations**

All scheduled examination periods will be met at the assigned time. A final examination period is provided at the end of each semester. After the schedule for examinations has been made (i.e., after the schedule has been officially announced in the Schedule of Classes for a given semester), an instructor may NOT change the date or time of an examination without permission of the departmental chair and dean. A class which meets at an hour not provided for in the Final Examination Schedule must arrange for an examination during THE EXAMINATION PERIOD at an hour convenient to members of the class and the instructor, and with the approval of the departmental chair. Instructors determine how they will use the assigned period, but all scheduled examination periods will be met at the assigned time. A student may take an examination outside of the scheduled time only by permission of the instructor of the course. Permission is granted only in case of emergency.

A student who is absent from a final examination because of an emergency takes the make-up examination at the convenience of the instructor.

## **Credit by examination**

**a. Undergraduate Students:** Not all courses are amenable to credit by examination, but many are. Students who wish to challenge a regularly listed course should consult with the appropriate departmental chair. If arrangements can be made, a fee of \$50.00 is charged for each

examination and a receipt from the Student Accounts Office must be shown to the departmental chair before final approval can be given. If the examination is passed, credit without grade will be noted on the student's transcript. The chair will notify the Registrar's Office, in writing, to enter the credit on the permanent record and notify the cashier, in writing, to reimburse the faculty member who administered the examination. If the examination is not passed, no notation is made on the transcript. In the case of freshmen who take advanced placement examinations during the freshman orientation period, the fee is waived.

Anyone seeking credit by examination must either be degree seeking or taking courses for teacher licensure. Credit by examination cannot be used to repeat a course, nor can it be used to meet the University's residency requirements for graduation.

**b. Graduate Students:** Upon the recommendation of a graduate student's committee and with the approval of the chair of the department in which it is listed, one course numbered 5000 and above may be challenged by examination. Grades are not recorded for credit earned by examination. Credit by examination may not be used to repeat a course.

## **Credit for Prior Learning**

Persons interested should see the Coordinator of Credit for Prior Learning in the Office of General Studies.

In exceptional cases credit can be awarded for prior non-college-based learning, if the credit sought is related to the student's degree program (i.e. core curriculum, major or licensure requirements). Assessment of prior learning can commence only after a student has been admitted to the University and has declared a major.

The student will first meet with the designated General Studies representative who will help in defining the areas or disciplines in which appropriate creditable learning may have occurred. Actual assessment is conducted by a faculty member in the appropriate academic area, for which a \$100.00 fee for each area of assessment will be charged. Payment is made to the Student Accounts Office.

**Note:** Anyone seeking credit for Prior Learning must either be a candidate for an undergraduate degree at Appalachian or taking courses for teacher licensure. Credit for Prior Learning cannot be used to repeat a course, nor can it be used to meet the University's residency requirements for graduation.

## **Credit limitations**

### **a. Undergraduates**

1. A maximum of 20 semester hours of correspondence work from recognized institutions may be credited toward meeting the requirements for graduation. Some correspondence courses are offered by the University. Before registering at another accredited institution for a correspondence course to be transferred to Appalachian, students must have the written permission of the dean of their college or the Office of General Studies if they have not declared a major. In order to obtain this permission, the student must first secure the proper form from the

Registrar's Office. The combined load of residence courses and correspondence courses may not exceed the maximum load allowed.

2. Except for physical education majors, no more than six hours in physical education activity courses (limited to courses numbered PE 1000-1099) may be included within the number of hours required for graduation.

3. A candidate for the Bachelor of Arts degree may count no more than a total of 40 hours above core curriculum requirements in any one discipline.

4. Validation of credits earned more than 10 years prior to the date of graduation may be required if and when they are submitted to fulfill baccalaureate degree requirements.

5. All baccalaureate degrees granted by Appalachian require the completion of a minimum of 60 semester hours at a senior college or university. (Note that credit awarded for credit by exam, military service, or "Prior Learning" does not count as part of the required 60 hours.)

6. **TRANSFER OF COURSEWORK:** Once an undergraduate student has enrolled as a degree-seeking student at Appalachian, she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from Appalachian. A student who wishes to attend another collegiate institution should contact the Registrar's Office at Appalachian to: 1) secure the proper application form, and 2) determine whether the intended transfer courses are acceptable. (Students who wish to study abroad should contact the Office of International Programs to secure the proper application and determine whether the intended courses from abroad are acceptable.) The intended coursework, once evaluated, will be forwarded to the appropriate Appalachian college or to the Office of General Studies for approval. **FAILURE TO OBTAIN PRIOR APPROVAL MAY RESULT IN THE COURSEWORK BEING DEEMED UNACCEPTABLE FOR TRANSFER TO APPALACHIAN.**

7. Seniors with a grade point average of 3.00 or above, may with written permission from the course instructor, the chair of the department offering the course, and the graduate dean, be permitted to take one or more graduate courses for undergraduate credit. Credit earned in this manner will be used to meet baccalaureate degree requirements and may not be applied toward a graduate degree.

Seniors with a grade point average of 3.00 or above desiring to enroll in graduate level courses to be applied to a graduate degree may do so provided they have: (1) made application for admission to the Graduate School; (2) made application to take the GRE or GMAT; and (3) obtained written permission from the course instructor, chair of the department offering the course, and the graduate dean.

8. If a student has received a bachelor's degree from Appalachian, a second (or subsequent) bachelor's degree can be earned by completing all catalog requirements stipulated for the second (or subsequent) degree. If a student wishes to earn two (or more) undergraduate degrees at

Appalachian concurrently, she or he must complete all catalog requirements stipulated for the respective degrees.

A second (or subsequent) bachelor's degree must differ in type from any degree previously awarded by the University. The University will not, for example, award a second Bachelor of Arts (B.A.) degree: it will, however, award both a Bachelor of Arts AND a Bachelor of Science (B.S.) degree, either simultaneously or in sequence.

9. An undergraduate student may include a maximum of 3 semester hours credit under the Instructional Assistance Program toward meeting graduation requirements.

**b. Graduate Students:**

Academic work for graduate degree students, including transfer credit, taken more than seven calendar years before the year in which the graduate degree is awarded, may not be used to satisfy the degree requirements.

A graduate student enrolled in a **non-thesis** degree program may be permitted to transfer from another approved graduate school up to nine (9) semester hours of appropriate graduate credit. A student in a **thesis** degree program may be permitted to transfer up to six (6) semester hours of appropriate graduate credit. Graduate work included in a previous degree at the other institution is not eligible for transfer credit.

The grades earned must be at least "B" and the credit cannot be more than seven years old at the time the degree is awarded. Note that grades of "P" meaning "Passing" or "Pass/Fail" option and grades of "S" meaning "Satisfactory" are unacceptable.

Non-thesis students who want to transfer more than nine (9) semester hours or thesis students who want to transfer more than six (6) hours may appeal to the Dean of Graduate Studies and Research.

**Dean's list**

An undergraduate student who carries 12-14 hours of coursework on which grade points are computed and who attains a grade-point average of 3.45 or better is placed on the dean's list of honor students for that semester.

An undergraduate student who carries 15 hours or more of coursework on which grade points are computed and who attains a grade-point average of 3.25 or better is placed on the dean's list of honor students for that semester.

Only those courses earning credit toward graduation will be used in determining eligibility for honors.

## Grade changes

Faculty members are urged to exercise extreme care in evaluating students and in reporting grades. In all circumstances, except those stipulated below, the grades recorded shall be those assigned by the professor. Any action taken by the university to withhold transcripts for any reason shall not involve any changes in the recorded grade.

In the event that a professor has not turned in a grade or grades on time, and if the professor cannot be located, an interim grade of "NR" (Grade Not Reported) will be assigned by the Registrar's Office. If a graduating student is involved, the departmental chair may, with the concurrence of two other departmental faculty members, assign a letter grade.

In the event that a professor becomes incapacitated prior to the time grades should have been assigned, the departmental chair, along with two other departmental faculty members, shall jointly decide the action to be taken.

**In the event that a grade change is necessary, the faculty member must secure the form for changing a grade from the Registrar's Office, and all grade changes must be approved by the Registrar and are subject to review by the dean of the college.** Except for changes from "I" (Incomplete), the only admissible reason for a grade change is an error on the part of the faculty member in computing or in reporting the student's grade.

## Grade submission

Final semester grades are reported to the Registrar's Office no later than **1:00 P.M.**(removed highlight – this is not a change) on the day following the Faculty Grading period. At the end of each semester, the student's grades are available via AppalNET or the Telephone Registration System. North Carolina law prohibits the release of grades, transcripts or diplomas to students with unpaid accounts.

Faculty members who cannot meet the final grade submission deadline should contact the Registrar's Office for an extension of time for reporting grades.

## Grades and grade-point average

The grade-point average (GPA) is a general measure of the student's academic achievement while at Appalachian. The GPA is determined by dividing the total number of quality points earned by the total number of quality hours attempted ("quality points" and "quality hours" are derived from courses graded A-F or WF). The GPA is computed only on the basis of coursework taken at Appalachian.

Undergraduate grades and grade points are given as follows:

- A Excellent, 4.0 grade points per semester hour
- A- Excellent, 3.7 grade points per semester hour
- B+ Above Average, 3.3 grade points per semester hour
- B Above Average, 3.0 grade points per semester hour
- B- Above Average, 2.7 grade points per semester hour

- C+ Average, 2.3 grade points per semester hour
- C Average, 2.0 grade points per semester hour
- C- Average, 1.7 grade points per semester hour
- D+ Below Average but Passing, 1.3 grade points per semester hour
- D Below Average but Passing, 1.0 grade point per semester hour
- D- Below Average but Passing, .7 grade point per semester hour
- F Failure, 0 grade points
- F\* Failure, 0 grade points (\*indicates only that the course was taken on the Pass-Fail basis; this grade is equivalent to the F above)
- P Pass, 0 grade points (used only for courses taken on Pass-Fail basis)
- AU Audit, no credit
- I Incomplete, assigned only due to sickness or some other unavoidable cause. An incomplete is not merely given because assignments were not completed during the semester. Note: an "I" becomes an "F" or "U" if not removed within the following semester, not to exceed one semester. All incompletes must be removed at the time of graduation.
- NR Grade Not Reported (hours not counted in computing GPA)
- W Withdrawal, either from a course or the University.
- WP Withdrew Passing
- WF Withdrew Failing, course dropped with failing grades more than nine weeks after registration closes.
- @F Administrative Failure (given in cases where a student has not properly withdrawn from a class).
- S Satisfactory, 0 grade points (used to indicate satisfactory performance in student teaching, screening proficiencies, and specially designated courses in the curriculum)
- U Unsatisfactory, 0 grade points (used to indicate unsatisfactory performance in student teaching, screening proficiencies, and specially designated courses in the curriculum)
- WU Withdrew Unsatisfactory
- CR Credit (pass)
- NC No Credit (fail)

Graduate grades and grade points are given as follows:

- A Superior graduate accomplishment, 4.0 grade points per semester hour
- A- 3.7 grade points per semester hour
- B+ 3.3 grade points per semester hour
- B Average graduate accomplishment, 3.0 grade points per semester hour
- B- 2.7 grade points per semester hour
- C+ 2.3 grade points per semester hour
- C Below average but passing, 2.0 grade points per semester hour
- C- 1.7 grade points per semester hour
- F Failing grade. An "F" in the approved graduate Program of Study must be removed at the time of graduation.
- @F Administrative Failure (given in cases where a student has not properly withdrawn from a class).

- AU Audit, no credit
- I Incomplete, assigned only due to sickness or some other unavoidable cause. An incomplete is not merely given because assignments were not completed during the semester. Note: an "I" becomes an "F" or "U" if not removed within the following semester, not to exceed one semester. All incompletes, must be removed at the time of graduation. Incompletes can not be assigned to graduate thesis courses (5999 or 6999).
- IP In Progress grade assigned for graduate thesis, dissertation, product of learning or continuation courses.
- NR Grade Not Reported (hours not computed in GPA)
- W Withdrawal, either from a course or the University.
- WF Withdrawal Failing, course dropped with failing grades more than nine weeks after registration closes.
- WP Withdrawal Passing
- WU Withdrawal Unsatisfactory
- S Satisfactory, given for a practicum, a thesis and other designated courses.
- U Unsatisfactory, given for a practicum, a thesis and other designated courses.

Graduate credit accepted in fulfillment of the requirements for a graduate degree shall average not lower than 3.00, and no credit toward the degree shall be granted for a grade of "@F", "F", "U", "WF" or "WU". Coursework reported "Incomplete" must be completed within the official ending of the following semester. Any extension of this period must be approved by the appropriate dean and the Registrar. The grade of D is not given in Graduate School and graduate students may not elect the Pass/Fail option. A grade of "F" or "U" is assigned to a student who arbitrarily discontinues meeting a class or who withdraws without making proper arrangements with the Registrar's Office.

## **Graduation**

Degrees are conferred and diplomas are mailed at the close of each academic term (fall, spring, summer). Formal graduation ceremonies, however, are held only at the close of fall and spring terms.

Candidates for the baccalaureate degree and/or North Carolina teacher licensure must file an application with the Registrar's Office at the beginning of the term in which graduation requirements will be completed. At the beginning of each term, the Registrar's Office will notify all seniors ostensibly eligible to graduate -- i.e., those currently enrolled for a sufficient number of hours to meet the University requirement -- of the required procedure and deadline date. Exceptions to the deadline date will be made ONLY by the Registrar's Office.

Candidates for graduate degrees must file an application for the degree and/or an application for North Carolina teacher licensure in the Graduate School, where appropriate forms are available. The application forms for graduation are also available online at the Graduate School website. Graduate students who wish to graduate in a certain term must: 1) be registered for a least one semester hour for that term; 2) apply for graduation by the deadline date for that term; and 3) have completed all graduation requirements or be able to complete all graduation requirements

by the end of that term. Graduate students cannot graduate at the end of the academic term in which they are admitted nor at the end of the term in which they have been on leave of absence.

Faculty is expected to be present at commencement exercises as determined by their respective departments.

### Commencement "Walkers"

Commencement "walkers" should be allowed to participate in commencement ceremonies but ONLY if they meet the following criteria:

1. Persons who wish to participate in the spring commencement must: 1) apply for graduation, and 2) have completed all graduation requirements or be able to complete graduation requirements by the end of the summer sessions.
2. Persons who wish to participate in the December commencement must: 1) apply for graduation, and 2) have completed all graduation requirements or be able to complete graduation requirements by the end of that fall semester.

### **Graduation with honors**

To be eligible for graduation with honors, an undergraduate student must complete, in residence at Appalachian, a minimum of either four semesters in full-time attendance (defined as twelve or more credit hours per semester), or a total of 58 semester hours. (Note: Credit for which a grade is not awarded will not be used in the determination of honors -- e.g., APP, CLEP, credit by examination, credit for military service, credit for prior learning, etc.) A minimum grade-point average of 3.45 is required for graduating cum laude; a minimum grade-point average of 3.65 is required for graduating magna cum laude; and a minimum grade-point average of 3.85 is required for graduating summa cum laude.

### **Graduation with honors for undergraduate students seeking second degree**

In determining qualification for graduation with honors for Appalachian State University students seeking two degrees or a second degree, all work taken at Appalachian must be considered in the calculation of their grade-point average (GPA).

Students who have completed one degree at another institution and are seeking a second degree at Appalachian must complete, in residence at Appalachian, a minimum of either four semesters in full-time attendance or a total of 58 semester hours to be eligible to graduate with honors from Appalachian State University.

### **Honorary degree policy and procedure**

All nominees for an honorary degree must meet one or more of the following criteria to be considered:

1. Must have made a notable contribution to society.

2. Must have achieved distinguished success in chosen career field or profession.
3. Should have made significant contribution to Appalachian State University through service, leadership and/or financial support.

Active members of the university staff or faculty who are under retirement age are deemed to be ineligible to receive an honorary degree. In no case will a degree be conferred upon an individual to enhance her or his chances for promotion, job tenure or salary consideration. The procedure for the accepting, screening and approving of nominees and the awarding of honorary degrees is as follows:

1. Nominees must meet established criteria.
2. Individuals may be nominated by faculty, staff, students, alumni or friends of the University.
3. Nominations may be received by the Chancellor of the University or any member of the Administrative Cabinet.
4. All nominations will be acknowledged and filed by the Vice Chancellor for University Advancement.
5. The Vice Chancellor for University Advancement will assume responsibility to check the credentials and eligibility of nominees.
6. The Vice Chancellor for University Advancement will report names of nominees to the Administrative Cabinet. The Chancellor will recommend nominees to the development committee of the Board of Trustees.
7. Candidates approved by the development committee of the Board of Trustees will be recommended to the university Board of Trustees at any regularly scheduled meeting.
8. Following Board approval, it will be the responsibility of the Vice Chancellor for University Advancement to assist the Chancellor in informing the honoree, announcing the conferral, and planning the awarding ceremony.

### **Inclement weather policy and procedure statement**

Appalachian reserves the right to cancel classes during inclement weather. In determining whether to cancel classes because of inclement weather, the Chancellor consults with the Provost, the Vice Chancellor for Business Affairs, the Vice Chancellor for Student Development and other University personnel as necessary. Only the Governor of North Carolina has the authority to close the institution due to adverse weather conditions.

Appalachian students, faculty and staff can learn of changes to the University's operational schedule through a variety of sources. A recorded message announcing a change in normal

operation will be available at (828)262-SNOW. Other sources of information include, but are not limited to, WATA-1450 AM, WASU-90.5 FM, WECR-102.3 FM, WKBC-97.3 FM and others. Information may be listed on television crawl screen messages on WBTV, WSOC and WJHL, for example. Students also will be notified via AppalNET's personal announcement system, and information will be posted on the University's web page ([www.appstate.edu](http://www.appstate.edu)).

Every effort will be made to inform area radio and television stations and other sources by 6:30 a.m.

Faculty are reminded that the media do not announce individual class cancellations. The Faculty Handbook requires faculty who must be absent from classes for unavoidable reasons to notify their departmental chair, and the departmental chair will make necessary arrangements for the classes.

Staff employees (SPA) should follow the State's adverse weather policy as distributed by Human Resource Services.

Weather and related road conditions are not the same in every area where students and faculty live. Therefore, the decision to travel to campus must ultimately rest with each individual. Students are responsible for academic work they miss due to absences caused by inclement weather. Faculty should provide a reasonable opportunity for students to complete assignments or missed examinations due to such absences.

Education will be a key component of the policy. The Director of the News Bureau will send a letter to all members of the university community during the fall semester informing them of the policy and how they may learn of the decision regarding the cancellation of classes. She/he will also prepare a news release describing the policy and procedure. It shall be the responsibility of the Student Government Association, working cooperatively with other campus offices, to inform students of the policy.

An education program concerning the responsibility of the state employees to be at work will be handled by the chairperson of the Staff Council and the Director of Human Resource Services.

It shall be the responsibility of the Student Government Association, in cooperation with the Coordinator of the Wellness Center, the University Safety Office, the Director of the News Bureau and the Office of Student Development, to provide members of the university community information about adverse weather precautions.

The **Office of Extension and Distance Education** will inform the Extension faculty members as soon as possible. The instructor should take steps at the beginning of the course to ensure that students can quickly and easily be notified of class cancellations. One class cancellation process which many have used is that of a telephone tree: 1) the instructor identifies one student (with an alternate, as backup) to receive the call, 2) that student, in turn, will call a number of pre-determined classmates, and 3) those students, then, will contact the remaining classmates on their calling list.

## **Incomplete grades**

Grades of “I” (incomplete) are to be assigned only because of sickness or some other unavoidable cause. Effective fall 2003, grades of “I” will be processed as follows.

The period of time before a grade of “I” defaults to a grade of “F” or “U” is one semester. This means that a student who is given a grade of “I” for a fall class must remove that grade by the end of the following spring semester or the grade will change to “F” or “U” (depending on how the course is graded). If the grade of “I” is assigned in the spring, it must be removed by the end of following fall semester, and if the grade of “I” is earned in the summer (either session) it must be removed by the end of the following fall semester.

Students do not reregister for a class in which a grade of “I” was earned in order to complete the incomplete. If a student receives a grade “I” in a class and then re-registers for the class (either with the same or a different professor), the grade of “I” in the first class will default to “F” or “U”. If the student does take the class a second time, the initial grade of “F” or “U” can be excluded by using one of the five repeats allowed for undergraduates; graduate students are allowed only one repeat.

## **Independent study**

Independent study is the term applied to the study of a subject not listed in the regular curricular offerings. Under the independent study program, a student designs a project and then individually pursues the study under the auspices of an instructional staff member who serves as a consultant for the student during the course of the study. The student must be either degree seeking, working toward teacher licensure or have special permission from the dean. In all cases, permission from the departmental chair (in which the course is offered) will need to be secured. The vehicles for this are course numbers 2500, 3500, 4500, 5500, 6500 and 7500 depending on the level of the student. For information on independent study, students should consult the chair of the department in which the independent study is to be done.

Each student seeking approval for an independent study will apply to the chair of the department in which the credit is to be earned and will present an oral prospectus of the project to be undertaken. The chair will suggest a faculty member who may supervise the study, and the student will confer with the faculty member. After this conference, if the faculty member agrees to supervise the student, a written prospectus will be drawn up by the student and presented to the departmental chair. If the chair approves, she/he will determine the amount of credit and authorize the registration for the independent study. The dean of the college involved must endorse the chair's authorization. Registration for the course will be done during the registration period, and grades will be reported in the regular way at the end of the semester in which the project is completed. The usual limitations on academic load apply to the student's total load, including the load in regular classes and work taken by independent study.

The faculty member who supervises an independent study receives teaching hour credit on the following basis: for each semester hour of undergraduate independent study supervised by a faculty member, the faculty member will receive one-twelfth teaching hour credit; for each semester hour of graduate independent study supervised by a faculty member, the faculty member will receive one-sixth teaching hour credit.

The departmental chair will maintain a record of the work done by faculty members in the chair's department in supervising students in this category and when the faculty member has accumulated sufficient credits for a teaching load reduction, such a reduction will be given in some term of the regular academic year. It must be understood that the needs of students come first, and it may not always be possible to arrange for the reduced load in the term which the faculty member requests it. Also, it must be understood that the reduction in load can only be claimed during one of the regular terms of the academic year and cannot be claimed during the summer term.

With the approval of the instructor, the departmental chair, the dean of the college, and the Dean of Graduate Studies and Research, graduate students who have been admitted to candidacy and who have filed their Program of Study may register for independent study in their major field. Students registered for independent study must be scheduled for regular conference periods at least weekly. No more than six semester hours of independent study may be applied toward a graduate degree, and no more than twenty-five percent of the student's degree program may be taken in a combination of selected topics and independent studies.

### **Individual study**

Individual study is the pursuit of a regularly listed course by a student without attending classes on a regular basis. The student must be either degree seeking, working toward teacher licensure or have special permission from the dean. In all cases, permission from the departmental chair (in which the course is offered) will need to be secured. If the chair approves, then she or he will suggest one or more faculty members in the department who might supervise the student in the course. If the faculty member agrees to supervise the student, the student and faculty member will work out the method of study. The grade for the course will be submitted to the Registrar in the regular way at the end of the semester in which the project is completed.

The usual limitations on academic load apply to the student's total load, including the load in regular classes and work taken individually.

If a faculty member supervises a student in individual study of a course at a time when the faculty member is teaching that course as a part of her/his regular assignment, then the faculty member will not receive additional teaching credit or stipend for that supervision. If a faculty member supervises a student in individual study of a course at a time when she or he is not teaching that course, then for each semester hour of individual study supervised by the faculty member, the faculty member will receive one-twenty-fourth teaching hour credit.

The departmental chair will maintain a record of the work done by the faculty members in the chair's department in supervising students in this category and when the faculty member has accumulated sufficient credits for a teaching load reduction, such a reduction will be given during one term of the regular academic year. It must be understood that the needs of the student come first, and it may not always be possible to arrange for the reduced load in the semester in which the faculty member requests it. Also, it must be understood that the reduction in load can

only be claimed during one of the regular semesters of the academic year and cannot be claimed during the summer term.

### **Institutional credit**

Courses numbered less than 1000 (excluding applied music courses, major-principal, MUS 0401-0499) are taken for "institutional credit" only. These courses DO NOT count for graduation, but are computed in the student's GPA (the hours count toward full-time student eligibility, but do not count as hours earned for graduation). Institutional credit courses will not be used in determining eligibility for honors.

### **Instructional assistance program**

The instructional assistance program is designed for students interested in receiving academic credit for participating in supervised experiences in the instructional process on the University level through direct participation in classroom situations. Students with junior or senior standing are eligible to participate in this program. For further information, the student should contact the chair of the department in which she/he wishes to engage in instructional assistance. The vehicles for earning this credit are courses listed in each division of departmental offerings as follows:

3520. Instructional Assistance in (departmental name)/(1).F;S;SS.

A supervised experience in the instructional process on the university level through direct participation in a classroom situation. Grading will be on a satisfactory/unsatisfactory basis only. Prerequisite: junior or senior standing. This class may be repeated for a total credit of 3 semester hours.

Registration for the course will be done during the registration period using the Independent/Individual Study/Special Course Form, and grades will be reported in the regular way at the end of the semester. The usual limitations on academic load apply to the student's total load. An undergraduate student may include a maximum of 3 semester hours credit completed under the Instructional Assistance Program toward meeting graduation requirements.

The following are procedures to be used in conjunction with the Instructional Assistance Program:

1. The student may voluntarily identify herself or himself to a faculty member or to the departmental chair as having interest in participating in this program. A faculty member or departmental chair may also identify an appropriate student and invite the student to participate in the program.
2. The chair will determine the faculty with whom the student will work. The appropriate course of study and the mutual agreement of the faculty member and the student should be involved in this determination.

3. The faculty member, the student, and the chair will discuss the nature of the student's involvement and actual duties designated in order to reach an agreement on the specific duties to be carried out by the student.
4. A written statement or "contract" will be prepared describing those specific terms agreed upon for the student. The statement is to be signed by the student and the faculty member and endorsed by the chair and the dean of the college in which the course is offered. Copies of this statement are to be given to the student, the faculty member, the chair and the dean.

## **Internship**

Anyone seeking to pursue an internship must be either degree seeking, working toward teacher licensure or have special permission from the dean.

All internships are to be graded on S/U basis only. To register for an internship, a Special Course Form must be completed with departmental signatures before obtaining the Dean's signature.

Most, if not all, internship hosts require professional liability insurance prior to a student's participation in an internship or practicum. Appalachian State University requires coverage for all students enrolled in internship or practicum courses, except student teaching. When registered for an internship, a fee is applied to the student's account for instatement of professional liability insurance coverage.

The following administrative policy governs internships:

1. An applicant for an internship must be working within a reasonable distance of the University.
2. The number of registrants for the internship is limited.
3. The intern must work under a fully licensed supervisor.
4. The supervisor must express a willingness to supervise the work and provide the experience necessary for the intern.

## **Leave of absence**

Graduate students: A graduate student who has begun work toward a graduate degree but who is not enrolled at Appalachian during a specific academic term will be officially classified as being on leave of absence. A student who is on leave of absence will have no access to university resources, and cannot schedule and pass a thesis or dissertation defense, nor take comprehensive or qualifying examinations.

A leave of absence has no effect on the time limit to graduation, so that time limit will remain seven years, including the time spent on leave. A student cannot graduate at the end of an academic term during which the student has been on leave. All students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.

## Major tests and assignments prior to exams

It is strongly recommended that no tests or major assignments not included on the course syllabus be required during the five class days prior to the final exam period. This recommendation, however, does not include "make-up" tests.

## Numbering of coursework

The following is a summary of the restrictions imposed by University policy on the numbering of coursework. To begin, University policy stipulates the following general classifications:

<u>Number Range</u>	<u>Level</u>
0001-0999	Remedial
1000-1999	Freshman
2000-2999	Sophomore
3000-3999	Junior
4000-4999	Senior
5000-5999	Master's
6000-6999	Specialist
7000-7999	Doctorate

Within the ranges listed above, however, the following blocks of numbers are reserved for courses which are common to most departments:

1500-1549  
2500-2549  
3500-3549  
4500-4549  
5500-5549  
6500-6549  
7500-7549

Numbers specified within the reserved ranges are as follows:

Independent Study - 2500, 3500, 4500, 5500, 6500, 7500  
General & Departmental Honors - 1510-1519, 2510-2519, 3510-3519, 4510-4519  
Selected Topics – 1530-1549, 2530-2549, 3530-3549, 4530-4549, 5530-5549, 6530-6549, 7530-7549  
Instructional Assistance – 3520

Other numbers reserved by University policy are:  
Internships - 2900, 3900, 4900, 5900, 6900, 7900  
Bibliography & Research – 5000  
Graduate Research – 5989  
Thesis/ Dissertation – 5999, 6999, 7999  
Experiential Learning - 1999, 2999, 3999, 4999

The above is intended as a guide in preparing course proposals for both the Graduate Council and the Academic Policies and Procedures Committee. For more information, contact the Registrar.

### **Pass-Fail grading option**

Any undergraduate student who is 1) full-time (registered for 12 or more hours), 2) has attained at least sophomore standing (earned at least 30 hours), and 3) has a minimum grade-point average of 1.75 may elect to take one course each semester under the pass-fail grading system, **not to exceed a maximum of six (6) pass-fail courses while enrolled at the University.** Any undergraduate course may be chosen under this option, **except those courses used to comprise the total hour requirements of the student's major, minor, core curriculum, and foreign language requirements. In essence, the pass-fail grading system is intended only for "free elective" credit. It is the responsibility of the student to make sure that she/he does not violate this limitation.** Graduate students may not elect the pass-fail option. If a course taken under the A-B-C-D-F grading system is repeated, it must be repeated under the A-B-C-D-F system.

A student who elects the pass-fail option will be allowed to drop the option through the first nine weeks of a fall or spring term and thus receive the letter grade(A-F) earned at the end of the term. However, once the pass-fail option is elected for a given course, a change to another course may not be made. Because of the length of the summer terms, there are no provisions for removing the pass-fail option after it has been selected for a course.

A grade of "P" means that the student's grade was equal to a "D" or above on a conventional grading scale. The hours earned will count toward graduation, but the grade will not be computed in her or his grade-point average. A grade of "F" means that the student failed the course. No credit is earned, but the grade of "F" is computed in the student's grade-point average as an "F".

Students should also be aware of the disadvantages which could result from using the pass-fail option (i.e., many graduate schools will not accept transcripts containing a "P" notation.) In order to choose the pass-fail option in a course, the student will get a special pass-fail form from the Registrar's Office. It must be completed and turned in to the Registrar's Office prior to the close of the period during which a course may be added.

### **Readmission**

Students who have withdrawn in good standing from the University or who have been suspended for academic deficiencies or for other reasons and who have less than 15 semester hours of transfer work taken since leaving Appalachian should submit their requests for readmission to the dean of the college in which they are to be enrolled if they have declared their major or to the Office of General Studies if they have not. Consideration of requests for readmission of students who have been suspended for any reason will be made in light of the applicant's ability, evidence of growth and maturity, good citizenship record, credits earned at another institution, and time elapsed since leaving Appalachian. Those returning students with at least 15 semester hours of

transfer coursework taken since leaving Appalachian must reapply through the Office of Admissions.

## **Repeat policy**

Students may, for a variety of reasons, elect to repeat a course. If a student so elects, the following policies will govern the awarding of credit and the computation of her or his GPA:

1. Credit hours earned in a particular course will not be awarded more than one time; i.e., if a course in which credit hours have been earned is repeated with a passing grade, additional credit hours will not be awarded. If, however, a course in which credit hours have been earned is repeated with a grade of "F", "@F", "U", or "WF", the hours earned initially will be subtracted from the student's total.
2. When a course is repeated, the grade earned in the initial attempt can be excluded from computation in the student's GPA for a maximum of five (5) courses- (undergraduate students only.) Effective fall 2003, a student must file a "Repeat Form" in the Registrar's Office no later than the last day of the final exam period during the term in which the course is repeated if the student wants the initial grade excluded from the cumulative GPA.  
(Note: If a grade is excluded from GPA computation when repeated, it remains on the academic transcript.)
3. The student must indicate to the Registrar's Office, in writing, which courses are to be excluded from GPA computation under this policy. A repeat form must be submitted to the Registrar's Office no later than the last day of the final exam period during the term in which the course is repeated.
4. A course may not be repeated if the content has changed substantially, or if the number of credit hours has been reduced.
5. If neither the number nor the title of a course has changed but the content has changed substantially, it will be the responsibility of the chair of the department in which the course is offered to notify the Registrar that a student who took the course prior to the change in content may not repeat the course for credit.
6. Graduate Students: No more than one Program-of-Study course may be excluded from the GPA by repeating it once for a higher grade. The hours for the first Program-of Study course that is repeated will automatically be excluded. The second grade always stands for a repeated course. The hours earned will be counted only once if both grades are passing. If the second grade is "F", the hours earned for the first course will be discounted. A student may not graduate with an "F" or "U" in the Program of Study.

## **Request to take coursework at another school**

Once an undergraduate student has enrolled as degree seeking she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from

Appalachian. A student who wishes to attend another collegiate institution should contact the Registrar's Office at Appalachian to: 1) secure the proper application form and 2) determine whether the intended transfer courses are acceptable. (Students who wish to study abroad should contact the Office of International Programs to secure the proper application and determine whether the intended courses from abroad are acceptable). The intended coursework, once evaluated, will be forwarded to the appropriate Appalachian college or the Office of General Studies for approval.

The ["Request to Take Coursework Elsewhere" form is available online.](#)

The following policies will govern the transfer of coursework:

- a. To receive permission to attend another collegiate institution, an Appalachian student must be in academic "good standing" (i.e., she or he CANNOT be on academic probation).
- b. Coursework at the lower-division level (i.e., courses numbered 1000 and 2000) will be evaluated by the Registrar's Office; coursework at the upper-division level (i.e., courses numbered 3000 and 4000) MUST be evaluated by the appropriate academic department or dean's office at Appalachian.
- c. If a student wishes to take coursework at another collegiate institution while concurrently enrolled at Appalachian, the combined total of credit hours for which she or he will be allowed to enroll cannot exceed eighteen (18). (Students who study abroad on an Appalachian-approved exchange or study abroad program are excluded from this provision.)
- d. A student will NOT be allowed to take coursework at another collegiate institution while concurrently enrolled at Appalachian, if the course for which the student wants transfer credit is scheduled and available at Appalachian during the academic term in question.
- e. A course will not be approved for transfer if all prerequisites are not completed prior to enrollment in the course.
- f. A student will not receive transfer credit for any course bearing a grade of less than "C-".
- g. Grades earned at another collegiate institution will not be computed in or allowed to affect the grade-point average at Appalachian.
- h. To graduate from Appalachian, a student must complete a minimum of sixty (60) semester hours at a senior college or university.
- i. To graduate from Appalachian, a student must complete, as a minimum, the final thirty (30) semester hours IN RESIDENCE. (Students who study abroad on an Appalachian-approved exchange or study abroad program are excluded from this provision.)
- j. To graduate from Appalachian, a student must complete IN RESIDENCE a minimum of eighteen (18) semester hours in the major and nine (9) semester hours in the minor.

## **Residency requirements**

With some exceptions, coursework is defined as "in residence" when registration is through the University. The physical location at which the course is delivered, whether in Boone or through a field-based program, does not affect this definition. The following types of courses, however, are not considered "in residence": transfer credit, credit by examination, credit for Prior Learning, credit for military experience, credit while enrolled in a non-degree status, and "institutional" credit.

All baccalaureate degrees granted by Appalachian require the completion of a minimum of 60 semester hours at a senior college or university. (Note that credit awarded for credit by exam, military service, or Prior Experience does not count as part of the required 60 hours.)

To graduate from Appalachian, an undergraduate student must complete, as a minimum, the final thirty (30) semester hours in residence. (Students who study abroad on an Appalachian-approved exchange or study abroad program are excluded from this provision.)

To graduate from Appalachian, an undergraduate student must complete in residence a minimum of eighteen (18) semester hours in the major and (if applicable) nine (9) semester hours in the minor.

Individual academic programs may specify particular courses that must be taken in residence. A student who intends to transfer coursework from other collegiate institutions should consult the portion of the Undergraduate Bulletin that describes her or his intended degree program.

College of Business majors must complete in residence at least fifty percent of the business coursework required for the BSBA degree.

A minimum cumulative grade-point average of 2.00 must be earned in major courses taken at Appalachian.

Questions about residence requirements should be directed to the Dean of the College/School under whom the degree program is offered. Exceptions to residence requirements must be approved by the Dean of the College/School under whom the degree program is offered.

### **Scheduling of courses to be offered for credit**

Scheduling a course to be offered for credit in the university must be authorized by the departmental chair or director of the department or area under which the course is listed. It is also the responsibility of the chair or director to approve the instructional personnel to be involved in teaching the course. After having authorized a course to be offered, the chair or director will notify the office of the dean to whom the chair reports giving such information as the course number and title; instructor; hours credit; size of the class; the time, days of the week, and dates when the class will meet; the place where the class will meet. Classes offered on Monday/Wednesday must begin at 2:00 pm or after. The dean will send this information to: (1) the Registrar's Office if the course is to be offered for residential credit during a term of the regular academic year or (2) the Office of Summer Sessions if the course is to be offered during the summer term or through the Office of Extension Instruction and Distance Education. The Office of Summer Sessions or Extension Instruction and Distance Education will then notify the Registrar's Office to implement the scheduling of the courses.

## **Second degree**

If a student has received a bachelor's degree from Appalachian, a second (or subsequent) bachelor's degree can be earned by completing all catalog requirements for the second (or subsequent) degree.

If a student wishes to earn two (or more) undergraduate degrees at Appalachian concurrently, she or he must complete all catalog requirements stipulated for the respective degrees.

A second (or subsequent) bachelor's degree must differ in type from any degree previously awarded by the University. The University will not, for example, award a second Bachelor of Arts (B.A.) degree: it will, however, award both a Bachelor of Arts AND a Bachelor of Science (B.S.) degree, either simultaneously or in sequence.

## **Second major**

Prior to graduation, a student may pursue two majors under the same degree by completing all requirements of both majors (no minimum number hours are required).

After graduation, a student may pursue a second major under the same degree by completing requirements (no minimum number hours are required). The student would be readmitted as a "Special Student" through the Registrar's Office. Once all requirements are completed she/he is to notify the dean's office. The dean's office will notify the Registrar's Office in writing.

## **Second master's degree**

A student holding a master's degree may earn a second master's degree in another discipline, following the same admission procedures as stated for the master's degree. During the first semester of study for a second master's, students plan with their advisors a Program of Study to include a minimum of 30 additional semester hours which may or may not include a thesis. If a thesis is included, at least 24 semester hours of the work must be completed through Appalachian, allowing for 6 hours of graduate work from another approved graduate school. If a thesis is not written, at least 21 hours of the work must be completed through Appalachian, allowing for 9 hours of graduate work from another approved graduate school. With either the thesis or non-thesis option, transfer work cannot be older than 7 years at the time the degree is awarded from Appalachian. The Program of Study and Admission to Candidacy recommendation forms must be submitted by the end of the first semester. The comprehensive examination and/or Product of Learning must be done at least 14 calendar days prior to the date on which the candidate is awarded the degree. (Note: In the Department of Human Development and Psychological Counseling, a second master's degree requires meeting all program course requirements with a minimum of 36 semester hours.) Graduate course work from an earned degree cannot be included in the second master's degree.

## **Selected topics course – guidelines**

A course under a special topics designation should not be offered where a course of substantially similar content and methodology exists under an established number.

**New selected topics courses should be shared with the university faculty two weeks prior to the close of when the next semester's scheduling is due (via memo from the departmental chair to all other departmental chairs).**

If departments and/or individual faculty members have a problem with the offering of a special topics course, she/he, the individual offering the course and the departmental chair should attempt to resolve the problem. If that course of action does not result in a solution, the appropriate college dean(s) will serve to arbitrate.

## **Short-term courses for academic credit**

A workshop offered for two semester hours credit must meet a minimum of three hours a day for at least two weeks.

Policies and procedures governing exceptions to the above are as follows:

In recognition of the fact that an educational experience cannot be measured in time units and to accommodate some of the special situations which may occur in Appalachian's Summer program, the chair of the department and the dean of the college in which credit is to be offered, and the graduate dean for graduate credit, together with the director of Summer Sessions and the Provost and Vice Chancellor for Academic Affairs, are allowed to judge each proposal for credit on its merits and be given the authority to determine appropriate academic credit.

To assist those who may wish to make proposals, the following condition is specified. A detailed plan of the proposed educational activity must be submitted to the chair, the dean, and the director of Summer Sessions at least 30 days prior to the submission of the summer school schedule each year. This plan must include:

1. Details concerning the subject matter to be considered; (This could take the form of an outline.)
2. Details concerning procedures to be used in instruction;
3. Details concerning the time frame to be utilized in the instruction; (It is anticipated that a minimum of 15 clock hours will be scheduled for each semester hour of credit requested. This may include time spent in registration and evaluation.)
4. Details concerning planned activities which the participants are required to engage in prior to the beginning of the scheduled activity; (This could be required reading lists, for example.)

5. Details concerning the procedures to be used in evaluation of students. (It is expected that the same standards for evaluation as used in any other course will be applied.)

The Graduate Council has a policy which prohibits a graduate student from registering for two workshops scheduled for the same two-week period. No more than three workshops may be taken to apply toward a degree. There is no limitation on the number of two-week courses which a student might include in her or his program.

## **Student records – Policies and procedure concerning the release of student information**

### **I. Purpose and scope of the statement**

A. Purpose - This statement establishes updated guidelines for the University on the matter of confidentiality of student records. It has been developed in the light of legislation concerning access to and release of information maintained in student records in institutions of higher learning : the Family Educational Rights and Privacy Act of 1974 (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

Any questions on these policies should be referred to the University Registrar.

B. Scope - These policies encompass all student records maintained by the University. They apply to all students, current or former, at Appalachian State University.

### **II. University policy regarding confidentiality of student information.**

A. In response to inquiries from the general public, such as prospective employers, credit investigators, police officers, etc., only the following directory information is released without the student's permission:

"the student's name; local telephone listing; University post office box number; E-mail address; academic classification; enrollment status during a particular term (i.e., full-time or part-time); fields(s) of study; dates of attendance; degrees, honors and awards received; participation in officially recognized activities and sports; weight, height, athletic statistics and photographic representations of members of athletic teams."

Any student who wishes to request that directory information not be released must contact the Registrar's Office.

B. Transcripts are released only upon the written request of the student. Transcripts will not be released if the student is financially indebted to the University.

C. A student has the right to inspect the contents of her/his educational records with the exception of documents submitted to the University in confidence prior to January 1, 1975. Transcripts on file from other institutions are property of Appalachian and will not be returned to the student or sent elsewhere at her/his request.

D. If parents or guardians request academic or personal information other than that specified in statement IIA, the request will not be honored without the student's written

permission unless the parent can present evidence of the student's being dependent upon the parent for support as defined by the Federal Internal Revenue code.

### **Tuition surcharge**

Undergraduate students who initially enrolled at Appalachian in fall, 1994 and thereafter, must comply with North Carolina Senate Bill 27 (1993 Session Law). This legislation requires a tuition surcharge of twenty-five percent (25%) on: 1) all credit hours in excess of one hundred and forty (140) when taken as part of the student's first baccalaureate degree; and 2) all credit hours in excess of one hundred and ten percent (110%) of the number required for a second or subsequent baccalaureate degree.

Included in the calculation of credit hours will be 1) all course work attempted at Appalachian (i.e., courses earned, courses failed, courses repeated, and courses dropped after the UNC system "census" date published in the academic calendar), and 2) all course work transferred to Appalachian from other collegiate institutions.

Excluded from the calculation will be credit by examination, advanced placement credit, military credit, and credit earned through an extension program or during the summer at any member institution of the University of North Carolina. (Note: Every baccalaureate degree at Appalachian requires a minimum of one hundred and twenty-two credit hours; Appalachian does not offer a baccalaureate degree that requires more than one hundred and twenty-eight credit hours.)

Students are encouraged to average a minimum of 15 credit hours per semester and to take advantage of advising and support services to ensure continuous progress towards graduation.

### **Veterans' academic credit**

Appalachian grants eight semester hours of academic credit to most veterans including six semester hours in military science (ROTC) and two hours in physical education. The University may grant specific course credit for completion of certain types of military schools and for some USAFI and CLEP work. Information on veterans' academic credit is available at the Registrar's Office.

### **Withdrawal from the University**

A student is allowed to officially withdraw (i.e., cease enrollment in all courses) **WITHOUT ACADEMIC PENALTY** during the first nine weeks of a fall or spring semester. In order to officially withdraw, the student must formally contact the Registrar's Office.

A grade of "W" (Withdrawal) will be assigned to each course if the student withdraws during the first nine weeks of a fall or spring semester (the last day to withdraw **WITHOUT ACADEMIC PENALTY** is indicated in the *Schedule of Classes* published for each academic term).

A student who officially withdraws AFTER the first nine weeks of a fall or spring semester will receive a grade of “WF” (Withdrawal/Failing) or “WU” (Withdrawals/Unsatisfactory) for each course for which she or he is enrolled at the time of withdrawal. The following are two exceptions to this policy:

1. A student can petition for withdrawal without academic penalty for compelling medical or psychological reasons. Students seeking a medical withdrawal must contact Student Health Services; those seeking a withdrawal for psychological reasons must contact the Counseling and Psychological Services Center. Supporting documentation will be required. If a medical or psychological withdrawal is approved, the student will receive a grade of “W” in each course for which he or she is enrolled.

2. A student can petition for withdrawal without academic penalty for extenuating reasons (i.e., for other than medical or psychological). The student must formally notify the Registrar’s Office. The reasons for the withdrawal should be clearly stated, and supporting documentation may be required. Consideration will be given to the reasons for the withdrawal and grades may be assigned on a course-by-course basis, as deemed appropriate.

If a student does not regularly attend an audited course, the instructor may request an administrative withdrawal grade to be assigned. The instructor should provide documentation to the Registrar’s Office with the recommendation.

A student who holds a tuition remission or award must pay back the entire remission or award if that student withdraws from courses.

A student who ceases to attend all classes prior to the end of an academic term, and does not officially withdraw by notifying the Registrar’s Office, will automatically receive a “Failing” grade on each enrolled course.

Withdrawal between terms: If an undergraduate student decides, after the close of an academic term, to not return for the succeeding academic term, she or he should notify the Registrar’s Office in writing. Formal notification is required to 1) cancel pre-registration, and 2) refund the pre-payment of applicable tuition and fees. (If a non-returning student did not pre-register or pre-pay, formal notification is desirable, but not required.)

Official Withdrawal: The student or parent has contacted the Registrar’s Office in regards to the student’s withdrawal.

Unofficial Withdrawal: If a current student leaves the University without contacting the Registrar’s Office, the student’s record will reflect an unofficial withdrawal status. Fees and grades are handled in accordance with the appropriate policies.

Retroactive Withdrawal: Is an unofficial withdrawal that has been petitioned by the student and approved by the Registrar’s Office to be changed to an official withdrawal

status. The Registrar's Office may request various supporting documentation to meet University policies in substantiating the withdrawal status change.

Withdrawal of prospective students: Is done when a first semester student fails to complete registration. All offices receiving advanced information about a prospective student's decision not to enter school should notify the Admissions Office (in case of prospective undergraduate students) or the Office of Graduate Studies and Research (in the case of graduate students).

Distance Learning Students enrolled in an extension program should initiate withdrawals in the Office of Extension and Distance Learning Education.

A student who officially withdraws from the University will receive a refund based on the date of notification. The refund percentage is published in Schedule of Classes for each semester. The term refund should be understood to mean either a) the repayment of money received by the University for tuition and fees, or b) a reduction of charges if tuition and fees have not yet been paid.