

# **Academic Governance Handbook**

**Revised 9/18/2015**

Removed approved changes from 2014-2015 academic year

## Table of Contents

<b>A. ACADEMIC GOVERNANCE</b> .....	<b>1</b>
GUIDELINE I .....	1
GUIDELINE II .....	2
GUIDELINE III .....	2
GUIDELINE IV .....	2
<b>B. THE ACACEMIC POLICIES AND PROCEDURES COMMITTEE</b> .....	<b>2</b>
<b>C. CURRICULUM APPROVAL PROCESS FLOW CHART</b> .....	<b>3</b>
<b>D. SPECIFIC ADACEMIC ISSUES</b> .....	<b>4</b>
Academic Load .....	4
a. Undergraduate .....	4
b. Graduate .....	4
Admissions Policies Exceptions .....	5
Awarding degrees posthumously .....	6
Catalog Adoption .....	6
Centers and Institutes .....	7
Policies for Establishing and Reviewing Centers and Institutes .....	7
Introduction .....	7
Definitions for Specific Categories of Centers and Institutes .....	8
Centers Versus Institutes: .....	8
Institutional Versus Interinstitutional Centers and Institutes: .....	8
Institutional: .....	8
Interinstitutional: .....	8
Types of Centers and Institutes .....	9
Membership Centers or Institutes .....	9
Purpose and Scope of Centers and Institutes .....	9
Procedures for Authorization to Establish a Center or Institute .....	10
Proposals to Establish a Center or Institute .....	10
Procedures for Approval of Proposed Centers or Institutes .....	10
Periodic Review of Centers and Institutes .....	12
Procedures for Discontinuation of a Center of Institute .....	12
Exceptions to These Regulations .....	13
Change of Course .....	13

Change of Major .....	14
Contact Time .....	14
Grade Changes .....	15
Graduation – Commencement “Walkers” .....	15
Incomplete Grades .....	16
Independent Study.....	16
Individual Study.....	17
Instructional Assistance Program .....	18
Leave of Absence .....	19
Numbering of Coursework.....	19
Request to Take Coursework at Another School .....	20
Scheduling of Courses to be Offered for Credit .....	21
Selected Topics Course - Guidelines .....	21
Short-Term Courses for Academic Credit .....	22
Student Records – Policies and Procedure concerning the Release of Student Information.....	22

## 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

### 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.

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.

### 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.

---

<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

---

<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. 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? Do financial audits and professional evaluations demonstrate that the unit is being managed appropriately?
- f. Are the facilities available to the unit adequate for its continued operation?
- g. 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**

#### 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.

### Contact time

A course must meet for a minimum of 750 minutes for every semester hour of credit. One contact hour = 50 minutes. The amount of contact time remains constant, regardless of the academic term in question.

One semester hour -- Minimum of 750 contact 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

The [Appalachian State University Policy Manual](#) provides a thorough explanation of credit hour applications across different modes of instruction and contact time required including, but not limited to:

Lecture or Seminars  
Web/Web Based Majority/Web Based Hybrid

Lecture/Laboratory Class Instruction  
Combined Lecture/Lab or Studio  
Clinical  
Laboratory Class Instruction  
Laboratory  
Studio  
Performance/Recital/Ensemble  
Physical Education/Outdoor/Activity Based  
Conversational Foreign Language  
Lesson/Individual Instruction  
Independent Study  
Experiential, Research, Individual Study, Student Teaching  
Continuing Education  
Study Abroad/Study Away  
Short Course/Conferences/Workshops

## **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.

## **Graduation**

### 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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.