

AP&P Manual

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A. ACADEMIC GOVERNANCE

The basic and most important unit in determining curricula is the academic department.

Each department/academic unit and college/school shall have a curriculum committee to carefully consider changes to courses, programs, policies, or structures within or affecting the academic unit. All academic units should develop and implement plans for involving students in academic governance at the departmental level.

In addition, the General Education Council, Honors Council, and Teacher Education Council shall each carefully consider changes to curriculum, policies, programs, or structures within or affecting their programs.

The Graduate and Undergraduate Academic Policies and Procedures (AP&P) Committees are the final committees to carefully consider and recommend changes to the University's curriculum, policies, programs, or structures.

The Provost and the Chancellor shall communicate to the University in a timely fashion their decisions on proposals/motions involving recommendations for changes in curriculum, 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 Undergraduate Academic Policies and Procedures Committee and/or the Graduate 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 will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

GUIDELINE II

Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate 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 Senate
- E. Council of Deans
- F. Council of Chairs

A faculty member, student, or ad hoc faculty or student group will channel proposals through the appropriate body above.

GUIDELINE III

The Undergraduate Academic Policies and Procedures Committee and the Graduate Academic Policies and Procedures Committee are, in most circumstances, the final recommending bodies to the provost and executive vice chancellor and the chancellor. The faculty members and the students on these committees serve as the representatives for the faculty and students, respectively. As such, these groups should make their respective views known through their appointed representatives and should make arrangements for their respective representatives to be held accountable to them.

GUIDELINE IV

If a proposal for changes in a department's courses or programs is not approved by that department, then 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 also rejected by the college or school, then the group may appeal (as above) to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

When a departmental proposal is not recommended at the college advisory council level, the department may appeal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Reference Faculty Handbook sections 3.4.1, 3.4.2, 3.4.3, 3.4.4, 7.2.2, 7.3.4.8, 7.3.4.13 for additional information about Academic Governance. [\[Link Faculty Handbook\]](#)

B. THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Complete information about the memberships of the Graduate and Undergraduate Academic Policies and Procedures (AP&P) Committees, reporting, and areas of responsibility are outlined in the Faculty Handbook sections 7.3.2 and 7.3.3 and 7.3.4.8 and 7.3.4.13. [\[Link Faculty Handbook\]](#)

Operating Procedures for the AP&P Committees:

1. Proposals to be presented to an AP&P Committee must be submitted using the approved proposal forms listed in section C and available on the AP&P website. [\[Link AP&P website\]](#)
2. Proposals to be considered by an Academic Policies and Procedures Committee must be agenda-ready and submitted prior to the published due date (approximately twenty-five [25] calendar days prior to the scheduled meeting). The committee will send its agenda to the entire faculty at least six (6) working days prior to a scheduled meeting according to the Faculty Handbook guidelines.

3. Committee members, deans' offices, authors, department chairs, faculty and students should provide feedback and inquiries on the AP&P AsU Learn forum to address proposal concerns prior to Committee meetings when appropriate and possible.
4. The proposal author, department chair, or dean's office is to consult any department or unit that may be affected by the proposal prior to submission and send a copy of an agenda-ready proposal presented to the Committee(s).
5. A quorum for the transaction of business shall consist of two-thirds majority of the voting members of the Committee.
6. The order of consideration of proposals before the Committee is to be rotated among the colleges and schools.
7. 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 will be called for that month.
8. Voting on proposals/motions is by voice vote or by a show of hands. Proxy representation and absentee voting for the purpose of voting on proposals under consideration is NOT permitted. Proposal/motion decisions shall be by a simple majority of the verbal or show of hands votes cast.
9. The chairs of the AP&P committees shall be elected from the voting membership. The chairs are elected in the first fall semester meeting by the voting members. The chairs retain their right to vote on proposals/motions. The term of chair is for one year and is renewable. The chair is eligible to receive one quarter reassigned time per semester. (Faculty Handbook 7.3.2.).

C. CURRICULUM APPROVAL PROCESS FLOW CHART

Resources are available on the Academic Policies and Procedures website: <http://app.appstate.edu>

- AP&P Membership Lists; Meeting Dates/Agendas/Minutes
- AP&P Proposal Forms and Protocol
- AP&P Deadlines
- AP&P Process Flowchart
- UNC-GA Academic Program Planning Workshop
- UNC-GA Process for Planning and Establishment of New Program
- GA-SACS flowchart

D. SPECIFIC ACADEMIC ISSUES

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].¹ 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.²

- **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.

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

² 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.³ 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

³ 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.

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

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.

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

Proposals for new courses or programs must be submitted to the Registrar's Office during the proposal development process to confirm the appropriateness of course numbering.

[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 is authorized by the departmental chair or director of the department, school, or area under which the course is listed (see Faculty Handbook).

After having authorized a course to be offered, the chair or director will provide the course information to the office of the appropriate dean.

The dean's office will provide the department schedule 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 a summer term or
- (3) The Office of Distance Education for all distance education courses.

When relevant, the Office of Summer Sessions and/or Distance Education will then notify the Registrar's Office to implement the scheduling of the courses.

Courses beginning before 2pm Monday-Friday should adhere to regular meeting patterns unless approved as an exception by the dean's office. Regular meeting patterns can be found on the Schedule Build section of the Registrar's webpage.

Departments scheduling new selected topics courses should consult the selected topics course-guidelines section of this document.

[Selected topics course – guidelines](#)

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

New proposed selected topics courses should be shared with the university faculty two weeks prior to early registration via discussion in the Council of Chairs meeting.

If departments and/or individual faculty members would like to discuss the offering of a selected topics course, she/he, the individual offering the course, and the department chair(s) 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.

See the Numbering of coursework section for information about selected topics numbering.

[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.