

## AP&P Subcommittee-Academic Policies (Academic Governance Handbook-AGH) Minutes

- Jon Beebe - Faculty Representative (AP&P)
- Rich Crepeau - Faculty Senate (Acad. Policy)
- Julie Hayes - AP&P Specialist
- Kristin Hyle - General Education
- Joe Klein - Faculty Representative (AP&P)
- **Edgar Peck - Committee Chair**
- Ben Powell - AP&P Chair
- Tina Proctor - College of Health Sciences
- Robert Sanders - Graduate School
- Tara Strickland - Registrar's Office
- David Wiley - COE

**Meeting** November 13, 2015 2:30pm

**Attendance** Peck, Beebe, Crepeau, Hayes, Hyle, Sanders, Strickland, Wiley, Powell

**CC** Paul Gates (Faculty Senate), Susan Davies (Enrollment Management), Mike Mayfield (Academic Affairs), Debbie Race (Registrar)

### Old Business Agenda

**I. The following sections of the AGH were approved to be edited by the Faculty Senate and Provost.**

Contact Time

**II. The following sections of the AGH were approved to be deleted by the Faculty Senate and Provost.**

Absences from classes and class attendance	Honorary degree policy and procedure
Academic Standing	Inclement weather policy and procedure statement
Advanced Placement Program	Institutional Credit
Auditing Courses	Internship
Chancellor's list	Major Tests and Assignments Prior to Exams
Classification	Pass-Fail Grading Option
Course examinations	Readmission
Credit by examination	Repeat Policy
Credit for Prior Learning	Residency Requirements/Credit Limitations
Credit Limitations	Second Degree
Dean's List	Second Major
Grade Submission	Second Master's Degree
Grades and grade-point average	Tuition Surcharge
Graduation/Graduation with Honors	Veterans' academic credit
Graduation w/honors-undergrad second degree	Withdrawal from the University

### New Business Agenda

**I. Consider editing the name of the Academic Governance Handbook.**

**II. Consider the following sections of the Academic Governance Handbook (AGH)**

A. Academic Load	Recommend deletion of AGH section
B. Admissions Policies-Exceptions	Recommend deletion of AGH section
C. Awarding degrees posthumously	Recommend edits to Policy Manual
D. Catalog Adoption	Recommend deletion of AGH section
E. Grade Changes	Recommend edits to Faculty Handbook
F. Incomplete grades	Recommend edits to Undergraduate Bulletin
G. Independent study	Recommend edits to Faculty Handbook
H. Individual study	Recommend edits to Faculty Handbook
I. Student Records-Release of student information	Recommend deletion of AGH section

## **I. Consider editing the name of the Academic Governance Handbook.**

**The committee recommends changing the name to the AP&P Manual.**

The document name will be reconsidered when all edits, deletions, and additions are complete.

Consider changing the name of the Academic Governance Handbook-Requested by Faculty Senate  
Suggestions Considered: AP&P Manual; Academic Policies and Procedures Manual; Academic Procedures Manual, Curriculum Manual, AP&P and Curriculum Manual, Curriculum Procedures Manual

**II. Consider the following sections from the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committee for consideration. Faculty Senate, Academic Affairs, Registrar's Office, and Graduate School will be informed during the process.**

### **A. Academic Load**

**Committee recommends deleting this AGH section.**

**Edits to the COE UG Bulletin and Grad Bulletin were considered, but are unnecessary.**

**Information appears in the COE POS and COE Student Manual.**

#### **Academic Load (AGH)**

##### **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.

**Student Teaching (College of Education-UG Bulletin)**

During the seventh or eighth semester, students who are taking undergraduate programs of study leading to teacher licensure will student teach for one semester. This work will consist of full-time teaching under the supervision of a competent and experienced teacher. Student teaching provides the student with a professional field experience in the appropriate area. There are no provisions to fulfill the student teaching requirement during the summer session. Students must be admitted to teacher education at least one semester, excluding summer, prior to student teaching and must have a cumulative GPA of 2.5 or higher to student teach.

Students will be notified in advance concerning their assignments. Student teaching assignments will conform to the local schools schedule and calendar.

Special field experience programs are required during the sophomore, junior and/or senior years. Information may be obtained from the appropriate departmental chair or program coordinator.

**Academic Load (Academic Regulations-Undergraduate Bulletin)**

For an undergraduate student, a full-time load is defined as 12-18 hours per semester or 6-7 hours in a five week summer term. Anything above this is considered an overload. Undergraduate students should take from 15-18 hours per semester in order to graduate in four years. An undergraduate student may be granted approval from his/her Dean's Office (or Director of Academic Advising for undeclared majors) to take an overload if the student meets the following GPA requirements:

- 2.5 cumulative GPA required for a 1 hour overload in a standard or summer term
- 3.0 cumulative GPA required for a 2 hour overload in a standard or summer term

In addition, undergraduates demonstrating exceptional academic performance may be given permission to take an overload of three or more hours in a standard or summer term.

**Course Loads and Full-Time Enrollment (Graduate Bulletin)**

The maximum course load for a graduate student during the regular academic year (Fall and Spring semesters) is 15 hours per semester for a student without an assistantship and 12 semester hours for those holding assistantships.

For each Summer Session, the course load maximum is six (6) semester hours in a four- or five-week term and one course in a two- or three-week term. Graduate students may not earn more than 12 hours over the course of one summer.

To be considered a full-time student, graduate students must be registered for a minimum of nine (9) semester hours during a Fall or Spring semester. During the summer sessions, students may be considered full time in one of two ways: six (6) semester hours in one summer session or a total of nine (9) semester hours over the course of the entire summer.

## **B. Admissions Policies-Exceptions**

**Committee recommends deleting this AGH section.**

**Information appears in the Graduate/Undergraduate Bulletins.**

*“We did find that the information you’ve shared is replicated in the catalogs and could be removed from the Academic Governance Handbook.” This information appears in the bulletin.*

*Lloyd M. Scott, Director of Admissions, Appalachian State University (April 2015)*

*Graduate School- The Admissions Policies - Exceptions pertains specifically to undergraduate admissions. The Graduate School has different policies and definitions for exceptions in admissions, which are noted in the grad bulletin Admissions section. Anna Basnight (April 2015)*

### **Admissions Policies-Exceptions (AGH)**

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.

### **C. Awarding degrees posthumously**

**Committee recommends adding this to the Policy Manual Section 103.5**

**Julie Hayes/Robert Sanders will work with the Dean of Students and Student Development to approve a policy and add to the Policy Manual.**

**Deletion of AGH section will be recommended in the future if edits are made to Policy Manual.**

### **Awarding degrees posthumously (AGH)**

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.

### **D. Catalog Adoption**

**Committee recommends deleting this AGH section.**

**Information appears in the Graduate/Undergraduate Bulletins.**

### **Catalog Adoption (AGH)**

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.

### **Catalog Adoption (Undergraduate Bulletin-Academic Regulations)**

The Undergraduate Bulletin is issued annually for the academic year, fall through subsequent summer; and, while course offerings are fairly continuous from year to year, the University reserves the right to make changes in curricula, degree requirements, and academic policies. The information in any given catalog/bulletin is, therefore, usually valid for the one-year period of its issue, and is superseded by subsequent issues. While changes in degree requirements do not affect a student already enrolled in a degree program, changes in academic policies become effective for all students on the date approved for implementation. Any interested person should consult the most recent issue of the Undergraduate Bulletin for current information about the instructional program.

In selecting a catalog, students must meet the following guidelines:

1. All students may elect to graduate in accordance with the degree requirements as recorded in the catalog/bulletin that is current at the time of their first registration or any subsequent edition under the following conditions:
  - a. The student is enrolled during a period in which the catalog/bulletin is in force.
  - b. Any catalog chosen must not be more than ten years old (for example, the 2011-2012 catalog is valid through summer of 2021).
2. Students must meet all requirements of the catalog/bulletin under which they wish to graduate except under the following conditions:
  - a. Students who entered under a catalog prior to Fall 2009 should be allowed to move to a catalog dated Fall 2009 or later without being required to complete the 44 semester hour General Education program if it is determined by the appropriate Dean's office to be in the best interest of the student. In these situations, the student will be required to complete the Core Curriculum in its entirety as well as the Writing in the Discipline (WID) and the Capstone courses in the General Education program. This policy is in effect for those students who entered the University prior to Fall 2009 and expires after Summer 2018.

- b. In those rare cases where specific required courses are no longer available, the appropriate Dean's office will identify suitable substitutes in the student's major/minor/concentration and Core Curriculum which do not increase the overall credit requirements.
- c. In those rare cases where specific required courses are no longer available, the Director of General Education will identify suitable substitutes for General Education requirements which do not increase the overall credit requirements.

In order to change the catalog/bulletin under which they intend to graduate, students must notify the office of the dean of the college/ school in which they are enrolled, or the University College Academic Advising Office if they have not declared a major.

This policy applies to all Appalachian State University students, including but not limited to continuing students, returning students, and second degree seeking students; it is also applicable to students returning under one of the University forgiveness policies.

Registration at Appalachian indicates the student's willingness to accept both published academic regulations and rules found in official announcements of the University.

### **Catalog Adoption (Graduate Bulletin-Academic Requirements and Regulations)**

A new Graduate Bulletin is issued each year; while course offerings are fairly similar from year to year, the graduate faculty reserves the right to make changes in curricula, degree requirements, and academic policies. The information on policies or course descriptions in any given bulletin is, therefore, usually valid only for the period of its issue and is superseded by subsequent issues.

Changes in courses and program of study requirements do not affect a student already enrolled in a degree program. In those rare cases where specific required courses are no longer available, the academic program will identify suitable substitutes that do not increase the overall credit requirements.

All students may, and usually do, elect to graduate in accordance with the Graduate Bulletin and program requirements in force during the time of their first registration at Appalachian, provided that they graduate within seven years of date of entry. All graduate students may, however, elect to graduate under any Graduate Bulletin issued after entry into the University and prior to graduation provided they were enrolled in the University during the time when the bulletin was in effect. Graduate students electing to graduate under a new Graduate Bulletin must meet all requirements of the bulletin under which they wish to graduate. In order to change the bulletin under which they intend to graduate, graduate students must notify the Graduate School.

### Changing to a Different Bulletin

Graduate students may, with approval of the advisor, elect to graduate under any Graduate Bulletin issued after entry into the University and prior to graduation provided they were enrolled in the University during the time when the bulletin was in effect. Graduate students electing to graduate under a new Graduate Bulletin must meet all requirements of the bulletin under which they wish to graduate. In order to change the bulletin under which they intend to graduate, graduate students must notify the Graduate School.

### E. Grade Changes

**Committee recommends editing the policies established in the Faculty Handbook.**

**Rich Crepeau will work with Faculty Senate Committees to develop the appropriate policies.**

**Deletion of AGH section will be recommended in the future if edits are made to Faculty Handbook.**

## **Grade changes (AGH)**

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.

### Suggested Edits to the Faculty Handbook

#### **6.12.2 Grade Changes ~~Changing Grades~~ (EDITED)**

Faculty members should exercise extreme care in evaluating students and in reporting grades. ~~A faculty member must secure the form for changing a grade in the departmental office.~~ All grade changes are subject to review by the dean of the college/school. A legitimate reason for all grade changes is required. Except for changes for I (incomplete), the only permissible reason for a grade change is an error on the part of the faculty member in computing or in reporting the student's grade.

#### **6.12.3 Grade Reporting (Faculty Absence/Incapacitation) (ADDITION)**

In all circumstances, except those stipulated below, the grades recorded shall be those assigned by the faculty member (instructor of record). 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 faculty member has not turned in a grade or grades on time, and if the faculty member 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 grade.

In the event that a faculty member 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.

## **F. Incomplete grades**

**Committee recommends editing the Undergraduate (UG) bulletin.**

**Tara Strickland/Debbie Race will create an AP&P proposal to edit the bulletin.**

**Information appears in the Undergraduate Bulletin-Academic Regulations.**

**Information appears in the Graduate Bulletin-Incompletes-No edits are required.**

**Deletion of AGH section will be recommended in the future if edits are made to UG Bulletin.**



## **Incomplete grades (AGH)**

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.

## **Grades and Grade-Point Average (Undergraduate Bulletin-Academic Regulations)**

### **I-Incomplete-Consider adding information in yellow above**

Incomplete, assigned only because of sickness or some other unavoidable cause. An “I” becomes an “F” or “U” if not removed within the time designated by the instructor, not to exceed one semester, except that all incompletes must be removed at the time of graduation. An Incomplete is not given merely because assignments were not completed during the semester.

### **Incompletes (Graduate Bulletin)**

Faculty may assign a grade of “I”—incomplete—when a student is unable to complete coursework at the end of the term because of illness or some other unavoidable cause. An “I” becomes an “F” or “U” if not removed within the time designated by the instructor, not to exceed one semester. An incomplete is not given solely because assignments were not completed during the semester.

Students intending to graduate must clear all incomplete work prior to the first day of the next academic term or they will not be able to graduate until the next term.

## **G. Independent study**

**Committee recommends editing the policies established in the Faculty Handbook.**

**Rich Crepeau will work with Faculty Senate Committees to develop the appropriate policies.**

**Student information appears in UG and Grad. Bulletins.**

**Deletion of AGH section will be recommended in the future if edits are made to Faculty Handbook.**

## **Independent study (AGH)**

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.

### **Independent Studies (Policy Manual)**

4.1 All independent studies must be approved by the chair and the dean. No faculty member may supervise more than three undergraduate independent studies during a term (Fall, Spring, Summer 1 or Summer 2). Individual colleges may have more restrictive limits in their policies, but may not allow more than three independent studies per faculty member per semester as standard practice.

4.2 Under extraordinary circumstances it may be desirable to allow a faculty member to teach more than three independent studies. Such exceptions will be granted only with the express approval of the chair and the dean, and the reasons for the exception must be documented in writing. Those exceptions are to be reported to Academic Affairs and records of all approvals are to be kept in the college or department offices.

### **Independent Study (Academic Regulations-Undergraduate Bulletin)**

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.

### **Independent Study (Graduate Bulletin)**

With the approval of the instructor, the department chair, the dean of the college, and the Graduate School, graduate students may register for independent study in their major field. Students registered for independent study must be scheduled for regular conference periods at least weekly. To register for an independent study, a "Special Course Form" must be completed with departmental signatures before obtaining the Dean's signature.

No more than six (6) semester hours of independent study may be applied toward a graduate degree, and no more than 25% of the student's degree program may be taken in a combination of selected topics and independent studies.

### **H. Individual study**

**Committee recommends editing the policies established in the Faculty Handbook.**

**Rich Crepeau will work with Faculty Senate Committees to develop the appropriate policies.**

**Student information appears in UG and Grad. Bulletins.**

**Deletion of AGH section will be recommended in the future if edits are made to Faculty Handbook.**

### **Individual study (AGH)**

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.

### **Individual Study (Academic Regulations-Undergraduate Bulletin)**

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 departmental 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.

### **Individual Study (Graduate Bulletin)**

With the approval of the instructor, the department chair, the dean of the college or school housing the department, and the Graduate School, a graduate student may arrange to take graduate courses listed in this Bulletin and Course Catalog on an individual basis. Appropriate forms for requesting permission to take a course by individual study are furnished by departmental chairs.

Individual studies are required to cover the material normally addressed in a regular section of the course. To register for an individual study, a "Special Course Form" must be completed with departmental signatures before obtaining the Dean's signature.

## **I. Student records-Policies and procedures concerning the release of student information**

**Committee recommends deleting this AGH section.**

**Information appears in sections 105 and 800 of the Policy Manual.**

**Information also appears in the Undergraduate Bulletin-Academic Regulations.**

**Information also appears in the Graduate Bulletin-Privacy and Release of Student Information.**

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

### **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.

**Undergraduate Bulletin- Policies and Procedures Concerning the Release of Student Information**

[http://registrar.appstate.edu/catalogs/14\\_15\\_undergrad/07\\_academicregulations.pdf](http://registrar.appstate.edu/catalogs/14_15_undergrad/07_academicregulations.pdf)

**Graduate Bulletin- FERPA - Privacy and Release of Student Information**

<http://www.graduate.appstate.edu/gradstudies/bulletin14/policies/ferpa.html>