

AP&P Subcommittee on Documentation (Academic Governance Handbook) Minutes

Meeting January 21, 2015-General Education Conference Room 1114 Anne Belk Hall

Attendance Wiley, Peck, Beebe, Hayes, Hyle, Strickland, Basnight

Upcoming Meeting February TBA

- Anna Basnight - Graduate School
- Jon Beebe - Faculty Representative
- Julie Hayes - AP&P Specialist
- Kristin Hyle - General Education
- Mark Miller - Fine and Applied Arts
- **Edgar Peck - Committee Chair**
- Regina Triplett - Fine and Applied Arts
- Ben Powell - AP&P Chair
- Tina Robbins - College of Health Sciences
- Tara Strickland - Registrar's Office
- David Wiley - COE
- Mark Zrull - Faculty Senate

Old Business

I. The following 10 sections of the AGH were voted on and recommended for deletion by the AP&P Committee during the January 14, 2015 meeting with the exception of “Commencement Walkers”.

1. Credit Limitations
2. Dean’s List
3. Graduation
4. Graduation with honors (second degree)
5. Honorary degree policy and procedure
6. Inclement weather policy and procedure
7. Pass-Fail Grading Option
8. Residency Requirements/Credit Limitations
9. Second Degree
10. Veterans’ academic credit

New Business Agenda

I. Consider editing the following section of the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committee for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar’s Office, and Graduate School.

1. Commencement "Walkers" (AGH)*

Discussion continued.

Edits were proposed and forwarded to the Registrar’s Office.

*Tara Strickland/Jennifer Shaffer (Registrar’s Office)/Anna Basnight (Graduate School)/Susan Davies-will create a proposal to delete this section of AGH and add to the Graduate and Undergraduate Bulletins.

-Deans Council, Graduate School, AP&P Committee.

II. Consider deleting the following sections from the AGH. Recommendations will be forwarded to the AP&P Committee for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar’s Office, Susan Davies, and Graduate School.

- 1. Credit for Prior Learning**
- 2. Grade Submission**
- 3. Institutional Credit**
- 4. Major Tests and Assignments Prior to Exams**
- 5. Readmission**
- 6. Second Major**
- 7. Second Master’s Degree**
- 8. Tuition Surcharge**
- 9. Withdrawal from the University**

1. Credit for Prior Learning (AGH) Policy established prior to 1974
“Life Experience” regulations are found under Academic Standing and Residency Requirements-Bulletin

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

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

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

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

Credit for Life Experience (Undergraduate Bulletin Academic Regulations)

Persons interested should see the Coordinator of Credit for Life Experience in the University College Academic Advising Office. (This is accurate-Mike Mayfield/Julie Hayes-Academic Affairs.)

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

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

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

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Undergraduate Bulletin.

2. Grade submission (AGH) Policy established prior to 1974

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

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

Grade Submission (Undergraduate Bulletin Academic Regulations)

Final semester grades are reported to the Registrar's Office no later than 1:00 P.M. on the day following the Faculty Grading period. At the end of each semester, the student's grades are available via AppalNET. (Note, however, that North Carolina law prohibits the release of grades, transcripts or diplomas to students with unpaid accounts.)

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

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Undergraduate Bulletin.

3. Institutional credit (AGH)

Memo from Registrar, A. B. McLeod 04/12/1988: AP&P created new category of courses "Institutional Credit" at the 4/6/1988 AP&P meeting (does not appear in AP&P minutes).

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

Institutional Credit (Undergraduate Bulletin Academic Regulations)

Courses numbered less than 1000 (excluding applied music courses, major-principal, MUS 0001-0025) are taken for "institutional credit" only. These courses DO NOT count for graduation, but are computed in the student's GPA (the hours count toward full-time student eligibility, but do not count as hours earned for graduation). Institutional credit courses will not be used in determining eligibility for honors.

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Undergraduate Bulletin.

4. Major tests and assignments prior to exams (AGH) Proposed by SGA-Approved by AP&P 03/05/1986

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

Major Tests and Assignments Prior to Exams (Undergraduate Bulletin Academic Regulations)

It is strongly recommended that only tests and major assignments included on the syllabus be required during the five class days prior to the final exam period. This recommendation, however, does not include "make-up" tests.

6.9 Major Tests and Assignments Prior to Exams (Faculty Handbook)

It is strongly recommended that only tests and major assignments included on the syllabus be required during the five (5) class days prior to the final exam period. This recommendation, however, does not include make-up tests.

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Undergraduate Bulletin and Faculty Handbook.

5. Readmission (AGH)

Documented in AP&P minutes when discussing Repeat, Forgiveness, and Academic Standing policies. Not mentioned as its own section.

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

Returning Students/Readmission (Undergraduate Bulletin-Academic Regulations)

Returning applicants are former undergraduate Appalachian students that have completed more than 15 semester hours at another institution or have left Appalachian with academic deficiencies. Students who have withdrawn in good standing from the University or who have completed less than 15 semester hours of transfer work since leaving Appalachian should re-enter through the Registrar's Office. Those returning students with more than 15 semester hours of transfer coursework completed since leaving Appalachian must reapply through the Office of Admissions.

A completed application includes the following items:

- A completed online application
- A non-refundable application fee
- Returning Student Form (online)
- Official college transcript(s) from any accredited institution attended after leaving Appalachian

Please note that the student's Appalachian transcript will be requested from the Registrar's Office by the Office of Admissions.

Forgiveness Policies (Undergraduate Bulletin-Academic Regulations)

(For former undergraduate Appalachian students)

Former undergraduate Appalachian students may re-enter by means of either one of two forgiveness policies. These policies will permit the student's former cumulative grade-point average to be discounted, thereby allowing the student, upon returning, to begin a new cumulative grade-point average that will be used as the basis for graduation. The policies are:

1. If the student has not attended Appalachian for a minimum of one (1) year (including summer school), she or he will be eligible to apply for readmission to the University if she or he has earned a minimum of thirty (30) new semester hours of transferable credit from other collegiate institutions since she or he last attended Appalachian. ("Transferable credit" is defined as coursework that can be used for graduation purposes at Appalachian, and does not repeat an Appalachian course for which credit has been earned.) To determine eligibility for readmission, all the grades earned in transferable coursework at appropriately accredited institutions will be averaged with the grades earned previously at Appalachian and the combined average must be at least 2.0 (on a 4.0 scale) as calculated by Appalachian.

2. If the student has not attended Appalachian for a minimum of two (2) years (including summer school), she or he will be eligible to apply for readmission if: a) coursework earned at other collegiate institutions during the period of absence from Appalachian has a minimum cumulative grade-point average of 2.0 (on a 4.0 scale) as calculated by Appalachian; OR, b) the student has not taken coursework at any other collegiate institution during the period of absence. A former undergraduate student may be re-admitted 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/school and/or departments/programs. 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.

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Undergraduate Bulletin.

6. Second major (AGH) Policy established prior to 1974-Updated 1984. Found in a 1971-72 bulletin.

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

After graduation, a student may pursue a second major under the same degree by completing requirements (no minimum number hours are required). The student would be readmitted as a "Special Student" through the Registrar's Office. Once all requirements are completed she/he is to notify the dean's office. The dean's office will notify the Registrar's Office in writing. (This line is incorrect. Students are readmitted as Non-Degree students. Jennifer Shaffer (Registrar's Office) is working with Dean's Council to edit the Bulletin.)

Credit Limitations (Undergraduate Bulletin-Academic Regulations)

8. If a student has received a bachelor's degree from Appalachian, a second (or subsequent) bachelor's degree can be earned by completing all program of study requirements stipulated for the second (or subsequent) degree. If a student wishes to earn two (or more) undergraduate degrees at Appalachian concurrently, she or he must complete all program of study requirements stipulated for the respective degrees.

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

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Undergraduate Bulletin.

7. Second master's degree (AGH) Policy established prior to 1974

A student holding a master's degree may earn a second master's degree in another discipline, following the same admission procedures as stated for the master's degree.

During the first semester of study for a second master's, students plan with their advisors a Program of Study to include a minimum of 30 additional semester hours which may or may not include a thesis. If a thesis is included, at least 24 semester hours of the work must be completed through Appalachian, allowing for 6 hours of graduate work from another approved graduate school. If a thesis is not written, at least 21 hours of the work must be completed through Appalachian, allowing for 9 hours of graduate work from another approved graduate school. With either the thesis or non-thesis option, transfer work cannot be older than 7 years at the time the degree is awarded from Appalachian.

The Program of Study and Admission to Candidacy recommendation forms must be submitted by the end of the first semester. The comprehensive examination and/or Product of Learning must be done at least 14 calendar days prior to the date on which the candidate is awarded the degree.

(Note: In the Department of Human Development and Psychological Counseling, a second master's degree requires meeting all program course requirements with a minimum of 36 semester hours.) Graduate course work from an earned degree cannot be included in the second master's degree.

Second Master's Degree (Graduate Bulletin)

A student holding a master's degree already may apply for admission to a second master's degree in another discipline, following the usual admission procedures.

During the first semester of study for a second master's, students plan with their advisors a program of study to include a minimum of 30** additional semester hours. Other than the reduced number of hours required for the second degree, all other policies related to coursework and requirements apply, including time limits, transfer limitations, etc.

In addition, graduate course work from another earned degree (from Appalachian or elsewhere) cannot be included in the second master's degree program of study.

**NOTE: In the Department of Human Development and Psychological Counseling, a second master's degree requires meeting all program course requirements with a minimum of 36 semester hours.

Transfer Credits (Graduate Bulletin)

A degree- or certificate-seeking student may, with permission of the program director, request approval from the Graduate School to transfer graduate course work to Appalachian from another accredited graduate school. This coursework must be at the same or higher level than the student's program at Appalachian and must be acceptable in a graduate degree program at the credit-granting institution.

Permission to use transfer hours on a program of study must be granted by both the student's program and the Graduate School. Transfer credit should be reported to the Graduate School as soon as possible, but will not be posted to the student's official Appalachian transcript until official transcripts are received.

Students should arrange for official transcripts to be sent directly to the graduate records staff in the Graduate School as soon as grades are posted.

Graduate work included in an earned degree from another institution cannot be included on a program of study. Time limit: Transfer credits are subject to the 7-year time limit requirement at the time of graduation.

Number of hours: The maximum number of hours of transfer allowed is 9 hours for degree-seeking students, and 25% of the number of hours required for certificate-seeking students.

Minimum Acceptable Grades: The grades earned must be at least "B" (3.0/4.0). A "B-" is not acceptable. Courses with grades of "P" meaning "Passing" or "Pass/Fail" option and grades of "S" meaning "Satisfactory" are not acceptable for transfer.

Admission to Candidacy for Degree Seeking Students

Some graduate programs, including the doctoral program, require admission to candidacy upon completion of a set of courses or other requirements.

Students who have demonstrated their ability to succeed as outlined below may apply for Candidacy, if required, using the Admission to Candidacy form or the Thesis/Dissertation Committee Form, which requires approval of the student's advisory committee and the Department Chair or Program Director. Students must be in good standing academically (3.0 GPA minimum) to apply for candidacy. It is the student's responsibility to request to be considered for candidacy if required.

- Candidacy in a Doctoral Program (required): Candidacy requires satisfactory completion of the Qualifying Exam and Dissertation Prospectus.
- Candidacy in a Master's or Specialist Program:

- Thesis programs (required): Candidacy requires at least one semester of successful graduate study at Appalachian. Admission to Candidacy is contingent upon the recommendation of the applicant's advisory committee, and a student cannot register for thesis hours until candidacy is granted.
- Non-thesis programs: Requirements and deadlines for admission to candidacy vary by program; please see the relevant program description in this bulletin for more information.

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Graduate Bulletin.

8. Tuition surcharge (AGH) Policy established prior to 1974

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

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

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

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

Tuition Surcharge (Undergraduate Bulletin-Expenses)

Undergraduate students who initially enrolled at Appalachian in the Fall, 1994 and thereafter, must comply with North Carolina Session Law 321-89 (Senate Bill 27) and 769-17.10 (Senate Bill 1505). In 2009, the General Assembly (Senate Bill 202 - Section 9.10b) increased the surcharge rate from 25% to 50%, beginning Fall 2010. This legislation requires a tuition surcharge on: 1) all credit hours in excess of one hundred and forty (140) when taken as part of students first baccalaureate degree; and 2) all credit hours in excess of one hundred and ten percent (110%) of the number required for a second or subsequent baccalaureate degree. Included in the calculation of credit hours will be 1) all course work attempted at Appalachian (i.e., courses earned, courses failed, courses repeated, and courses dropped after the UNC system "census" date published in the academic calendar), and 2) all course work transferred to Appalachian from any UNC system school or NC community college. Excluded from the calculation will be all course work transferred to Appalachian from any private or out-of-state institution, credit by examination, advanced placement credit, military credit, all hours taken during high school, and credit earned through an extension program or during the summer. Students that exceed the degree credit hour limits within the equivalent of eight semesters of regular term enrollment.

(Note: Every baccalaureate degree at Appalachian requires a minimum of one hundred and twenty-two credit hours; Appalachian does not offer a baccalaureate degree that requires more than one hundred and twenty-eight credit hours.)

(Undergraduate Bulletin-Academic Regulations) Statement Concerning the Normal Number of Hours and Length of Time Required to Attain the Baccalaureate Degree

As mandated by the North Carolina General Assembly, students enrolling in more than 140 semester hours for the first baccalaureate degree will be assessed a 50% tuition surcharge on the excess hours.

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Undergraduate Bulletin.

9. Withdrawal from the University (AGH)

Prior to 1996 withdrawals from the University were processed by Student Development/Graduate School Registrar, A. B. McLeod, recommended by a memo to AP&P, a policy statement to be added to the Bulletin in 1997.

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

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

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

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

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

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

A student who holds a tuition remission or award must pay back the entire remission or award if that student withdraws from courses. (Covered in detail in the Expenses section of the Undergraduate Bulletin.)

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

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

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

Retroactive Withdrawal: Is an unofficial withdrawal that has been petitioned by the student and approved by the Registrar's Office to be changed to an official withdrawal status. The Registrar's Office may request various supporting documentation to meet University policies in substantiating the withdrawal status change.

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

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

(The five sections above do not appear in the Bulletin. These differentiations are no longer valid due to the GA policy: Fostering Undergraduate Student Success. The current Bulletin is correct.)

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

Withdrawal from the University (Undergraduate Bulletin-Academic Regulations)

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

A grade of "W" (Withdrawal) will be assigned to each course if the student withdraws during the first nine weeks of a fall or spring semester (the last day to withdraw without academic penalty is indicated in the Schedule of Classes published online for each academic term at www.registrar.appstate.edu/calendar/index.html).

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

1. A student can petition for withdrawal without academic penalty for compelling medical or psychological reasons. Students seeking a medical withdrawal must contact Student Health Services; those seeking a withdrawal for psychological reasons must contact the Counseling and Psychological Services Center. A petition for withdrawal for either medical or psychological reasons must be submitted to the appropriate office by no later than the end of the academic term for which the withdrawal is requested. Supporting documentation will be required. If a medical or psychological withdrawal is approved, the student Academic Regulations will receive a grade of "W" (Withdrawal) in each course for which she or he is enrolled.
2. A student can petition for withdrawal without academic penalty for extenuating reasons (including but not limited to military service, or other non- medical or non- psychological reasons). The student must formally notify the Registrar's Office. The reasons for the withdrawal should be clearly stated, and supporting documentation may be required. Consideration will be given to the reasons for the withdrawal and grades may be assigned on a course-by-course basis, as deemed appropriate.

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

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

All courses withdrawn after the add/drop period, including those withdrawn for extenuating circumstances, will count in attempted hours.

Withdrawal from the University (Undergraduate Bulletin-Expenses)

If a student withdraws from the University (i.e., discontinues all classes and formally notifies the Registrar's Office), a refund will be made according to the refund table found in the "Refund Policy" link in the Schedule of Classes on the Registrar's website. Go to www.registrar.appstate.edu.

The refund calculation will be based upon the date of official withdrawal from the University. (Students who wish to withdraw should immediately notify the Registrar's Office, located in John E. Thomas Hall.) The only refund granted is when the student goes through the official withdrawal process from the University, and the meal account money refunded will be from the current semester only.

Returning students who have pre-paid tuition and fees will be due a full refund if they subsequently become academically ineligible to re-enroll. Newly admitted students who do not enroll will be due a full refund LESS any advance payments made as part of the admissions process. Currently enrolled students who are suspended or expelled for disciplinary reasons will be given a pro-rated refund based on the University's published refund schedule for the academic term in question.

Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the Graduate and Undergraduate Bulletins.

III. The Registrar's Office will work with the Dean's Council and Graduate School to evaluate possible edits to the following sections of the Graduate and Undergraduate Bulletin.

**1. Commencement "Walkers" section
(Graduate and Undergraduate Bulletins)**

Add to Graduate and Undergraduate Bulletins

Remove from the Academic Governance Handbook

**2. Policies and Procedures Concerning the Release of Student Information
(Graduate/Undergraduate Bulletins)**

Add:

Statement concerning the procedures for requesting that student's directory information not be released.

3. Withdrawal from the University (Graduate Bulletin and Undergraduate Bulletin-Academic Regulations)

Remove:

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

4. Auditing a Course (Graduate Bulletin and Undergraduate Bulletin-Academic Regulations)

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

Add:

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