

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

Meeting February 12, 2015-Academic Affairs Conference Room

Attendance Hayes, Hyle, Peck, Powell, Wiley, Zrull

Upcoming Meeting March 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 9 sections of the AGH were voted on and recommended for deletion by the AP&P Committee during the February 4, 2015 meeting.

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

II. Graduate School/Registrar Updates-Changes to the Bulletins

1. Commencement "Walkers" section (Graduate/Undergraduate Bulletins)
The Graduate School and Dean's Council are considering updates to the Bulletins in fall 2016.
2. Policies and Procedures Concerning the Release of Student Information (Graduate/Undergraduate Bulletins)
The Graduate School and Dean's Council are considering updates to the Bulletins in fall 2016.
3. Withdrawal from the University (Graduate Bulletin/Undergraduate Bulletin)
The Graduate School and Dean's Council are considering updates to the Bulletins in fall 2016.
4. Auditing a Course (Graduate/Undergraduate Bulletin)
The Graduate School and Dean's Council are considering updates to the Bulletins in fall 2016.

New Business Agenda

I. Consider EDITING the following section of the Academic Governance Handbook.

Contact time (Academic Governance Handbook-Existing)

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

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

Credit Hour Policy (ASU Policy Manual)



Policy Manual
Credit Hour Policy.p

Contact time (Academic Governance Handbook-Proposed)

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

II. Consider DELETING the following sections from 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. Absences from classes and class attendance**
- 2. Academic Standing**
- 3. Advanced Placement Program**
- 4. Grades and grade-point average**
- 5. Internship**
- 6. Repeat Policy**

1. Absences from classes and class attendance (AGH)

a. General attendance policy

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

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

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

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

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

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

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

b. Attendance policy relating to participation in university sponsored activities

As an integral part of the academic program at Appalachian State University, the University sponsors and otherwise supports co-curricular programs, athletic programs, and other out-of-class activities such as field trips. Participation in such activities occasionally requires a student to miss one or more class meetings.

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

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

c. Emergency absences

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

Absences from Class and Class Attendance (Undergraduate Bulletin-Academic Regulations)

General attendance policy

1. It is the policy of Appalachian State University that class attendance is an important part of a student's educational experience. Students are expected to attend every meeting of their classes and are responsible for class attendance. Regardless of what reasons there may be for absence, students are accountable for all academic activities, and faculty may require special work or tests to make up for the missed class or classes. In addition, faculty members are encouraged to make reasonable accommodations for students requesting to miss class due to the observance of religious holidays.

Faculty, at their discretion, may include class attendance as a criterion in determining a student's final grade in the course. On the first day of class, faculty must inform students of their class attendance policy and the effect of that policy on their final grade; both policies must be clearly stated in the class syllabus.

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

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

Current syllabi should also reflect the following policies and statements: Academic Integrity Code, Disability Services, Attendance Policy, and the Statement on Student Engagement with Courses.

(www.academicaffairs.appstate.edu/syllabi)

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

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

5. The Student Health Services does not write medical excuses for students who miss a class for illness or injury. However, faculty may call Health Services at (828) 262-3100 to verify the day and time the student was seen. The nature of the student's illness or problem will not be divulged unless the student has signed the appropriate release of medical information.

6. Classes prior to a university break or state holiday end with the student's last meeting time for the day preceding the break or holiday.

Attendance policy relating to participation in University-sponsored activities

As an integral part of the academic program at Appalachian State University, the University sponsors and otherwise supports co-curricular programs, athletic programs, and other out-of-class activities such as field trips. Participation in such activities occasionally requires a student to miss one or more class meetings.

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

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

Emergency absences

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

2. Academic Standing (Probation and Suspension policy) (AGH)

a. Undergraduate:

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

Cumulative GPA	Semester 1	1.50	
	Semester 2	1.75	
	Semester 3	1.90	
	Semester 4 (and thereafter)	2.00	Subcommittee Note GPA Requirements have changed-Robbins

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

Subcommittee Note: This note is not needed because the minimum GPA does not depend on how many semesters the student has-Registrar-Tara Strickland.

Failure to earn a grade-point average indicated above will automatically place the student on academic probation during the semester that follows. (The grade-point average at Appalachian is computed only on the

basis of coursework taken at Appalachian; i.e., grades earned on coursework taken at other collegiate institutions or by correspondence will not be computed in or allowed to affect the grade-point average at Appalachian.)

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

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

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

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

b. Graduate Suspension & Dismissal:

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

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

Academic Standing (Probation and Suspension Policy) (Undergraduate Bulletin-Academic Regulations)

To continue at Appalachian in good academic standing, or to return to good-standing after being on probation, undergraduate students must maintain, as a minimum, all of the following:

1. a 2.0 cumulative grade point average
2. a satisfactory ratio of 67% earned hours to attempted semester hours

Failure to earn a minimum grade point average of 2.0 in the cumulative grade point average, or a satisfactory ratio of 67% earned hours to attempted semester hours, will automatically place the student on academic probation. The satisfactory ratio of earned hours to attempted semester hours is equivalent to the percentage set by Federal Title IV regulations for Satisfactory Academic Progress. Academic Standing is calculated at the end of each semester, including Summer Session. (Note: The cumulative grade point average earned through Appalachian is computed ONLY on the basis of coursework taken at Appalachian; i.e., grades earned on coursework taken through other collegiate institutions are not computed in or allowed to affect the grade point

average at Appalachian, and therefore not used to determine academic standing.) This academic standing policy is effective for all new, continuing and returning undergraduate students enrolled fall 2014 and after.

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

1. An undergraduate, whether admitted as a freshman, a transfer, or a special (non-degree seeking) student, will be allowed to enroll for a maximum of two (2) fall or spring semesters while carrying a cumulative grade point average below 2.0. The two allowed semesters of probation are cumulative and do not necessarily have to be consecutive terms.
2. The Dean of the student's college or school, or the Director of University College Advising, may choose to attach specific requirements while the student is enrolled on academic probation. These requirements may include, but are not limited to, special advising sessions, a limitation on the number of credit hours taken, a requirement that certain courses be repeated, enrollment in developmental courses, etc.

The exception to the minimum GPA policy applies to some students earning a 0.0 GPA. Any undergraduate degree-seeking full-time student enrolled in her/his first semester (fall or spring) at Appalachian State University will be academically suspended if she/he receives a GPA of 0.0 (including "I" incomplete grades) for that semester and must return under the forgiveness policy outlined below. Full-time students are defined for these purposes as students who are registered for 12 or more hours at the end of drop/add.

A student may appeal this type of academic suspension in writing to the University Registrar prior to the subsequent term. A date for the appeal deadline will be set prior to each term. The University Registrar will convene an Appeals Board. The Board's decision will be based on (1) the student's letter of appeal which must include the reason for poor academic performance, (2) documentation of extenuating circumstances, and (3) a plan for improving academic performance. Student conduct records will be reviewed by the Board in making their decision. The Board's decision is final.

If the student uses the two semesters of academic probation mentioned above, but fails to earn a cumulative grade-point average sufficient to place her or him in good academic standing, the student will then be academically suspended. At that point, the student's only recourse is to enroll during the University's summer terms until such time that the cumulative grade-point average places her or him in good academic standing. (Since grades earned and hours attempted during the summer are calculated in the student's academic status, it should be remembered that the grades earned and hours attempted during the summer may not only return the student to good academic standing, they may also place or continue the student in academic difficulty. A summer term does not, however, count as one of the two semesters allowed while on academic probation. Undergraduate students in academic difficulty - whether on probation or suspension - may always attend Appalachian during the summer.)

The University has academic "Forgiveness Policies" (described under the Office of Admissions section of this catalog) which allow an undergraduate student to re-apply for admission even though she or he has been academically suspended. Understand, however, that these policies have both minimum waiting periods and academic stipulations which must be met before the student is allowed to re-enroll in an academic term other than the summer.

Suspension and Dismissal (Graduate Bulletin)

Appalachian reserves the right to exclude, at any time, a graduate student whose performance is unsatisfactory or whose conduct is deemed improper or prejudicial to the best interest of the University.

Graduate students who do not maintain a cumulative grade-point average of at least 3.00 cannot register for classes without the written recommendation of the advisor and the approval of the Dean of the Graduate School (see "Probationary Status").

Degree candidacy is discontinued for the student who has received four grades of “C,” and if a graduate student receives a grade of “F” or “U,” the student may not continue in Graduate School unless the advisor submits, in writing, an acceptable recommendation to the Dean of the Graduate School. In no case may a graduate student be permitted to repeat more than one course to improve the grade, and the student who receives a second grade of “F”, “U”, “WF” or “WU” may not continue toward the graduate degree under any circumstances.

Graduate credit accepted in fulfillment of the requirements for a graduate degree shall average not lower than 3.00, and no credit toward the degree shall be granted for a grade of “F”, “U”, “WF” or “WU.” A grade of “F” or “U” is assigned to a student who arbitrarily discontinues meeting a class or who withdraws without making proper arrangements with the Registrar’s Office.

Course work reported “Incomplete” must be completed within the following semester of the official ending of the course. Any extension of this period must be approved by the appropriate dean and the Registrar.

3. Advanced placement program, College level examination program, Defense activity for non-traditional education support, International baccalaureate (AGH)

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

Subcommittee Note: Transfer Services Office does not currently evaluate DANTES credit. This is not necessary in the bulletins.

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

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

Advanced Placement Program (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) (Undergraduate Catalog-Academic Regulations)

Appalachian State University grants “credit by examination” in conjunction with the AP Program, the CLEP Program and the IB Program. Students who have demonstrated their achievement on specific tests in either AP or CLEP should have their scores sent directly from The College Board to Appalachian State University (College Code for both programs is 5010) for consideration with regard to placement into advanced courses and for college credit. For International Baccalaureate, go to www.ibo.org and use College Code 00832. All students are encouraged to take these tests and to submit their scores for evaluation.

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

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

4. Grades and grade-point average (AGH)

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

Undergraduate grades and grade points are given as follows:

A	Excellent, 4.0 grade points per semester hour
A-	Excellent, 3.7 grade points per semester hour
B+	Above Average, 3.3 grade points per semester hour
B	Above Average, 3.0 grade points per semester hour
B-	Above Average, 2.7 grade points per semester hour
C+	Average, 2.3 grade points per semester hour
C	Average, 2.0 grade points per semester hour
C-	Average, 1.7 grade points per semester hour
D+	Below Average but Passing, 1.3 grade points per semester hour
D	Below Average but Passing, 1.0 grade point per semester hour
D-	Below Average but Passing, .7 grade point per semester hour
F	Failure, 0 grade points
F*	Failure, 0 grade points (*indicates only that the course was taken on the Pass-Fail basis; this grade is equivalent to the F above)
P	Pass, 0 grade points (used only for courses taken on Pass-Fail basis) AU Audit, no credit
I	Incomplete, assigned only due to sickness or some other unavoidable cause. An incomplete is not merely given because assignments were not completed during the semester. Note: an "I" becomes an "F" or "U" if not removed within the following semester, not to exceed one semester. All incompletes must be removed at the time of graduation.
NR	Grade Not Reported (hours not counted in computing GPA)
W	Withdrawal, either from a course or the University.
WP	Withdrew Passing
WF	Withdrew Failing, course dropped with failing grades more than nine weeks after registration closes.
@F	Administrative Failure (given in cases where a student has not properly withdrawn from a class).
S	Satisfactory, 0 grade points (used to indicate satisfactory performance in student teaching, screening proficiencies, and specially designated courses in the curriculum)
U	Unsatisfactory, 0 grade points (used to indicate unsatisfactory performance in student teaching, screening proficiencies, and specially designated courses in the curriculum)
WU	Withdrew Unsatisfactory CR Credit (pass)
NC	No Credit (fail)

Subcommittee Note: F* and @F Grades are no longer used-Registrar-Tara Strickland

Graduate grades and grade points are given as follows:

A	Superior graduate accomplishment, 4.0 grade points per semester hour
A-	3.7 grade points per semester hour
B+	3.3 grade points per semester hour
B	Average graduate accomplishment, 3.0 grade points per semester hour
B-	2.7 grade points per semester hour
C+	2.3 grade points per semester hour
C	Below average but passing, 2.0 grade points per semester hour
C-	1.7 grade points per semester hour
F	Failing grade. An "F" in the approved graduate Program of Study must be removed at the time of graduation.
@F	Administrative Failure (given in cases where a student has not properly withdrawn from a class).
AU	Audit, no credit

- I Incomplete, assigned only due to sickness or some other unavoidable cause. An incomplete is not merely given because assignments were not completed during the semester. Note: an “I” becomes an “F” or “U” if not removed within the following semester, not to exceed one semester. All incompletes, must be removed at the time of graduation. Incompletes cannot be assigned to graduate thesis courses (5999 or 6999).
- IP In Progress grade assigned for graduate thesis, dissertation, product of learning or continuation courses.
- NR Grade Not Reported (hours not computed in GPA)
- W Withdrawal, either from a course or the University.
- WF Withdrawal Failing, course dropped with failing grades more than nine weeks after registration closes.
- WP Withdrawal Passing
- WU Withdrawal Unsatisfactory
- S Satisfactory, given for a practicum, a thesis and other designated courses.
- U Unsatisfactory, given for a practicum, a thesis and other designated courses.

Subcommittee Note: F* and @F Grades are no longer used-Registrar-Tara Strickland

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

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

Differences in the AGH and Bulletins are highlighted in yellow above.



Grades-GPA
Bulletins.pdf

5. Internship (AGH)

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

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

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

The following administrative policy governs internships:

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

Subcommittee Note: The above policies have been changed and are up to date in the bulletin. Change was initiated by the Internship Advisory Council and approved by AP&P after 2010. -Tina Robbins.

Internship (Undergraduate Bulletin-Academic Regulations)

By offering realistic on-the-job experiences and personal contacts with employers, internships provide students with opportunities to learn outside of the regular classroom and to formulate career plans based on their experiences.

The following administrative standards govern internships for credit at Appalachian State:

Students pursuing an official Appalachian State University program of study that leads to a degree, certificate, or licensure are considered eligible to enroll for internship credit.

Internship courses are graded on an S/U basis. In the event an internship is embedded within a course, the experience will be graded as indicated in the course syllabus.

Internship experience and enrollment must be concurrent. Internship credit will not be granted retroactively. Students must contact the appropriate program, department, college advisor, or designated representative for instructions on approval and registration procedures. The program, academic department, or college dean's office will make the final determination whether

- a. the student's proposed internship experience is appropriate for the program requirements;
- b. the person serving as the student's supervisor at the internship site is fully qualified to supervise the intern;
- c. the student's internship is approved and registration is finalized in advance;
- d. the student's proposed internship adheres to all University, state, and federal regulations and guidelines.

Appalachian State University requires professional liability insurance coverage for all students enrolled in internship or practicum courses, including student teaching. When a student registers for an internship, a fee is applied to the student's account to purchase professional liability insurance coverage.

The Office of International Education & Development (OIED) is responsible for reviewing and certifying/not certifying all international internships. Students seeking internships outside the United States must submit an application to OIED no fewer than two (2) weeks prior to intended departure in order to allow time for review and processing of pre-departure paperwork.

An internship contract* will be signed outlining the responsibilities of the University, of the student, and of the participating agency or internship host.

*The ASU Internship Contract form is available within the Internship Inventory. Students should see the Internship Coordinator within their academic department/program to start the process of internship approval.

6. Repeat policy (AGH)

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

1. Credit hours earned in a particular course will not be awarded more than one time; i.e., if a course in which credit hours have been earned is repeated with a passing grade, additional credit hours will not be awarded. If, however, a course in which credit hours have been earned is repeated with a grade of "F", "@F", "U", or "WF", the hours earned initially will be subtracted from the student's total.

2. When a course is repeated, the grade earned in the initial attempt can be excluded from computation in the student's GPA for a maximum of five (5) courses- (undergraduate students only.) Effective fall 2003, a student must file a "Repeat Form" in the Registrar's Office no later than the last day of the final exam period during the term in which the course is repeated if the student wants the initial grade excluded from the cumulative GPA. (Note: If a grade is excluded from GPA computation when repeated, it remains on the academic transcript.)

Subcommittee Note: This policy has changed. See Grade Forgiveness below. Catalog is up to date.

3. The student must indicate to the Registrar's Office, in writing, which courses are to be excluded from GPA computation under this policy. A repeat form must be submitted to the Registrar's Office no later than the last day of the final exam period during the term in which the course is repeated.

4. A course may not be repeated if the content has changed substantially, or if the number of credit hours has been reduced.

5. If neither the number nor the title of a course has changed but the content has changed substantially, it will be the responsibility of the chair of the department in which the course is offered to notify the Registrar that a student who took the course prior to the change in content may not repeat the course for credit.

6. Graduate Students: No more than one Program-of-Study course may be excluded from the GPA by repeating it once for a higher grade. The hours for the first Program-of-Study course that is repeated will automatically be excluded. The second grade always stands for a repeated course. The hours earned will be counted only once if both grades are passing. If the second grade is "F", the hours earned for the first course will be discounted. A student may not graduate with an "F" or "U" in the Program of Study.

Repeat Rule (Graduate Bulletin)

No more than one Program of Study course may be excluded from the GPA by repeating it once for a higher grade. The hours for the first Program of Study course that is repeated will automatically be excluded.

The second grade always stands for a repeated course. The hours earned will be counted only once if both grades are passing. If the second grade is "F", the hours earned for the first course will be discounted. A student may not graduate with an "F" or "U" on the Program of Study.

Repeating a Course (Undergraduate Bulletin-Academic Regulations)

Unless otherwise noted in the course description, credit hours earned in a particular course will not be awarded more than one time; i.e., if a course in which credit hours have been earned is repeated with a passing grade, additional credit hours will not be awarded. If, however, a course in which credit hours have been previously earned is repeated and the student earns a grade of "F", "U", or "WF" in the subsequent taking of the course, the hours earned initially will be subtracted from the student's total. In either of these cases, the most recent grade earned becomes the official grade for the course.

1. Courses that match in number and title may not be repeated for duplicate credit unless the department chair of the course notifies the Registrar's Office that the course content has changed substantially.
2. Students who have earned credit for any course taken at Appalachian State University may not then transfer credit to Appalachian State University for the same course taken at another institution at a later date.

Grade Forgiveness (Undergraduate Bulletin-Academic Regulations)

The first four courses a student repeats will fall under the grade forgiveness policy. The grade earned in the initial attempt will be excluded from computation in the student's GPA automatically. All grades shall remain on the academic transcript and will count in attempted hours. Students wishing to exempt a course from this automatic grade forgiveness must complete a Grade Forgiveness Exception Form and receive approval from their dean's office. This form must be submitted to the Registrar's Office no later than the last day of the Drop-Add period for the semester during which the course is being repeated. The maximum of four courses is in compliance with UNC Policy and may not be exceeded.

1. Grade forgiveness will not be applied if the course content has changed substantially or if the number of credit hours has been reduced.
2. Only courses repeated at Appalachian State University are eligible for grade forgiveness