

## **AP&P Subcommittee on Documentation (Academic Governance Handbook)**

**Meeting Minutes** November 24, 2014

**Attendance** Beebe, Hayes, Miller, Peck, Triplett, Powell, Robbins, Strickland

**Upcoming Meeting** 11am Dec 15, 2014-Academic Affairs Conference Room

- 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

### **New Business Agenda**

**I. Consider deleting the following 6 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, and the Registrar's Office.**

- 1. Auditing Courses**
- 2. Chancellor's list**
- 3. Classification**

- 4. Course examinations**
- 5. Credit by examination**
- 6. Graduation with honors**

#### **1. Auditing Courses (AGH)**

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, and attend class regularly; they 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."

#### **Auditing a Course (Catalog) Policy Established prior to 1972**

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*.

**Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the undergraduate and graduate catalogs.**

#### **2. Chancellor's list (AGH)**

The Chancellor's list was created to provide higher recognition to those full-time students who receive a grade-point average of 3.85 or higher in any semester.

An undergraduate student who carries 12 hours or more of coursework on which grade points are computed and who attains a grade-point average of 3.85 or better is placed on the chancellor's list of honor students for that semester.

Only those courses earning credit toward graduation will be used in determining eligibility for honors.

### **Chancellor's List (Catalog) SGA requested this policy and approved by AP&P 4-29-1992**

The Chancellor's list was created to provide higher recognition to those full-time students who receive a grade-point average of 3.85 or higher in any semester.

An undergraduate student who carries 12 semester hours or more of coursework on which grade points are computed and who attains a grade-point average of 3.85 or better is placed on the chancellor's list of honor students for that semester.

Only those courses earning credit toward graduation will be used in determining eligibility for honors.

### **Dean's List**

An undergraduate student who carries 12–14 semester hours of coursework on which grade points are computed and who attains a grade-point average of 3.45 or better is placed on the dean's list of honor students for that semester.

An undergraduate student who carries 15 semester hours or more of coursework on which grade points are computed and who attains a grade-point average of 3.25 or better is placed on the dean's list of honor students for that semester.

Only those courses earning credit toward graduation will 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 catalog.**

### **3. Classification (AGH)**

At the end of each semester, students are classified on the basis of semester hours. All students admitted as degree-seeking and who have earned fewer than 30 semester hours are classified as freshmen. Students who have earned at least 30 semester hours are classified as sophomores. Students who have earned at least 60 semester hours are classified as juniors. Students who have earned 90 semester hours are classified as seniors.

### **Classification (Catalog) Policy Established prior to 1972**

At the end of each semester students are classified on the basis of semester hours.

Students admitted as degree-seeking and who have earned less than 30 semester hours are classified as **freshmen**.

Students who have earned at least 30 semester hours are classified as **sophomores**.

Students who have earned at least 60 semester hours are classified as **juniors**.

Students who have earned 90 semester hours are classified as **seniors**.

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

### **4. Course examinations (AGH)**

All scheduled examination periods will be met at the assigned time. A final examination period is provided at the end of each semester. After the schedule for examinations has been made (i.e., after the schedule has been officially announced in the Schedule of Classes for a given semester), an instructor may NOT change the date or time of an examination without permission of the departmental chair and dean. A class which meets at an hour not provided for in the Final Examination Schedule must arrange for an examination during THE EXAMINATION PERIOD at an hour convenient to members of the class and the instructor, and with the approval of the departmental chair. Instructors determine how they will use the assigned period, but all scheduled examination periods will be met at the assigned time. A student may take an examination outside of the scheduled time only by permission of the instructor of the course. Permission is granted only in case of emergency.

A student who is absent from a final examination because of an emergency takes the make-up examination at the convenience of the instructor.

### **Course Examinations (Catalog) Policy Established prior to 1972**

All scheduled examination periods will be met at the assigned time. A final examination period is provided at the end of each semester. After the schedule for examinations has been made (i.e., after the schedule has been officially announced in the *Schedule of Classes* for a given semester), an instructor may **not** change the date or time of an examination without permission of the departmental chair and dean. A class which meets at an hour not provided for in the Final Examination Schedule must arrange for an examination during **the examination period** at an hour convenient to members of the class and the instructor, and with the approval of the departmental chair. Instructors determine how they will use the assigned period, but all scheduled examination periods will be met at the assigned time. A student may take an examination outside of the scheduled time only by permission of the instructor of the course. Permission is granted only in case of emergency.

A student who is absent from a final examination because of an emergency takes the make-up examination at the convenience of the instructor.

**Note: The committee recommends deletion of this section of the Academic Governance Handbook to the AP&P Committee because it appears in the undergraduate catalog and faculty handbook.**

### **5. Credit by examination (AGH)**

a. Undergraduate Students: Not all courses are amenable to credit by examination, but many are. Students who wish to challenge a regularly listed course should consult with the appropriate departmental chair. If arrangements can be made, a fee of \$50.00 is charged for each examination and a receipt from the Student Accounts Office must be shown to the departmental chair before final approval can be given. If the examination is passed, credit without grade will be noted on the student's transcript. The chair will notify the Registrar's Office, in writing, to enter the credit on the permanent record and notify the cashier, in writing, to reimburse the faculty member who administered the examination. If the examination is not passed, no notation is made on the transcript. In the case of freshmen who take advanced placement examinations during the freshman orientation period, the fee is waived.

Anyone seeking credit by examination must either be degree seeking or taking courses for teacher licensure. Credit by examination cannot be used to repeat a course, nor can it be used to meet the University's residency requirements for graduation.

b. Graduate Students: Upon the recommendation of a graduate student's committee and with the approval of the chair of the department in which it is listed, one course numbered 5000 and above may be challenged by examination. Grades are not recorded for credit earned by examination. Credit by examination may not be used to repeat a course.

### **Credit by Examination (Catalog) Policy Established prior to 1972**

Not all courses are amenable to credit by examination, but many are. Students who wish to challenge a regularly listed course should consult with the appropriate departmental chair. If arrangements can be made with the department chair, a fee of \$50.00 is charged for each examination and a receipt from the Student Accounts Office must be shown to the departmental chair before final approval can be given. If the examination is passed, credit without grade will be noted on the student's transcript. The departmental chair will notify the Registrar's Office, in writing, to enter the credit on the permanent record and notify the cashier, in writing, to reimburse the faculty member who administered the examination. If the examination is not passed, no notation is made on the transcript. In the case of freshmen who take placement examinations during the freshman orientation period, the fee is waived.

Anyone seeking credit by examination must be either degree seeking or taking courses for teacher licensure. Credit by examination 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 and graduate catalogs.**

## **6. Graduation with honors (AGH)**

To be eligible for graduation with honors, an undergraduate student must complete, in residence at Appalachian, a minimum of either four semesters in full-time attendance (defined as twelve or more credit hours per semester), or a total of 58 semester hours. (Note: Credit for which a grade is not awarded will not be used in the determination of honors -- e.g., APP, CLEP, credit by examination, credit for military service, credit for prior learning, etc.) A minimum grade-point average of 3.45 is required for graduating cum laude; a minimum grade-point average of 3.65 is required for graduating magna cum laude; and a minimum grade-point average of 3.85 is required for graduating summa cum laude.

Graduation with honors for undergraduate students seeking second degree

In determining qualification for graduation with honors for Appalachian State University students seeking two degrees or a second degree, all work taken at Appalachian must be considered in the calculation of their grade-point average (GPA).

Students who have completed one degree at another institution and are seeking a second degree at Appalachian must complete, in residence at Appalachian, a minimum of either four semesters in full-time attendance or a total of 58 semester hours to be eligible to graduate with honors from Appalachian State University.

### **Graduation with Degree Honors (Catalog) Policy Established prior to 1972**

To be eligible for graduation with honors, an undergraduate student must complete, in residence at Appalachian, a minimum of either four semesters in full-time attendance (defined as twelve or more credit hours per semester), or a total of 58 semester hours. (Note: Credit for which a grade is not awarded will not be used in the determination of honors—e.g., APP, CLEP, credit by examination, credit for military service, credit for prior learning, etc.) A minimum grade-point average of 3.45 is required for graduating **cum laude**; a minimum grade-point average of 3.65 is required for graduating **magna cum laude**; and a minimum grade-point average of 3.85 is required for graduating **summa cum laude**.

### **Graduation with Honors for Undergraduate Students Seeking Second Degree**

In determining qualification for graduation with honors for Appalachian State University students seeking two degrees or a second degree, all work taken at Appalachian must be considered in the calculation of their grade-point average (GPA).

Students who have completed one degree at another institution and are seeking a second degree at Appalachian must complete, in residence at Appalachian, a minimum of either four semesters in full-time attendance or a total of 58 semester hours to be eligible to graduate with honors from Appalachian State University.

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

**II. The committee recommends that changes to the Academic Governance Handbook considered during the 2014-2015 Academic year be effective for the 2015-2016 Academic year.**