

AP&P Subcommittee on Documentation (Academic Governance Handbook)

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

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

Upcoming Meeting January 21, 2015

- 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 6 sections of the AGH were voted on and recommended for deletion by the AP&P Committee during the 12-03-14 meeting.

1. Auditing Courses
2. Chancellor's list
3. Classification
4. Course examinations
5. Credit by examination
6. Graduation with honors

Academic Affairs will seek clarification about whether this vote serves as a recommendation to the Chancellor, or whether Faculty Senate is required to hold an additional vote.

New Business Agenda

I. Consider deleting the following sections from the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committee for consideration on January 14, 2015. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar's Office, and Graduate School.

1. Credit Limitations (found below under #7)
2. Dean's List
3. Graduation
4. Graduation with honors for undergraduate students seeking second degree
5. Honorary degree policy and procedure
6. Inclement weather policy and procedure statement
7. Pass-Fail Grading Option
8. Residency Requirements/Credit Limitations
9. Second Degree
10. Veterans' academic credit

1. Dean's list (AGH) Policy Established prior to 1972

An undergraduate student who carries 12-14 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 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.

Dean's List (Undergraduate Bulletin-Academic Regulations)

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.

2. Graduation (AGH) Policy Established prior to 1972

Degrees are conferred and diplomas are mailed at the close of each academic term (fall, spring, summer). Formal graduation ceremonies, however, are held only at the close of fall and spring terms.

Candidates for the baccalaureate degree and/or North Carolina teacher licensure must file an application with the Registrar's Office at the beginning of the term in which graduation requirements will be completed. At the beginning of each term, the Registrar's Office will notify all seniors ostensibly eligible to graduate -- i.e., those currently enrolled for a sufficient number of hours to meet the University requirement -- of the required procedure and deadline date. Exceptions to the deadline date will be made ONLY by the Registrar's Office.

Candidates for graduate degrees must file an application for the degree and/or an application for North Carolina teacher licensure in the Graduate School, where appropriate forms are available. The application forms for graduation are also available online at the Graduate School website. Graduate students who wish to graduate in a certain term must: 1) be registered for a least one semester hour for that term; 2) apply for graduation by the deadline date for that term; and 3) have completed all graduation requirements or be able to complete all graduation requirements by the end of that term. Graduate students cannot graduate at the end of the academic term in which they are admitted nor at the end of the term in which they have been on leave of absence.

Faculty is expected to be present at commencement exercises as determined by their respective departments. (Appears in the Faculty Handbook)

Commencement "Walkers" (DO NOT DELETE-Create new AGH Section) Policy established prior to 1972

Commencement "walkers" should be allowed to participate in commencement ceremonies but ONLY if they meet the following criteria:

1. Persons who wish to participate in the spring commencement must: 1) apply for graduation, and 2) have completed all graduation requirements or be able to complete graduation requirements by the end of the summer sessions.

2. Persons who wish to participate in the December commencement must: 1) apply for graduation, and 2) have completed all graduation requirements or be able to complete graduation requirements by the end of that fall semester.

- Edit this Commencement Walkers section of Academic Governance Handbook with assistance of Registrar (Susan Davies, Jennifer Shaffer) and Dean's Council-Do NOT delete
- Unofficial policy is that students who want to participate are usually allowed. Example: Students graduating in May can walk in December. Students who graduated can also walk after degree is received.

Graduation (Undergraduate Bulletin-Academic Regulations)

Degrees are conferred and diplomas are mailed at the close of each academic term (fall, spring, summer). Formal graduation ceremonies, however, are held only at the close of fall and spring terms. Students who are on schedule to graduate in August may elect to attend either commencement ceremony.

Candidates for the baccalaureate degree and/or North Carolina teacher licensure must file an application with the Registrar's Office at the beginning of the term prior to the one in which graduation requirements will be completed. At the beginning of each term, the Registrar's Office will notify all seniors ostensibly eligible to apply to graduate (i.e., those currently enrolled for a sufficient number of hours to meet the University requirement) of the required procedure and deadline date. Exceptions to the deadline date will be made ONLY by the degree-granting Dean's Office.

Graduation (Graduate Bulletin)

Degree-seeking graduate students must apply for graduation; this application initiates the ordering of diplomas and the official review of the student's transcript to verify completion of all degree requirements. The deadlines for applying are the last working day of February (for Spring), June (for Summer), and September (for Fall). The application form may be obtained from the Graduate School (http://www.graduate.appstate.edu/forms_graduate/).

If qualified to apply for North Carolina Teacher Licensure, the candidate must also file an application for a teaching license. This form may also be obtained from the Graduate School, but must be submitted with the appropriate fee to the Dean's Office in the Reich College of Education for submission to the North Carolina Department of Public Instruction. Graduate students cannot graduate at the end of the academic term in which they were admitted nor at the end of a term in which they have not been registered. All graduate students must be enrolled in at least one hour of graduate credit during the academic term in which they graduate.

Students who apply to graduate and are not registered will be automatically enrolled in one hour of the appropriate graduate enrollment continuation course, GRD 5989/6989/7989. Other students who do not need access to Department or University resources other than the Library may seek permission from the Graduate School to enroll provided they have no program of study coursework remaining.

Graduation Requirements

A degree will be conferred upon a student who has successfully completed all program of study and exit requirements. All graduating students must adhere to all requirements and regulations, such as time limit, academic standing, transfer, and non-degree course limitations. Persons who wish to graduate in a certain term must:

1. be registered for at least one semester hour for that term;
2. apply for graduation by the deadline for that term; and
3. have completed all graduation requirements or be able to complete all graduation requirements by the end of that term

Note: Students must apply for graduation and pay the diploma fee regardless of whether they intend to participate in the commencement ceremony.

Note: The committee recommends deletion of this section (with the exception of "Commencement Walkers") of the Academic Governance Handbook to the AP&P Committee because it appears in the Undergraduate and Graduate Catalogs.

3. Graduation with honors for undergraduate students seeking second degree (AGH) Policy Est pre 1972

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 Honors for Undergraduate Students Seeking Second Degree (UG Bulletin-Acad Reg)

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.

4. Honorary degree policy and procedure (AGH) Policy Manual 6/1/1990 – Kathy Deas/Attorney’s Office

All nominees for an honorary degree must meet one or more of the following criteria to be considered:

1. Must have made a notable contribution to society.
2. Must have achieved distinguished success in chosen career field or profession.
3. Should have made significant contribution to Appalachian through service, leadership and/or financial support

Active members of the university staff or faculty who are under retirement age are deemed to be ineligible to receive an honorary degree. In no case will a degree be conferred upon an individual to enhance her or his chances for promotion, job tenure or salary consideration.

The procedure for the accepting, screening/approving of nominees and the awarding of honorary degrees is as follows:

1. Nominees must meet established criteria.
2. Individuals may be nominated by faculty, staff, students, alumni or friends of the University.
3. Nominations may be received by the Chancellor of the University or any member of the Administrative Cabinet.
4. All nominations will be acknowledged and filed by the Vice Chancellor for University Advancement.
5. The Vice Chancellor for University Advancement will assume responsibility to check the credentials and eligibility of nominees.
6. The Vice Chancellor for University Advancement will report names of nominees to the Administrative Cabinet. The Chancellor will recommend nominees to the development committee of the Board of Trustees.
7. Candidates approved by the development committee of the Board of Trustees will be recommended to the university Board of Trustees at any regularly scheduled meeting.
8. Following Board approval, it will be the responsibility of the Vice Chancellor for University Advancement to assist the Chancellor in informing the honoree, announcing the conferral, and planning the awarding ceremony.

Honorary Degrees (Appalachian State Policy Manual)

Policy 103.4

1 Introduction

1.1 The Board of Governors has delegated to the Board of Trustees authority to confer honorary degrees. This policy establishes eligibility requirements and the process for review and approval of nominations.

2 Scope

2.1 This policy applies to all honorary degrees.

3 Definitions

4 Policy and Procedure Statements

4.1 All nominees for an honorary degree must meet one or more of the following criteria to be considered:

1. Must have made a notable contribution to society and the welfare of mankind.
2. Must have achieved distinguished success in a chosen career field or profession.

3. Should have made significant contribution to Appalachian State University through service, leadership and/or financial support.
- 4.2 Active members of the university staff or faculty who are under retirement age are deemed ineligible to receive an honorary degree. In no case will a degree be conferred upon an individual to enhance his or her chances for promotion, job tenure or salary consideration.
- 4.3 The procedure for the accepting, screening and approving of nominees and the awarding of honorary degrees is as follows:
 1. Nominees must meet established criteria.
 2. Individuals may be nominated by faculty, staff, students, alumni or friends of the university.
 3. Nominations may be received by the Chancellor of the university or any member of the Administrative Cabinet.
 4. All nominations will be acknowledged and filed by the Vice Chancellor for University Advancement.
 5. The Vice Chancellor for University Advancement will assume responsibility to check the credentials and eligibility of nominees.
 6. The Vice Chancellor for University Advancement will report names of nominees to the Administrative Cabinet. The Chancellor will recommend nominees to the Advancement Committee of the Board of Trustees.
 7. Candidates approved by the Advancement Committee of the Board of Trustees will be recommended to the university Board of Trustees at any regularly scheduled meeting.
 8. Following Board approval, it will be the responsibility of the Vice Chancellor for University Advancement to assist the Chancellor in informing the honoree, announcing the conferral, and planning the awarding ceremony.

5 Additional References

6 Authority The UNC Policy Manual, Chapter 100.1 Delegation of Duty and Authority to Boards of Trustees

7 Contact Information Dayton Cole, Office of General Counsel, 828.262.2751

8 Original Effective Date June 1, 1990

9 Revision Dates January 13, 1997

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

5. Inclement weather policy and procedure statement (AGH)

In the 1990 AGH, Not in the 1982 AGH, Not in the minutes from 1972 – We believe that this policy was mandated from UNC-GA a long time ago. UNC-GA will soon be sending updates to this policy. The Appalachian Registrar’s Office and Attorney’s Office will coordinate the policies appearing in the Bulletin and Policy Manual.

Appalachian reserves the right to cancel classes during inclement weather. In determining whether to cancel classes because of inclement weather, the Chancellor consults with the Provost, the Vice Chancellor for Business Affairs, the Vice Chancellor for Student Development and other University personnel as necessary. Only the Governor of North Carolina has the authority to close the institution due to adverse weather conditions.

Appalachian students, faculty and staff can learn of changes to the University’s operational schedule through a variety of sources. A recorded message announcing a change in normal operation will be available at (828)262-SNOW. Other sources of information include, but are not limited to, WATA-1450 AM, WASU-90.5 FM, WECR-102.3 FM, WKBC-97.3 FM and others. Information may be listed on television crawl screen messages on WBTV, WSOC and WJHL, for example. Students also will be notified via AppalNET’s personal announcement system, and information will be posted on the University’s web page (www.appstate.edu).

Every effort will be made to inform area radio and television stations and other sources by 6:30 a.m.

Faculty are reminded that the media do not announce individual class cancellations. The Faculty Handbook requires faculty who must be absent from classes for unavoidable reasons to notify their departmental chair, and the departmental chair will make necessary arrangements for the classes.

Staff employees (SPA) should follow the State's adverse weather policy as distributed by Human Resource Services.

Weather and related road conditions are not the same in every area where students and faculty live. Therefore, the decision to travel to campus must ultimately rest with each individual. Students are responsible for academic work they miss due to absences caused by inclement weather. Faculty should provide a reasonable opportunity for students to complete assignments or missed examinations due to such absences.

Education will be a key component of the policy. The Director of the News Bureau will send a letter to all members of the university community during the fall semester informing them of the policy and how they may learn of the decision regarding the cancellation of classes. She/he will also prepare a news release describing the policy and procedure. It shall be the responsibility of the Student Government Association, working cooperatively with other campus offices, to inform students of the policy.

An education program concerning the responsibility of the state employees to be at work will be handled by the chairperson of the Staff Council and the Director of Human Resource Services.

It shall be the responsibility of the Student Government Association, in cooperation with the Coordinator of the Wellness Center, the University Safety Office, the Director of the News Bureau and the Office of Student Development, to provide members of the university community information about adverse weather precautions.

The Office of Extension and Distance Education will inform the Extension faculty members as soon as possible. The instructor should take steps at the beginning of the course to ensure that students can quickly and easily be notified of class cancellations. One class cancellation process which many have used is that of a telephone tree: 1) the instructor identifies one student (with an alternate, as backup) to receive the call, 2) that student, in turn, will call a number of pre-determined classmates, and 3) those students, then, will contact the remaining classmates on their calling list.

Inclement Weather Policy (Undergraduate Bulletin-Academic Regulations)

Appalachian State University reserves the right to cancel or delay classes during severe weather conditions. In determining whether to do so, the Chancellor consults with the Provost, Vice Chancellors, and other appropriate personnel. Only the Governor of North Carolina has the authority to close the institution due to adverse weather conditions.

The Office of Public Affairs, or its designee, has the responsibility for publicizing the Chancellor's decision to cancel or delay classes. Every effort will be made to reach such a decision by 6:30 a.m. of the affected day. The information will be disseminated via the ASU home page, AppalNET, campus e-mails, and local radio and regional TV stations able to report the university's status in sufficient detail (e.g., the expectations for staff members or the time until which classes are being delayed). Also, a recorded telephone message announcing any change in normal operations is available at (828) 262-SNOW. Faculty members are reminded that media do not announce individual class cancellations.

Staff employees (SPA) should follow the State's adverse weather policy as stated in the Appalachian State University Policy Manual at: www.policy.appstate.edu/603.28_Adverse_Weather_and_Emergency_Closing. Information concerning any cancellations or delays of ASU classes offered at off-campus sites will be accessible at www.ext-dl.appstate.edu.

"Classes are cancelled" means that no classes will be held on the day or night indicated, and such notices will state the expectations for staff employees. Announcements of class delays will specify the point during the day at which classes will resume meeting at their regularly scheduled times. "The University is closed" means that all classes and other activities are cancelled and that only essential personnel who can reach campus safely are expected to report.

Though it is impossible to describe precisely the conditions that may warrant interrupting normal operations, the people involved in making such determinations will consider both the University's educational responsibilities and the physical welfare of all members of its community. The assessment of the situation will also take into account, as one factor, the status of the AppalCart bus system.

Because weather and road conditions often vary significantly within this area, the decision whether to travel must rest with the individual. When there has been no general cancellation of classes, individual faculty members who are unable to meet their classes but have access to e-mail should send students timely notice that they will not meet. Faculty members must also notify their department chairs by e-mail or telephone. The University encourages faculty members to make reasonable accommodation, including the opportunity to make up any missed assignments or examinations, for students who live at a distance from campus and have been absent from class because of dangerous weather or road conditions.

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.

6. Pass-Fail grading option (AGH) Pre 1972?

Subcommittee in 1981 made recommendations that were accepted, can't tell if new or revised.

Any undergraduate student who is 1) full-time (registered for 12 or more hours), 2) has attained at least sophomore standing (earned at least 30 hours), and 3) has a minimum grade-point average of 1.75 may elect to take one course each semester under the pass-fail grading system, **not to exceed a maximum of six (6) pass-fail courses while enrolled at the University.** Any undergraduate course may be chosen under this option, **except those courses used to comprise the total hour requirements of the student's major, minor, core curriculum, and foreign language requirements. In essence, the pass-fail grading system is intended only for "free elective" credit. It is the responsibility of the student to make sure that she/he does not violate this limitation.** Graduate students may not elect the pass-fail option. If a course taken under the A-B-C-D-F grading system is repeated, it must be repeated under the A-B-C-D-F system. ("Good Academic Standard has changed-2.0 GPA)

A student who elects the pass-fail option will be allowed to drop the option through the first nine weeks of a fall or spring term and thus receive the letter grade(A-F) earned at the end of the term. However, once the pass-fail option is elected for a given course, a change to another course may not be made. Because of the length of the summer terms, there are no provisions for removing the pass-fail option after it has been selected for a course.

A grade of "P" means that the student's grade was equal to a "D" or above on a conventional grading scale. The hours earned will count toward graduation, but the grade will not be computed in her or his grade-point average. A grade of "F" means that the student failed the course. No credit is earned, but the grade of "F" is computed in the student's grade-point average as an "F".

Students should also be aware of the disadvantages which could result from using the pass-fail option (i.e., many graduate schools will not accept transcripts containing a "P" notation.)

In order to choose the pass-fail option in a course, the student will get a special pass-fail form from the Registrar's Office. It must be completed and turned in to the Registrar's Office prior to the close of the period during which a course may be added.

Pass-Fail Grading Option (Undergraduate Bulletin-Academic Regulations)

Any undergraduate student who is: 1) full-time (registered for 12 or more semester hours); 2) has attained at least sophomore standing (earned at least 30 semester hours); and 3) is in "good academic standing" (see "Academic Standing-Probation and Suspension Policy" in this publication), may elect to take one course each semester under the pass-fail grading system, not to exceed a maximum of six (6) pass-fail courses while enrolled at the University. Any undergraduate course may be chosen under this option, except those courses used to comprise the total hour requirements of the student's major, minor, general education, and foreign language requirements. In essence, the pass-fail grading system is intended only for "free elective" credit. It is the responsibility of the student to make sure that she/he does not violate this limitation. Graduate students may not elect the pass-fail option. If a course taken under the A-B-C-D-F grading system is repeated, it must be repeated under the A-B-C-D-F system.

A student who elects the pass-fail option will be allowed to drop the option through the first nine weeks of a fall or spring term, and thus receive the letter grade (A-F) earned at the end of the term. However, once the pass-fail option is elected for a given course, a change to another course may not be made. Because of the length of the summer terms, there are no provisions for removing the pass-fail option after it has been selected for a course.

A grade of “P” means that the student’s grade was equal to a “D” or above on a conventional grading scale. The hours earned will count toward graduation but the grade will not be computed in his/her grade-point average. A grade of “F” means that the student failed the course. No credit is earned, but the grade of “F” is computed in the student’s grade-point average as an “F”.

Students should also be aware of the disadvantages which could result from using the pass-fail option (e.g., many graduate schools will not accept transcripts containing a “P” notation.)

In order to choose the pass-fail option in a course, the student must obtain a special pass-fail form from the Registrar’s Office. It must be completed and turned in to the Registrar’s Office prior to the close of the period during which a course may be added.

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

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.

7. Residency requirements (AGH) Policy Established prior to 1972

With some exceptions, coursework is defined as “in residence” when registration is through the University. The physical location at which the course is delivered, whether in Boone or through a field-based program, does not affect this definition. The following types of courses, however, are not considered “in residence”: transfer credit, credit by examination, credit for Prior Learning, credit for military experience, credit while enrolled in a non-degree status, and “institutional” credit.

All baccalaureate degrees granted by Appalachian require the completion of a minimum of 60 semester hours at a senior college or university. (Note that credit awarded for credit by exam, military service, or Prior Experience does not count as part of the required 60 hours.) (Appears in Undergrad Bulletin Acad Reg-Credit Limitations)

To graduate from Appalachian, an undergraduate student must complete, as a minimum, the final thirty (30) semester hours in residence. (Students who study abroad on an Appalachian-approved exchange or study abroad program are excluded from this provision.)

To graduate from Appalachian, an undergraduate student must complete in residence a minimum of eighteen (18) semester hours in the major and (if applicable) nine (9) semester hours in the minor.

Individual academic programs may specify particular courses that must be taken in residence. A student who intends to transfer coursework from other collegiate institutions should consult the portion of the Undergraduate Bulletin that describes her or his intended degree program.

College of Business majors must complete in residence at least fifty percent of the business coursework required for the BSBA degree.

A minimum cumulative grade-point average of 2.00 must be earned in major courses taken at Appalachian.

(Appears in Undergrad Bulletin Acad Reg-Degree Requirements Section)

Questions about residence requirements should be directed to the Dean of the College/School under whom the degree program is offered. Exceptions to residence requirements must be approved by the Dean of the College/School under whom the degree program is offered.

Credit limitations (AGH) Policy Established prior to 1972

a. Undergraduates

1. A maximum of 20 semester hours of correspondence work from recognized institutions may be credited toward meeting the requirements for graduation. Some correspondence courses are offered by the University. Before registering at another accredited institution for a correspondence course to be transferred to Appalachian, students must have the written permission of the dean of their college or the Office of General Studies if they have not declared a major. In order to obtain this permission, the student must first secure the proper form from the Registrar's Office. The combined load of residence courses and correspondence courses may not exceed the maximum load allowed.
2. Except for physical education majors, no more than six hours in physical education activity courses (limited to courses numbered PE 1000-1099) may be included within the number of hours required for graduation.
3. A candidate for the Bachelor of Arts degree may count no more than a total of 40 hours above core curriculum requirements in any one discipline. (Undergrad Bulletin Acad Reg-40 hours CORE continues as policy-students still falling under the CORE Curriculum use a previous catalog version-stating 40 hours)
4. Validation of credits earned more than 10 years prior to the date of graduation may be required if and when they are submitted to fulfill baccalaureate degree requirements.
5. All baccalaureate degrees granted by Appalachian require the completion of a minimum of 60 semester hours at a senior college or university. (Note that credit awarded for credit by exam, military service, or "Prior Learning" does not count as part of the required 60 hours.) (Undergrad Bulletin Acad Reg-policy has changed)
6. **TRANSFER OF COURSEWORK:** Once an undergraduate student has enrolled as a degree-seeking student at Appalachian, she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from Appalachian. A student who wishes to attend another collegiate institution should contact the Registrar's Office at Appalachian to: 1) secure the proper application form, and 2) determine whether the intended transfer courses are acceptable. (Students who wish to study abroad should contact the Office of International Programs to secure the proper application and determine whether the intended courses from abroad are acceptable.) The intended coursework, once evaluated, will be forwarded to the appropriate Appalachian college or to the Office of General Studies for approval. **FAILURE TO OBTAIN PRIOR APPROVAL MAY RESULT IN THE COURSEWORK BEING DEEMED UNACCEPTABLE FOR TRANSFER TO APPALACHIAN.**
7. Seniors with a grade point average of 3.00 or above, may with written permission from the course instructor, the chair of the department offering the course, and the graduate dean, be permitted to take one or more graduate courses for undergraduate credit. Credit earned in this manner will be used to meet baccalaureate degree requirements and may not be applied toward a graduate degree. Seniors with a grade point average of 3.00 or above desiring to enroll in graduate level courses to be applied to a graduate degree may do so provided they have: (1) made application for admission to the Graduate School; (2) made application to take the GRE or GMAT; and (3) obtained written permission from the course instructor, chair of the department offering the course, and the graduate dean.

Appears in Graduate Bulletin-Policy differs

<http://www.graduate.appstate.edu/facultystaff/progdir/acceleratedAdm.html>

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 catalog 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 catalog 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.

9. An undergraduate student may include a maximum of 3 semester hours credit under the Instructional Assistance Program toward meeting graduation requirements.

b. Graduate Students:

Academic work for graduate degree students, including transfer credit, taken more than seven calendar years before the year in which the graduate degree is awarded, may not be used to satisfy the degree requirements.

A graduate student enrolled in a **non-thesis** degree program may be permitted to transfer from another approved graduate school up to nine (9) semester hours of appropriate graduate credit. A student in a **thesis degree program** may be permitted to transfer up to six (6) semester hours of appropriate graduate credit. Graduate work included in a previous degree at the other institution is not eligible for transfer credit. (Policy changed in Grad Bulletin 2013-Anna Basnight)

The grades earned must be at least "B" and the credit cannot be more than seven years old at the time the degree is awarded. Note that grades of "P" meaning "Passing" or "Pass/Fail" option and grades of "S" meaning "Satisfactory" are unacceptable.

Non-thesis students who want to transfer more than nine (9) semester hours or thesis students who want to transfer more than six (6) hours may appeal to the Dean of Graduate Studies and Research.

Residency Requirements (Undergraduate Bulletin-Academic Regulations)

With some exceptions, coursework is defined as "in residence" when registration is through the University. The physical location at which the course is delivered, whether in Boone or through a field-based program, does not affect this definition. The following types of courses, however, are not considered "in residence": transfer credit, credit by examination, credit for life experience, credit for military experience, credit while enrolled in a non-degree status, and "institutional" credit.

To graduate from Appalachian, an undergraduate student must complete the following in residence:

1. as a minimum, the final thirty (30) semester hours (Students who study abroad on an Appalachian-approved exchange or study abroad program are excluded from this provision.); and
2. a minimum of eighteen (18) semester hours in the major and (if applicable) nine (9) semester hours in the minor; and
3. at least 25% of the credit hours required for the degree.

Individual academic programs may specify particular courses that must be taken in residence. A student who intends to transfer coursework from other collegiate institutions should consult the program of study for her or his intended degree program.

Walker College of Business majors must complete in residence at least fifty percent of the business coursework required for the BSBA degree.

Questions about residence requirements should be directed to the dean of the college/school under which the degree program is offered.

Credit Limitations (Undergraduate Bulletin-Academic Regulations)

1. A maximum of 20 semester hours of correspondence work from recognized institutions may be credited toward meeting the requirements for graduation. Some correspondence courses are offered by the University. Before registering at another

accredited institution for a correspondence course to be transferred to Appalachian, students must have the written permission of the dean of their college/school or their academic advisor if they have not declared a major. In order to obtain this permission, the student must first secure the proper form from the Office of Transfer Services. The combined load of residence courses and correspondence courses may not exceed the maximum load allowed.

2. Except for physical education majors, no more than six hours in physical education activity courses (limited to courses numbered PE 1700-1877) may be included within the number of hours required for graduation.

3. A candidate for the Bachelor of Arts degree may count no more than a total of **46 semester hours** above general education requirements in any one discipline. **Policy was changed to 46 hours in the change from CORE to Gen Ed.**

4. Validation of credits earned more than 10 years prior to the date of graduation may be required if and when they are submitted to fulfill baccalaureate degree requirements.

5. All baccalaureate degrees granted by Appalachian require the completion of a **minimum of 50 semester hours at a senior college or university**. (Note that credit awarded for credit by exam, military service, or "Life Experience" does not count as part of the required **50 hours**.) **Policy was changed to 50 hours because some distance ed programs only offer 50 hours.**

6. **Transfer of Coursework from Another Collegiate Institution:** Once an undergraduate student has enrolled as a degree-seeking student at Appalachian, she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from Appalachian. A student who wishes to attend another collegiate institution should contact the Office of Transfer Services at Appalachian to: 1) obtain the proper request form, and 2) determine whether the intended transfer courses are acceptable. [Students who wish to study abroad should contact the Office of International Education and Development (OIED) to secure the proper application and determine whether the intended courses from abroad are acceptable.] The intended coursework, once evaluated, will be forwarded to the appropriate Appalachian college/school or to the University College Academic Advising Office for approval. **Failure to obtain prior approval may result in the coursework being deemed unacceptable for transfer to Appalachian.**

7. **Senior Enrollment in Graduate Level Courses:** Students enrolled as undergraduates at Appalachian State University may request permission to take graduate courses if they will be seniors in the semester of enrollment and have at least a 3.0 GPA. The request form can be found on the Graduate School website (www.graduate.appstate.edu/forms_graduate/), and it requires both department and Graduate School approval.

Students may count up to 12 semester hours taken under this classification toward a later graduate degree program, provided that the 7 year time limit for graduate courses is not exceeded; that the course credits are not used to meet the requirements of the undergraduate degree; and that the graduate program approves their inclusion on the graduate program of study.

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.

9. An undergraduate student may include a maximum of three (3) semester hours credit under the Instructional Assistance Program toward meeting graduation requirements.

10. **Transfer of Credit:** Coursework with a "C" or better (grades of "C-" and below will not transfer) from a regionally accredited institution that is comparable to the course offerings at Appalachian State University is acceptable as transfer credit. ASU accepts credit under the guidelines of the North Carolina Comprehensive Articulation Agreement. See "Transfer Credit Policy" at www.transferservices.appstate.edu.

Non-Degree Coursework (Graduate Bulletin)

Degree- or certificate-seeking students wishing to count a course taken at Appalachian prior to enrollment

admission into the program: A student may, with permission of the program director, request approval from the Graduate School to include on a program of study up to 9 hours of graduate coursework taken as a graduate student at Appalachian prior to the term of admission into the degree or certificate program at Appalachian. These requests are not automatic and will be reviewed on a case-by-case basis. These hours are subject to the seven (7) year time limit requirement at graduation

Non-degree students wishing to take a graduate course: After admission as graduate non-degree, students must obtain permission from the instructor and either the department chair or graduate program director to enroll in a graduate course. This permission is not automatic, and several programs do not allow non-degree students to enroll in their courses. The form for this purpose is available from the Graduate School (http://www.graduate.appstate.edu/forms_graduate/).

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. (Graduate Bulletin policy changed 2013)

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.

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

8. Second degree (AGH) Policy Established prior to 1972

Repeat of #8 under Credit Limitations

If a student has received a bachelor's degree from Appalachian, a second (or subsequent) bachelor's degree can be earned by completing all catalog requirements 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 catalog 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.

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 Catalog.

9. Veterans' academic credit (AGH) Policy updated 1974 so existed pre 1972

Appalachian grants eight semester hours of academic credit to most veterans including six semester hours in military science (ROTC) and two hours in physical education. The University may grant specific course credit

for completion of certain types of military schools and for some USAFI and CLEP work. Information on veterans' academic credit is available at the Registrar's Office.

Veteran's Academic Credit (Undergraduate Bulletin-Academic Regulations)

Policy is being updated in the Jan 2015 AP&P Meeting

Credit for Military Service

Appalachian may grant up to eight semester hours of academic credit to current or former members of the United States Armed Services who have completed initial entry training. Credits include MSL 1101 (General Education Wellness Literacy) and up to six additional semester hours in general Military Science and Leadership (MSL) credit, (MSL 1001, 1002, 2001 and 2002). The University may grant additional specific course credit for completion of certain types of military schools and for some courses listed on the Joint Services Transcript (JST). Students seeking academic credit should present a DD214, DD220, or Joint Services Transcript to the Office of Transfer Services.

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.