

**MINUTES OF THE MEETING OF THE  
GRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
April 2, 2020  
(Called Emergency Meeting)**

The Graduate AP&P Committee met on Monday, March 23, 2020 at 3:00 p.m. via Zoom meeting.

Members present: Susan Staub, Mike McKenzie, Laura Padgett, Brad Nash, Rebekkah Watkins, Victor Mansure, Katherine Ledford, Debbie Race, Jeff Ramsdell, Jonathon Stickford, Tracy Smith, Dru Henson, Terry McClannon, Marie Hoepfl, Timothy Forsythe, Mark Bradbury, Eric Berry, Adam McCourry, Sandi Lane, Tanga Mohr, Will Canu, Gary McCullough, Ray Williams

Absent: David Shows, Sandra Vannoy, Janice Pope, James Douthit, Dontrell Parson, Karen Fletcher, Dale Wheeler (Faculty Senate), Dalton Sizemore, Agnes Gambill

**1. CALL TO ORDER**

Chairperson Susan Staub called the zoom meeting to order at 3:00 p.m.

**2. APPROVAL OF THE MINUTES**

**MOTION 1:** A motion was made (Smith) and seconded (Canu) to approve the minutes of the April 2, 2020 GAPP meeting. A vote was taken. One abstention. **Motion passed.**

**3. NEW BUSINESS:**

A. New Policy Proposals

G\_GRD\_2019\_5

Adopt a temporary change to the current Graduate School Withdrawal policy to allow graduate students to select a late withdrawal option on a course-by-course basis for Spring 2020, without academic penalty.

**MOTION 2:** A motion was made from the Policy Subcommittee to approve. A vote was taken. **Motion passed.**

G\_GRD\_2019\_6

Adopt a temporary change to the current Graduate School policy prohibiting the Pass/Fail option for graduate courses. For Spring 2020, students will be able to choose the P/F option for selected courses, without academic penalty. **Recommendation from the Policy Subcommittee to approve.**

Provost approved April 2020  
Effective Fall 2021 unless otherwise noted.

**MOTION 3:** A motion was made from the Policy Subcommittee to approve. A vote was taken.  
**Motion passed.**

G\_GRD\_2019\_7                      Change the *Course Loads and Full-Time Enrollment* policy to:  
(1) clarify language about what constitutes full-time enrollment, and  
(2) address the factors considered for approval of overload requests.

**MOTION 4:** A motion was made from the Policy Subcommittee to approve. A vote was taken.  
**Motion passed.**

G\_GRD\_2019\_8                      Change the *Special Course Form* policy to:  
(1) specify that special course options [independent/individual study; thesis/dissertation] are not available for undergraduate students.

**MOTION 5:** A motion was made from the Policy Subcommittee to approve. A vote was taken.  
**Motion passed.**

- B. This meeting was held via Zoom and members were sending thoughts and comments via the Chat option. Those are included here:

From Marie Hoepfl: Victor, please show the version that was sent out via the forum post today, or let me share my screen.

From Tracy Smith: Should #3 specify at the end "at Appalachian State University?"

From Tracy Smith: Per #5, is that in line with this statement from the UNC guidance: Section II.F of the regulation covers grade exclusion and replacement. The regulation has been updated to require that any undergraduate course taken during the 2020 Spring Semester not count against any institutional cap on grade exclusion or grade replacement. Institutions are directed to implement this regulatory change immediately.

From Tracy Smith: Do we need to indicate procedurally that instructors will enter grades as normal? Is that here, and I've missed it?

From Will Canu: I understand that the registrar will enter a "P \*" grade for undergrad's now for this semester, where the \* is their earned grade. Is this something that can be done for grad grades, too, if the student elects to take P/NC?

From Mike McKenzie: Will, there will be a UNC system marking for spring 2020 for CV19, so the + part is no longer needed.

From Mike McKenzie: It was to differentiate it from a normal "P."

From Tracy Smith: In the opening paragraph, would it be appropriate to add the phrase "Faculty will use normal procedures to enter grades, and graduate students will be able to make a choice..." Perhaps others don't think this is needed?

Provost approved April 2020  
Effective Fall 2021 unless otherwise noted.

From Ray Williams: How will the decisions/policy be reported to departments?

From Marie Hoepfl: Ray, we will post this to a Grad School page that has been created; it will also be sent out via the program directors' list, through our student list, and via the Registrar's web site.

From Tracy Smith: Could it get to department chairs, too?

From Ray Williams: Thank you.

From Marie Hoepfl: Yes. We'll send out via Council of Chairs.

From Katherine Ledford: I agree with Tracy's suggestion "to add the phrase 'Faculty will use normal procedures to enter grades, and graduate students will be able to make a choice...!' This will clarify the process for both faculty and students.

From Tracy Smith: Thanks. I think that will help with more widespread communication.

## 2. Old Business:

1. Dean McKenzie expressed his appreciation the work of the policy committee and how they determined quickly to do what is the best for the students.
2. Associate Dean Hoepfl stated that she will get these policies out to the Provost for her approval. She also reminded everyone on the final GAPP meeting on April 20<sup>th</sup>.

## 3. Adjournment

A motion is made (Mansure) and seconded (Smith) to adjourn the meeting.