

# **Academic Policies and Procedures Manual**

**Update: May 2024**

## Table of Contents

Academic Policies and Procedures (AP&P) Committees.....	3
AP&P Undergraduate and Graduate Committees.....	3
AP&P Joint Subcommittee .....	3
AP&P Operating Procedures .....	3
Primacy of Academic Governance over Academic Curriculum and Instruction.....	4
Academic Governance Summary.....	4
Guideline I .....	4
Guideline II.....	4
Guideline III.....	5
Guideline IV .....	5
Bulletin Style Guide .....	5
Course Semester Offering Information.....	5
Course Descriptions.....	6
Course Titles.....	6
Numeric Grade Representation.....	6
For Information Only (FIO) Items.....	7
Curriculum Proposal and Scheduling Information .....	7
Program of Study Change Procedures .....	7
Contact Time .....	7
Determining When a New Course Number is Needed .....	8
Numbering of Coursework .....	8
Course Syllabi.....	9
Dual-Listed Course Proposals.....	9
Course Prefix Changes.....	10
Proposal Process Resources.....	10
Scheduling of Courses to be Offered for Credit.....	10
Selected Topics Course Guidelines.....	10
Course Schedule Type Information .....	11
Making Changes to Programs.....	11
Changing the Academic Home of a Program .....	11
Changing the Mode of Program Delivery – Existing Programs .....	11
Creating New Programs.....	11
Process for Proposing New Degree Programs .....	11
Process for Proposing New (Undergraduate) Certificate Programs.....	12
Process for Proposing New Graduate Dual-Degree Programs.....	12
Process for Proposing New Graduate Certificate Programs .....	12

## **Academic Policies and Procedures (AP&P) Committees**

### ***AP&P Undergraduate and Graduate Committees***

Membership of the Graduate and Undergraduate AP&P committees is governed by [Faculty Senate Bylaws](#). Except for student members, the voting members of the committees must be faculty. In particular, faculty members of the Graduate AP&P committee must be graduate faculty members.

### ***AP&P Joint Subcommittee***

A Joint Subcommittee consisting of representatives from both Undergraduate and Graduate Academic Policies and Procedures (AP&P) Committees will be tasked with considering and recommending changes to the AP&P Manual, AP&P proposal forms, and AP&P procedures.

The Joint Subcommittee will include a minimum of two representatives each from the Undergraduate and Graduate AP&P committees; the University Registrar and Associate Registrar; the Undergraduate AP&P Specialist; and a representative from the School of Graduate Studies. The chairpersons of Undergraduate AP&P and Graduate AP&P will co-chair the Joint Subcommittee. Meetings will be called on an as-needed basis.

Changes recommended by the Joint Subcommittee must be approved by both AP&P Committees.

### ***AP&P Operating Procedures***

1. Proposals to be presented to an Academic Policies and Procedures (AP&P) committee must be submitted using the approved proposal forms available on the [AP&P website](#).
2. Proposals to be considered by an (AP&P) committee must be agenda-ready and submitted prior to the published due date (approximately twenty-five [25] calendar days prior to the scheduled meeting). The AP&P committees will send the agenda to the entire faculty at least six (6) working days prior to a scheduled meeting, according to [Faculty Senate Bylaws](#).
3. The proposal author, department chair, or dean's office should consult with any department(s) or unit(s) that may be affected by the proposal prior to submission. This includes proposals that originate from a Council, a student government association, or the Faculty Senate.
4. Committee members, deans' offices, authors, department chairs, faculty and students should provide feedback and inquiries on the AP&P AsU Learn forum to address proposal concerns prior to committee meetings when appropriate and possible.
5. A quorum for the transaction of business shall consist of two-thirds majority of the voting members of the committee.
6. The order of consideration of proposals before the committee shall be rotated among the colleges and schools.
7. Committee meetings are limited to two hours in length unless a vote to extend is passed. In the event of a backlog of committee business, a second meeting will be called for that month.
8. Voting on proposals/motions is by voice vote or by a show of hands. Proxy representation and absentee voting for the purpose of voting on proposals under consideration is NOT permitted. Proposal/motion decisions shall be by a simple majority of the verbal or show of hands votes cast.

9. The chairs of the AP&P committees shall be elected from the voting membership. The chairs are elected in the first Fall semester meeting by the voting members. The chairs retain their right to vote on proposals/motions. The term of chair is for one year and is renewable. The chair is eligible to receive one-quarter reassigned time per semester.

## **Primacy of Academic Governance over Academic Curriculum and Instruction**

### ***Academic Governance Summary***

The basic and most important unit in determining curricula is the academic department.

Each department/academic unit and college/school shall have a curriculum committee to carefully consider changes to courses, programs, policies, or structures within or affecting the academic unit. All academic units should develop and implement plans for involving students in academic governance at the departmental level.

In addition, the General Education Council, Honors Council, and Teacher Education Council shall each carefully consider changes to curriculum, policies, programs, or structures within or affecting their programs.

The Graduate and Undergraduate Academic Policies and Procedures (AP&P) Committees are the final committees to carefully consider and recommend changes to the University's curriculum, policies, programs, or structures.

The Provost and the Chancellor shall communicate to the University in a timely fashion their decisions on proposals/motions involving recommendations for changes in curriculum, policies, programs, or structures.

### ***Guideline I***

Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Only graduate faculty and affiliate graduate faculty may vote on changes to graduate programs and curriculum in their respective areas. Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee. After a proposal for curricular or structural change has been acted upon by a college or school and after the dean of that college or school has submitted the proposal to all other necessary groups, the dean will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

### ***Guideline II***

Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee by any of the following:

- A. Department, program, college, or school
- B. Faculty Senate
- C. Student Government Association
- D. Graduate Student Government Association

- E. Council of Deans
- F. Council of Chairs

A faculty member, student, or ad hoc faculty or student group will channel proposals through the appropriate body above.

### ***Guideline III***

The Undergraduate Academic Policies and Procedures Committee and the Graduate Academic Policies and Procedures Committee are, in most circumstances, the final recommending bodies to the provost/executive vice chancellor and the chancellor. The faculty members and the students on these committees serve as the representatives for the faculty and students, respectively. As such, these groups should make their respective views known through their appointed representatives and should make arrangements for their respective representatives to be held accountable to them.

### ***Guideline IV***

If a proposal for changes in a department's courses or programs is not approved by that department, then the group initiating the proposal may appeal (within 90 days after rejection) first to the advisory council of the college to which that department belongs. If the proposal is also rejected by the college or school, then the group may appeal (as above) to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

When a departmental proposal is not recommended at the college advisory council level, the department may appeal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

## **Bulletin Style Guide**

The information below improves course information consistency and sets standards for the undergraduate and graduate Bulletins. Bulletin course description and title information will be altered to meet these guidelines before being published in the AP&P minutes and Bulletins.

### ***Course Semester Offering Information***

Course offering frequency is included in the course description in order to help with planning and advising. Departments are encouraged to abide by the terms listed in the bulletin but can choose to offer the course more frequently.

Courses can be listed as being offered in Fall, Spring, Summer Session, or any combination of these. Courses that are offered every other year may be designated as Fall (or Spring) Even-numbered Years, Fall (or Spring) Odd-Numbered Years (note that "alternate years" is not acceptable in this case as it does not provide enough information).

If the frequency of the course offering cannot be determined, the course should be listed with the single notation "On Demand."

### **Examples**

- HIS 3156. History of International Terrorism (3). Fall, Even-numbered years.

- HIS 3158. Ethnic Conflict: East Versus West (3). Fall, Odd-numbered years.
- HIS 3823. American Military History (3). Fall; Spring, Odd-numbered years; Summer Session, Even-numbered years.
- PS 2610. Asian Politics (3). On Demand.

Semester offerings can be changed without an AP&P proposal if no other changes are needed. Details about that process can be found on the [AP&P proposal development website](#).

### ***Course Descriptions***

- Course descriptions should be concise—two to five sentences/statements total.
- Avoid information technology (IT) language that may become outdated.
- Do not use course titles within the course description or prerequisite statement.
- Ensure contact time coincides with course credit hours and course schedule type.
- Only include prerequisites for that course, not the prerequisites of prerequisite courses.
- Spell out “and” instead of using “&.”
- Spell out “laboratory.”
- Spell out numbers one through nine (e.g., Studio six hours).
- Mode of instruction should not be included (e.g., online, lecture). Statements such as “lecture three hours.” should not be included in the course description unless the course includes multiple modes of instruction (i.e., lecture/lab, lecture/studio). If the course includes multiple modes of instruction, this may be reflected in the course description (e.g., “Includes lecture and studio components meeting for X hours per week.” or Lecture X hours, laboratory Y hours.”).
- Use the standard statement “Graded on an S/U basis.” when the course is graded S/U.
- Use a course prefix before each number (e.g., ENG 3661, ENG 3662, ENG 3663, rather than ENG 3661, 3662, 3663).

### ***Course Titles***

Attempt to use course titles shorter than 30 characters, including spaces. The short title in Banner appears on the class schedule and student transcripts and is limited to 30 characters (including spaces and punctuation). The long course title appears in the Bulletins. The long course title in Banner is limited to 100 characters (including hours and semester offering).

### ***Numeric Grade Representation***

Grade Point Average (GPA) points should follow all letter grades listed in the bulletins, programs of study, or other university materials and documents. GPA points should follow all course or program grade prerequisites. Inclusion of “or higher” and “or above” is not necessary.

### **Examples**

- Prerequisites: completion of LLC 2510 and FRE 3510 with a minimum grade of “B” (3.0).
- Prerequisites: completion of HIS 4100 Senior Seminar with a minimum grade of “C” (2.0) is required to complete the History major.
- Course Description: A minimum grade of “C” (2.0) is required. Prerequisites: completion of HPE 2110, HPE 2120 and HPE 2130 with a minimum grade of “C” (2.0) in each.

- Major Requirement: In order to progress through the RN to BSN program, the student must achieve a minimum grade of “C” (2.0) in each nursing course before proceeding to the next nursing course.

## **For Information Only (FIO) Items**

There are a number of curricular, program, and policy updates that do not require approval from the AP&P Committees but that do need to be submitted as information only items for purposes of updating Bulletin copy. Examples of these items include:

- Changes to existing General Education courses (e.g., inclusion in various components, WID status and associated RC 2001, prerequisites, capstone status). Submit a proposal (Part C) to the General Education Council. Once approved by the General Education Council, this record will be sent to Undergraduate AP&P for inclusion in the AP&P Committee meeting minutes.
- Department or program name changes. Submit the Department Name Change form. These are reviewed for approval by the Provost and Chancellor and are information-only items for the AP&P committees.
- Change in semester offering. See *Course Semester Offering Information* for more complete instructions.
- Change in course schedule type (lecture, seminar, etc.). See *Course Schedule Type Information* for complete instructions.
- Change in program delivery mode. See *Changing the Mode of Program Delivery – Existing Programs* for more complete instructions.

## **Curriculum Proposal and Scheduling Information**

### ***Program of Study Change Procedures***

When revising programs of study (majors, minors, concentrations, certificates, or Second Academic Concentrations), submit a single, marked-up program of study using track changes. For more information, refer to the [AP&P website instructions](#).

### ***Contact Time***

Across the UNC system, a class must meet for a minimum of 750 minutes for every semester hour of credit. The amount of contact time remains constant, regardless of the academic term.

- 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. In addition, detailed information on current course schedule types (Banner course term file guidelines) can be found on the [Office of the Registrar’s website](#).

### ***Determining When a New Course Number is Needed***

In some cases, proposers wish to make significant revisions to an existing course. If the changes are substantial enough that a student who had the earlier course would not be able to use the revised course interchangeably, then a new course number is needed. In certain circumstances, even if a course could be used interchangeably, a new course number may be required, as determined by the Registrar's Office in consultation with the respective AP&P committee chairpersons. If a new course number is assigned, this becomes a course add, and Parts A & B of the form must be completed.

### ***Numbering of Coursework***

The following is a summary of the restrictions imposed by university policy on the numbering of coursework. University policy stipulates the following general classifications.

<b>Level</b>	<b>Number Range</b>
Remedial	0001-0999
Freshman	1000-1999
Sophomore	2000-2999
Junior	3000-3999
Senior	4000-4999
Master's	5000-5999
Specialist	6000-6999
Doctorate	7000-7999

Numbers specified within the reserved ranges are as follows.

<b>Course Type</b>	<b>Reserved Numbers</b>
General & Departmental Honors	1510-1519, 2510-2519, 3510-3519, 4510-4519
Independent Study	1500, 2500, 3500, 4500, 5500, 6500, 7500
Instructional Assistance	3520
Selected Topics	1530-1549, 2530-2549, 3530-3549, 4530-4549, 5530-5549, 6530-6549, 7530-7549

Other numbers reserved by University policy are as follows.

<b>Course Type</b>	<b>Reserved Numbers</b>
Bibliography & Research	5000
Experiential Learning	1999, 2999, 3999, 4999
Graduate Research	5989, 6989, 7989
Internships	2900, 3900, 4900, 5900, 6900, 7900
Thesis/ Dissertation	5999, 6999, 7999

Proposals for new courses or programs are submitted to the Office of the Registrar during the proposal development process to confirm the appropriateness of course numbering.



## ***Course Syllabi***

When proposing a new course, or substantial changes to an existing course, a course syllabus is required as an attachment to the AP&P form. Proposers should note that the Office of Academic Affairs has stipulated that certain elements must be included in all course syllabi.

For purposes of AP&P proposal review, the course syllabus should include the following minimum components:

- The course title and description as they will appear in the Bulletin(s).
- A list of student learning outcomes for the proposed course.
- Information about text(s) and other required course materials. Include information on how the materials are obtained. Most books will be accessed through links in ASULearn. For more information on resources provided through the university, see the campus store textbook rental program website,
- A description of course activities and assignments, including assessment methods.
- An explanation of how the course grade is to be determined. (Note: for graduate courses, no “D” grades may be assigned; grades below C- will automatically revert to a failing [F] grade.)
- Elements required by the Office of Academic Affairs.
- If it is a dual-listed course, the dual-listed course differentiation, as described below.

## ***Dual-Listed Course Proposals***

Dual-listed courses are classes taught concurrently at the 4000/5000 level and by the same instructor, either (1) meeting at the same time and in the same classroom, or (2) in the same online setting.

All dual-listed courses must be submitted for approval by both the Undergraduate (UAP&P) and the Graduate Academic Policies and Procedures Committee (GAP&P) by using a single “GU” AP&P proposal form. Only courses at the 4000 level that require senior standing will be approved for dual listing with 5000-level courses, and only the credit hours of dual-listed courses that were reviewed/approved will count in the student’s Graduate Program of Study.

- Course descriptions for undergraduate dual-listed courses must include the following standard wording: “[Dual-listed with XXX 5xxx.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.”
- Course descriptions for graduate level dual-listed courses must include the following standard wording “[Dual-listed with XXX 4xxx].”

Dual-listed course proposals must include a single, combined sample syllabus that clearly distinguishes the advanced content and assignments reflective of a more rigorous academic experience for graduate students. In particular, the syllabus should indicate the differences in learning outcomes, activities and assignments, and grading for undergraduate and graduate audiences. For graduate students in dual-listed courses, no D grade may be assigned.

In the case of dual-listed selected topics and study abroad courses, a syllabus for the undergraduate and graduate course pairing must be submitted for review and approval by the School of Graduate Studies. All materials must be submitted to allow sufficient time for approval before the course is taught, preferably before the schedule is published for the next semester.

Consideration should be given to the ratio of undergraduate to graduate students in dual-listed courses. Where possible, graduate students should make up at least 30% of the enrollment.

Departments should maintain archives of syllabi for dual-listed courses and be able to provide copies for accreditation audits.

### ***Course Prefix Changes***

Course prefix changes require submission of an AP&P proposal.

## **Proposal Process Resources**

Resources are available on the Academic Policies and Procedures website:

<https://app.appstate.edu/>

- AP&P Approval Process
- AP&P Process Flowchart Bulletin Deadlines Contact and Submission Information
- Meeting Agendas, Dates, Deadlines, and Minutes
- Proposal Forms, Instructions, and Sample Proposals
- File Naming Protocol
- Department Name Change Form
- Semester Offering Change Information
- UNC-GA Process for Planning and Establishment of New Program UNC-GA-SACS Flowchart

### ***Scheduling of Courses to be Offered for Credit***

Scheduling a course to be offered for credit is authorized by the department chair (or equivalent) under which the course is listed.

After authorizing a course to be offered, the chair will provide the schedule information to the dean's office (or equivalent). Provide schedule information to:

- The Office of the Registrar if the course is to be offered for main campus credit during a term of the regular academic year.
- The Office of Summer Sessions if the course is to be offered during a summer term.
- The App State Online Office for all distance education courses.

Courses beginning before 2:00 pm Monday-Friday should adhere to regular meeting patterns unless approved as an exception by the appropriate dean's office. Regular meeting patterns and additional information can be found on the schedule build/CTF section of the [Office of the Registrar's webpage](#).

### ***Selected Topics Course Guidelines***

Selected topics are available to allow faculty to test the viability of a new course on a short-term basis. A selected topics course should not be offered more than a total of four semesters before beginning the process for adding the course permanently to the Bulletin(s).

A course under a selected topics designation should not be scheduled when a course with substantially similar content and methodology exists, without first consulting the existing course department chair(s) (or equivalent).

If departments and/or individual faculty members would like to express concerns about a selected topics course, contact should be made with the department chair (or equivalent) at least two weeks in advance of registration. The concerned party, the individual offering the course, and the department chair(s) should attempt to resolve the concern in advance of registration. If

that course of action does not result in a solution, the appropriate college dean(s) will serve to arbitrate.

Graduate/undergraduate dual-listed selected topics courses must adhere to the same requirements as other graduate/undergraduate dual-listed courses.

Graduate selected topics courses must adhere to the same requirements as other graduate courses. Contact the Graduate School for additional information.

See the Numbering of Coursework section of this manual for information about selected topics numbering.

### ***Course Schedule Type Information***

Courses are categorized by schedule type, and new courses will select the type on AP&P form B. In the rare event that a course schedule type needs to be changed but no other changes are needed, an AP&P form is not required. Directions can be found on the [AP&P proposal development website](#).

## **Making Changes to Programs**

### ***Changing the Academic Home of a Program***

Moving a program from one department or college to another requires submission of a proposal, showing necessary departmental and college approvals, to the appropriate AP&P committee. The request requires approval by AP&P and the Provost.

### ***Changing the Mode of Program Delivery – Existing Programs***

Four delivery mode options are offered: on campus (including Main and Hickory), hybrid/partially online, fully online, or site-based at an off-campus location. Requests to add or discontinue a delivery mode for a degree or certificate must be submitted via the following procedure if 50% or more of the credit hours in the program will be delivered through the new delivery mode.

Requests must be approved at the departmental (curriculum committee and chairperson) and college (curriculum committee and dean) levels, then submitted to the appropriate AP&P committee as an FIO item. Final approval of a change in delivery mode is granted by the Chief Academic Officer/Provost. Forms for requesting a change in delivery mode for certificate programs and for degree programs can be found on the [AP&P proposal development website](#).

## **Creating New Programs**

### ***Process for Proposing New Degree Programs***

According to the UNC Policy Manual, “campuses shall continue to have a lead role in identifying academic program needs.” The UNC Manual further stipulates that “each institution must have a clearly defined process for the review and approval of proposals to plan or establish new degree programs” (Section 400.1.1[R], 1-B). All proposals for new degree programs, whether undergraduate or graduate, must undergo multiple proposal and review steps.

The process for proposing a new degree program is discussed in detail on the [UNC System Office Website](#). As detailed on that website, departments should plan on submitting a request for preliminary authorization. After approval, the Office of Academic Affairs is responsible for completing the forms on the UNC System Office Website.

Once preliminary approval is granted, departments should submit a request to establish through the standard curriculum committee approval process. After approval, the Office of Academic Affairs is responsible for completing the forms on the UNC System Office Website, and the SACSCOC Liaison is responsible for notifying SACSCOC. Only after approval from the System Office and SACSCOC can a program be opened for applications.

### ***Process for Proposing New (Undergraduate) Certificate Programs***

New undergraduate certificate programs require approval using AP&P forms A and B, similar to proposing a new course. The SACSCOC Liaison must be consulted to determine whether SACSCOC needs to be notified. Once approved, the Registrar's Office is notified to add the program to Banner and Degreeworks, and Academic Affairs notifies the System Office.

### ***Process for Proposing New Graduate Dual-Degree Programs***

At the graduate level, dual degree programs that strategically pair two complementary graduate degree programs can be proposed. These must follow the program of study requirements laid out in the Graduate Bulletin. The general process for proposing a new graduate dual degree program is as follows:

Representatives from both programs prepare a combined program of study for the dual degree that adheres to the curriculum guidelines laid out in the Graduate Bulletin. The associate dean of the Graduate School should review this draft program of study.

The proposed dual degree program must be reviewed and approved at the departmental and the college level by both departments that are included in the paired degree program. Once college-level approvals are secured, the proposal must be submitted to the Graduate AP&P committee for approval.

### ***Process for Proposing New Graduate Certificate Programs***

Proposals for new graduate certificate programs require completion of the Proposing a New Graduate Certificate form. New certificates must be approved at the departmental and college level and submitted to Graduate AP&P for approval. Certificate programs do not undergo UNC System Office review; however, the SACSCOC Liaison notifies SACSCOC about the new certificate and Academic Affairs notifies the System Office.