AP&P Manual
Appalachian State University

Revised for 2020-2021
(after Provost approved 2019-2020 changes)
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Academic Policies and Procedures (AP&P) Committees

AP&P Committees Summary
Complete information about the memberships of university committees (including Graduate and Undergraduate AP&P Committees), reporting, and areas of responsibility are outlined in the Faculty Handbook (§7.3.4.8 and §7.3.4.14).

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, the 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 the Faculty Handbook guidelines.

3. The proposal author, department chair, or dean's office should consult with any department or unit that may be affected by the proposal prior to submission.

4. Committee members, deans' offices, authors, department chairs, faculty and students should provide feedback and inquiries on the AP&P AsULearn 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.
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**

**Faculty Handbook 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 (*Faculty Handbook, §4.5*). 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 Association Senate
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 and 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.
Alternate Year Course Offerings
When courses are offered in alternate years, information listing what years the course will be offered should be provided. “Spring, Alternate years” is not acceptable. If the year cannot be determined, the course offering should be designated “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 1, Even-numbered years.

Courses may be scheduled in a regular semester “Fall; Spring; Summer Sessions” and “On Demand” if a course will be offered in one semester, but only periodically in another.
Examples:
- PE 1822. Tennis (1). Fall; On Demand.
- HPE 2140. Principles of Fitness and Conditioning (3). Summer Session; On Demand.

Course Descriptions
- Course descriptions should be concise—two to five sentences/statements total.
- Avoid information technology 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 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.

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.

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Minimum Contact Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>One semester hour</td>
<td>Minimum of 750 contact minutes</td>
</tr>
<tr>
<td>Two semester hours</td>
<td>Minimum of 1500 contact minutes</td>
</tr>
<tr>
<td>Three semester hours</td>
<td>Minimum of 2250 contact minutes</td>
</tr>
<tr>
<td>Four semester hours</td>
<td>Minimum of 3000 contact minutes</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Level</th>
<th>Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remedial</td>
<td>0001-0999</td>
</tr>
<tr>
<td>Freshman</td>
<td>1000-1999</td>
</tr>
<tr>
<td>Sophomore</td>
<td>2000-2999</td>
</tr>
<tr>
<td>Junior</td>
<td>3000-3999</td>
</tr>
<tr>
<td>Senior</td>
<td>4000-4999</td>
</tr>
<tr>
<td>Master’s</td>
<td>5000-5999</td>
</tr>
<tr>
<td>Specialist</td>
<td>6000-6999</td>
</tr>
<tr>
<td>Doctorate</td>
<td>7000-7999</td>
</tr>
</tbody>
</table>

**Numbers specified within the reserved ranges are as follows:**
- 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:**
- 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 both the Appalachian State University *Faculty Handbook* (§6.3.1.2) and the Office of Academic Affairs have 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.
- The name of the text and any other materials required of each student.
- 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.)
- 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. Dual-listed graduate courses are noted in the course descriptions as follows: “[Dual-listed with XXX 4xxx.]”

All dual-listed courses must be approved by both the Undergraduate (UAP&P) and the Graduate Academic Policies and Procedures Committee (GAP&P) and will be designated as dual-listed in the University Bulletins. Approval will require the submission of a single “GU” AP&P proposal form with syllabi indicating the advanced academic content and rigor appropriate for graduate courses. Only courses at the 4000 level 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.”

In the case of dual-listed selected topics and study abroad courses, syllabi for the undergraduate and graduate course pairings 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 these classes and, where possible, graduate students should make up at least 30% of the enrollment.

Department, Program Name, or Course Prefix Changes
Department or program name changes should be submitted using 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.

Course prefix changes do 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 Changes 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 (see Faculty Handbook).

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 2:00pm 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.

Semester Offering Information
Main campus undergraduate courses offered in a fall or spring term are eligible for the
university’s book rental program. Selected Topics, On Demand, and courses offered in Summer Sessions only, are not eligible.

Semester offerings (only) can be changed without an AP&P proposal. Details about that process can be found at: https://app.appstate.edu/proposal-resources/semester-offering-changes.

Courses can be offered: Fall, Spring, Summer Sessions, On Demand, Even-numbered Years, Odd-Numbered Years. Please see the Alternate Year section of this manual for details on inclusion in course descriptions.