

Academic Affairs

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Belk Library and Information Commons

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www.library.appstate.edu

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The Belk Library and Information Commons is centrally located on Appalachian's campus and provides access to a wide range of information resources and services. The Music Library, located on the second floor of the Broyhill Music Center, supports the curriculum and research needs of the Hayes School of Music and contains books, journals, scores, and recordings.

The Belk Library welcomes more than 1.2 million visitors each year and is regularly open 24 hours from 12:30 pm on Sunday to 9:00 pm on Friday and from 10:00 am to 6:00 pm on Saturday. Collections include print books, e-books, and access to a wide variety of audio and video in various formats. The Library also provides access to more than 400 full text and citation databases that support the curriculum and research needs of students and faculty. The Library provides areas for individual and collaborative study, electronic classrooms, and a lecture hall. Library faculty and staff are available to assist with research in person or by phone, text, chat, and email.

The principal educational goal of the Library is to improve the information literacy of students. Information literacy is the ability to find, evaluate and use information effectively, and it is an educational goal for every ASU graduate. To help students develop information literacy skills, librarians provide classroom instruction and one-on-one research assistance, as well as online tutorials and reference chat service.

The Library has numerous special collections including the W.L. Eury Appalachian Collection, the Stock Car Racing Collection, the University Archives and Records, and several Rare Book Collections all located on the Library's fourth floor. Selected materials from these collections are digitized and available on the Library's website. On the ground floor, the Instructional Materials Center contains resources for teacher education and instructional development. For items not held by the Library, interlibrary loan services and 48-hour delivery options from UNC-Asheville and Western Carolina University are available.

The Belk Library provides wireless access throughout the building and offers 440 computers, both Mac and PC, as well as desktops and laptops, for student use. All computers provide access to a full suite of software for academic projects across the disciplines. The Digital Media Studio within the Library provides assistance and access to media creation software for creating digital products, as well as an Audio Recording Room with dedicated equipment to produce high quality sound files. The Tech Checkout Desk provides a full range of digital equipment for checkout, including tablets, audio/video equipment, laptops, headphones, hard drive, and robotics kits. The Assistive Technology Room provides access to software and equipment to accommodate the research needs of students and faculty with a variety of vision, hearing, learning, and/or mobility impairments.

For additional information, go to the Library's home page, www.library.appstate.edu or call (828) 262-2188.

Division of Educational Outreach and Summer Programs

Terry Rawls, *Executive Director*

In cooperation with each of the colleges of the University, the Division of Educational Outreach and Summer Programs provides access to a continuum of educational and enrichment experiences for those outside the confines of the residential academic year, through field-based courses, conferences, camp programs, summer sessions offerings, and professional development programs.

Although the Division of Educational Outreach and Summer Programs does not grant degrees, the offices within the division work closely with all academic departments/programs and divisions of the University in order to better serve the various groups, individuals and geographic regions calling upon the University for its services. The offices within the Division of Educational Outreach and Summer Programs are:

Appalachian State University Greater Hickory Partnership

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Office of Conference and Camp Services
Office of Distance Education (including the Appalachian Learning Alliance)
Office of Summer Sessions and Professional Development
North Carolina Center for Engineering Technologies

Appalachian State University Greater Hickory Partnership

www.ghp.appstate.edu

(To be determined), Director

Appalachian State University Center at Burke
Appalachian State University Center at Caldwell
Appalachian State University Center at Hickory
North Carolina Center for Engineering Technologies

The Appalachian State University Greater Hickory Partnership is a collaborative among Appalachian State University, Caldwell Community College and Technical Institute, Catawba Valley Community College and Western Piedmont Community College, and has established Appalachian State University Centers on or near each of these institutions. The purpose of this organization is to better serve the educational needs of the citizens of these communities. These centers, along with the North Carolina Center for Engineering Technologies, comprise a four-facility organization focused on identifying and meeting post-community college educational needs in the greater Hickory North Carolina region. Working collaboratively with leadership on the main campus in Boone, and with government, civic, and business interests in the region, the director and staff of the partnership investigate and deliver undergraduate degree completion, graduate degrees, and not-for-credit offerings at each of the four facilities. For more information, please call the Division of Educational Outreach and Summer Programs at (828) 262-3113 or toll free at (800) 355-4084.

Office of Conference and Camp Services

www.conferences-camps.appstate.edu

Amy Sanders, Director

The University encourages the use of its resources and facilities by groups that are interested in providing educational and/or recreational workshops, clinics, camps, retreats, conferences, seminars, and meetings. The Office of Conference and Camp Services is responsible for the development, coordination, promotion and management of non-credit continuing education programs. Programs are offered to individuals, utilizing the resources of a diversified faculty and staff and the modern facilities, equipment, and accommodations on the main campus and the surrounding region.

Increasingly business, industry and professional associations are requiring their members to return periodically to school in order to maintain a high level of currency in their fields. Appalachian responds to these needs within its service region in arranging for specially designed non-credit courses and programs and uses the Continuing Education Unit (CEU) as a measure of academic achievement.

For information, contact the director of the Office of Conference and Camp Services, University Hall, Appalachian State University, Boone, NC 28608. Phone (828) 262-3045.

Office of Distance Education

www.distance.appstate.edu

(To be determined), Director

The Office of Distance Education is the administrative unit of the University responsible for the implementation of off-campus degree credit programs and courses. Through coordination with the academic colleges and departments/programs, institutional resources are extended into the University's service region at ASU Centers, at Appalachian Learning Alliance and other community colleges and at UNC System institutions including the UNC-Asheville Graduate Center. In addition, many programs are offered online.

Appalachian offers undergraduate degree completion programs in either part-time or full-time formats. Off-campus graduate degree offerings have been available to the citizens of North Carolina for more than fifty years.

For additional information about credit and programs offered off-campus, please contact the Office of Distance Education, P.O. Box 32054, University Hall Drive, Boone, NC 28608, call (828) 262-3113 or (800) 355-4084, or email distance@appstate.edu.

Office of Summer Sessions and Professional Development

www.summerschool.appstate.edu

Lynette Orbovich, Director

The Office of Summer Sessions and Professional Development coordinates all on-campus academic summer courses instructed by Appalachian faculty and noted visiting faculty. Summer Sessions includes traditional academic courses as well as workshops and seminars of varying lengths to allow Appalachian students as well as visiting students from other institutions to fit summer studies into busy summer schedules. Summer at Appalachian State University offers students many opportunities to add a minor, tackle a challenging course, graduate early, or study abroad.

On-campus special courses and other programs are offered to teachers and other professionals for both enrichment and the pursuit

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of advanced degrees.

For summer school information, view the Summer School website at www.summerschool.appstate.edu, call (828) 262-3154, or email summerschool@appstate.edu.

The Office of Equity, Diversity and Compliance (EDC)

www.edc.appstate.edu

The programs and services of the Office of Equity, Diversity and Compliance (EDC) support students, faculty, staff, administrators, and campus visitors in the following areas:

Equity

Concerns about unlawful harassment (including violations of Title IX), discrimination, or retaliation may be brought to the EDC Office by any member of the university community.

Diversity

EDC staff members effect programming, develop policy and facilitate workshops that actively promote and support an environment of inclusion and respect for all community members and encourage conversation around a variety of social justice issues.

Compliance

Compliance: EDC staff members are responsible for directing and monitoring EHRA search and hiring procedures, charging and training search committee members in affirmative action and equal opportunity compliance, the EHRA exit interview process, and Title IX compliance.

For more information about the EDC services and staff members, visit www.edc.appstate.edu or call (828) 262-2144.

The Office of Disability Services

www.ods.appstate.edu

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, it is the policy of Appalachian State University that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives federal financial assistance.

The Office of Disability Services (ODS) works diligently to ensure that individuals with disabilities are provided equal access at Appalachian State University. ODS assists eligible students, faculty, staff and visitors with disabilities by determining and coordinating reasonable accommodations. Reasonable accommodations are determined individually and are intended to minimize the effects of the impact of specific limitations caused by a disability in order for a qualified individual to have equal access to programs, services and activities.

Individuals seeking reasonable accommodations due to a disability must complete the applicable procedure outlined at ods.appstate.edu. ODS will review for eligibility in a timely manner on an individualized case-by-case basis.

ODS is located in Suite 112, Anne Belk Hall. For more information, please visit www.ods.appstate.edu or call (828) 262-3056.

The Cratis D. Williams School of Graduate Studies

www.graduate.appstate.edu

Dr. Max Poole, Dean

Dr. Robert Sanders, Associate Dean

With responsibility for graduate education, the School of Graduate Studies consists of a Graduate Faculty, represented by the Dean, and the Graduate Council. The Dean reports to the Provost and Executive Vice Chancellor for Academic Affairs.

Graduate Education

Graduate study at Appalachian includes encouraging academic inquiry, providing opportunities and facilities for advanced study and research, and developing or extending academic or professional specializations. Accordingly, the Cratis D. Williams School of Graduate Studies offers programs leading to master's, specialist, and doctoral degrees, as well as selected graduate certificates.

As part of its responsibility for graduate education, the School of Graduate Studies oversees all graduate work carried out in the departments, schools, and colleges of the University by evaluating and approving applicants for graduate study, qualifications of candidates for graduate degrees, graduate curricula and programs, and graduate faculty credentials; and administering assistantship, scholarship, and fellowship programs.

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William C. Hubbard Programs for Faculty Excellence

Anne Belk Hall, Suite 227 (828)262-3040

www.hubbardprograms.appstate.edu

The William C. Hubbard Programs for Faculty Excellence comprises two units: Faculty and Academic Development and Learning Technology Services. Together these units provide support and leadership to faculty members and departments in the development of innovative pedagogies; interdisciplinary teaching; “across the curriculum” competencies; appropriate uses of instructional technology; scholarly agendas; valid, reliable and efficient faculty evaluation processes; preparation for administrative roles; preparation for global competencies; and effective planning for different career stages.

Information Technology Services

Cathy Bates, Associate Vice Chancellor and Chief Information Officer (CIO)

www.its.appstate.edu

Led by the Chief Information Officer, Information Technology Services (ITS) is Appalachian’s central information technology unit. ITS develops, supports, and fosters the use of technology to enable essential innovation in research, learning, and administrative processes. ITS works closely with other campus units, including distributed information technology units to ensure our services, priorities, and policies are developed through strong governance and collaboration with the University community.

Institutional Research, Assessment and Planning

Heather Langdon, Interim Director

www.irap.appstate.edu

The fundamental purpose of the Office of Institutional Research, Assessment & Planning (IRAP) is twofold, directed toward fulfilling the stated missions of the University of North Carolina and of Appalachian State University:

- to provide data support for university planning and management activities; and,
- to provide leadership for comprehensive academic and administrative planning and assessment.

IRAP assumes primary responsibility for (a) collecting data about the performance of the university, (b) collecting data about the environment of the university, (c) analyzing, interpreting, and presenting the collected data, and (d) transforming the data into meaningful information that supports university planning, policy making, decision making, and assessment. Services of IRAP are available to university administrators, faculty, and students involved in planning and management activities as well as to persons and agencies outside the university. In fulfilling its mission, IRAP seeks to anticipate information needs, present information in accessible and useful ways, and provide prompt, accurate, and courteous service.

Office of International Education and Development (OIED)

Plemmons Student Union, 3rd Floor, Suite 321 (828) 262-2046

www.international.appstate.edu

*Jesse Lutabingwa, Associate Vice Chancellor for International Education and Development
and Director of International Research and Development*

Appalachian combines a strong liberal arts foundation with a comprehensive, pervasive, and integrated commitment to internationalization. The mission of internationalization efforts at Appalachian is to develop awareness, knowledge, and appreciation of and respect for cultural differences in both domestic and international contexts in students, faculty, staff, and the surrounding communities. Through the Global Learning quality enhancement plan (QEP), Appalachian seeks to engage students in multiple and varied diverse learning experiences at home and abroad to increase their knowledge of global issues, regions, and cultures; improve their intercultural skills; and develop attitudes that cultivate global citizenship. At Appalachian, we define global citizenship as a moral and ethical disposition through which our students might understand local and global contexts and their responsibilities within different communities. The University is also dedicated to creating a campus environment that builds the theoretical and practical skills needed to interact effectively in a global society. Through the curriculum, co-curricular activities, relationships with scholars and students from around the world, education abroad programs, grants and scholarships for collaborative research abroad, and numerous cross-cultural programs, Appalachian creates opportunities for students to understand the world and be active participants in it. Appalachian’s ability to fulfill the commitment to internationalization is the result of bright and curious students working with an inspired and diverse faculty, a demanding and interdisciplinary curriculum, and a thriving international program.

Education Abroad

Appalachian offer students a wide selection of faculty-led, short-term study abroad programs. Students have the opportunity to earn up to six credit hours, which are applied toward their degree programs, while spending one to five weeks abroad. With the exception of some language programs, Appalachian faculty members teach short-term study abroad courses in English.

Through bilateral exchange, consortia, and affiliation agreements, Appalachian students have access to more than 200 international programs to consider for semester or year study overseas. OIED partners with more than 70 institutions abroad for exchange programs and Appalachian is a member of the University of North Carolina Exchange Program (UNCEP), International Student Exchange

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Program (ISEP), and Academic Consortium of the Council on International Educational Exchange (CIEE). While many locations offer the opportunity to study in a foreign language, many programs are in English-speaking countries or offer courses in English. The cost of all bilateral exchanges is the same as tuition and fees at Appalachian and room and board at most partner institutions is the same as on campus; the cost of other programs vary widely.

Students who receive scholarships and financial aid can apply these benefits to the cost of studying abroad. Students can also apply for a limited number of education abroad scholarships offered through OIED.

Additionally, Appalachian students can participate in international research, student teaching practicums abroad, international service learning, and international internships and independent study. The , in collaboration with OIED, has created several opportunities for students to participate in clinical observations or other professional experiences at partners institutions abroad.

International Research And Development

OIED strengthens the internationalization of Appalachian through world-class contributions to education, research, and development across the globe. OIED designs and implements international technical assistance and training projects and contributes to both the theory and the practice of international development. Through its development and participant training projects, research, and outreach activities, OIED works to enhance the capacity of developing nations to meet critical challenges. OIED works to bridge the gap between the theory and practice of international development by offering research, service, and learning opportunities abroad to Appalachian faculty, staff, and students.

International Student and Scholar Services & Outreach

Appalachian offers comprehensive support services for our international students and scholars. These services include personal advising, academic support, assistance with immigration and health insurance, and social and informative programs including a week-long welcome orientation, host family matching, "This, too, is America" - a series of classes and excursions to local and national places of interest, International Coffee Hours on campus, and other cultural events. International Appalachian (INTAPP), a university-funded student service organization and iPALS, work with OIED to help orient and acclimate international students to the Appalachian campus. iPALS matches new international students with current Appalachian State students for friendship and cultural exchange. iPALS is a great opportunity to create new friendships, learn about different cultures, and create memories that will last a lifetime. This program also serves as an important resource for cross-cultural learning and exchange.

International outreach at Appalachian provides resources and develops intercultural programming and training initiatives to serve the campus as well as the communities of Northwestern North Carolina. Programming efforts in international outreach promote the internationalization of the Appalachian campus, the local community, and K-12 schools in this region.

International Studies At Appalachian

Appalachian offers more than 300 international courses along with specific programs with an international focus. These programs and courses include:

- Bachelor of Arts degree in Global Studies
- Bachelor of Arts degree in Languages, Literatures, and Cultures with concentrations in French and Francophone Studies and Spanish, and a Bachelor of Science degree with K-12 teacher licensure in Languages, Literatures, and Cultures with concentrations in French and Francophone Studies, Education (K-12) and Spanish, Education (K-12)
- Bachelor of Science in Criminal Justice degree with a concentration in International Studies
- Bachelor of Science degree in Political Science with a concentration in International and Comparative Politics
- Bachelor of Science in Business Administration degree in International Business; and a Bachelor of Arts degree in Economics with a concentration in International Economics (See the Department of Economics listed under the Walker College of Business.)
- Minors in Global Studies, International Business, Arabic, French and Francophone Studies, Japanese, TESL/Applied Linguistics, Spanish, German, and Chinese. (For a description of the International Business minor, see listing under the Walker College of Business)
- Courses in French, German, Spanish, Arabic, Chinese, Japanese, Latin, Portuguese, and Russian

The Office of Research and Sponsored Programs

Dr. Alan Utter, Interim Vice Provost for Research and Chief Research Officer

www.orsp.appstate.edu

The Office of Research serves as a major advocate for research by assisting faculty, staff, and students in the acquisition of external funding; by providing internal support for research and creative endeavors; and by insuring a visible profile for University research and grant activities.

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Grants Resources and Services and Sponsored Programs

The Grants Resources and Services staff provides assistance to the University community in identifying both public and private sources of external funding and in the development of grant proposals. The Sponsored Programs staff oversees submission of all grants and contracts on behalf of the University community, including monitoring proposals for compliance with University, State, and funding agency requirements, and acquiring proper administrative approvals.

The Office of Special Funds Accounting in the Division of Business Affairs assists faculty, staff, and students with the financial administration of grants and contracts after the funds have been awarded to the University

Research Protections

Integrity in research is the basis for the academic search for knowledge. Persons involved in academic research must guard the truth and protect the public trust that research in an academic environment has long held. The Chief Research Officer (the Vice Provost for Research), the Director of Research Protections, and the staff of Research and Sponsored Programs are responsible for monitoring compliance with policies on the responsible conduct of research at Appalachian, including integrity in scholarship and scientific research; the rights and welfare of human research subjects; care for laboratory animals; biosafety; radiation safety; dissemination of technology, goods, and information to foreign nationals, countries, and other international entities; and ownership of research and other intellectual property.

Research Consultation

The staff in the Office of Research Consultation will work collaboratively with faculty across campus to develop partnerships among research scholars, help increase the university research and extramural profile, and promote the use of data in faculty research. Specifically, the staff will support research at Appalachian by providing faculty with statistical and analytic guidance and assistance. The office will give priority to supporting faculty who are working on externally funded research projects, preparing external grant and contract submissions, or working on research projects that have the potential to lead to external funding. The office will also develop and disseminate resources and training materials that will assist faculty with data management and provide guidance for conducting a variety of quantitative and qualitative analyses.