

Office of the Registrar: Key Updates for Fall 2019

Important Deadlines - First 10 days of classes:

5th Day of Classes and Census Day for Student Enrollment

Please assist the Registrar's and Financial Aid offices in meeting two upcoming, important deadlines related to student enrollment:

- **Friday, August 23, 2019** is the **fifth day of class** and the last day of the drop/add period. Federal regulations require the Office of Student Financial Aid to “freeze” student enrollment hours as of the fifth day of class to determine eligibility for financial aid programs. It is important for students receiving financial aid to have all enrollment adjustments completed by August 23 because new course registrations after August 23 must go through an exception approval process in the Office of Student Financial Aid, and can only be approved for inclusion in financial aid eligibility in the case of a documented system or school error.
- **Tuesday, September 3, 2019** is the **census day** for enrollment data. The census date is a snapshot of enrollment used to determine funding levels from the state. As a result, this becomes an important date and all registration and enrollment adjustments need to have been made in the system by the Office of the Registrar *before* 3:00 pm on this date when the census snapshot will be run. Course registrations beyond this date will not be counted in our funding levels.
- **What Does This Deadline Mean For Many of You?** It means all forms that need to be processed must be submitted to the Office of the Registrar by **noon on September 3th**. Forms and requests received by noon will ensure enough processing time to meet the 3:00 pm deadline. Please note that September 3th is the day after the Labor Day holiday weekend.

Key Changes and Important Reminders:

Academic Calendar Changes for AY 19-20:

- August 27 – Black and Gold Convocation – No classes
- September 2 is Labor Day and is a University holiday observed
- Fall Break has moved to Monday/Tuesday October 14/15
- December Commencement moved to Friday, December 13th
- Good Friday will be observed on April 10th. No additional Easter Break on Monday/Tuesday in Spring 2020

Last Date of Attendance (LDA) Required for Grades of ‘F’, ‘I’ or ‘U’

Beginning Fall 2019, the last date of attendance will be required when faculty are issuing a grade of ‘F’, ‘U’ or ‘I’ to any student. An instructor will not be able to successfully submit one of these grades without entering the last date of attendance for the student. For more information, [visit our website](#).

Tuition Surcharge Repealed!

Effective July 1, 2019, the tuition surcharge legislation has been repealed beginning with the 2019-2020 academic year. For more information, [visit our website](#).

Required Minimum Number of Credit Hours for a Degree –

Reduced from a minimum of 122 credit hours to 120 credit hours overall to earn a degree. This is effective for students who have a catalog year of Fall 2019 (201940) and forward.

- **Residency (Last 30 Hours) Requirement** – The residency requirement has changed from students being required to take their last 30 hours at Appalachian to students having to complete at least 25% of their degree requirements at Appalachian. This means that students are allowed to take coursework elsewhere, as approved, during their last 30 hours towards their degree. However, the requirement that a transcript must be received and credit awarded prior to a student graduating still remains.
- **FERPA: Statement of Eligibility Approved** – Appalachian has an approved [definition of “in attendance”](#) to assist the campus in understanding when students fall under FERPA here. In addition, FERPA workshops are scheduled for [Faculty](#) and [Staff](#) for this fall so don’t forget to get signed up or pass the word!
- **Incomplete Grades Policy Update** – Clarification of the policy regarding assigning an incomplete grade was approved and updated in the 19-20 bulletin – An Incomplete is not given merely because assignments were not completed during the semester, nor is an incomplete given if the student never attended the class. Students are not permitted to attend a class in a future semester in which they earned a grade of “I” in order to complete the incomplete without prior approval by the Dean’s Office of the college teaching the course. In addition, students do not re-register or audit a class in which a grade of “I” was earned in order to complete the incomplete. If a student receives a grade of “I” in a class and then re-registers for or audits the class (either with the same or a different professor), the grade of “I” in the first class will default to “F” or “U”.
- **Independent Study Course Titles** – When submitting a form for an independent study, you must include the actual title for each student. UNC Policy states that “All campuses will have course numbering and reporting conventions that utilize separate section numbers to identify independent study courses taught by individual faculty members.” As a result, the Registrar’s Office will build separate sections for each student, as appropriate, based on the title of the course for each student. By doing this, the title will be able to show on the transcript for the student and will reflect the actual course title instead of a generic title. In addition, as the policy states, we must list the actual instructor of that section for the student not the person who is collecting the grade. The Registrar’s Office will not be able to process forms that do not include this information.
- **Transcript Fee Increase** - An email was sent in July announcing that the National Student Clearinghouse is increasing their portion of the fee for transcript delivery \$.25 effective September 30, 2019. This will result in the official transcript base fee increasing to \$7.50 and a maximum fee for third party electronic delivery of \$8.50.
- **Summer Academic Standing Changes** – Beginning in Summer 2020, the Registrar’s Office will only calculate academic standing one time after all summer terms have ended. We will roll grades, calculate GPA’s and process repeats by term but not calculate a student’s overall academic standing until August.