

# Policies for Appalachian State University students requesting permission to take courses at another institution within the University of North Carolina system through the UNC Online Exchange Program.

Please Note: For all purposes, the home institution is the institution where the student is seeking a degree and from where the degree will be awarded. The visited institution is the institution where the student will take the online course(s). For purposes of this document, the home institution refers to Appalachian State University.

## I. Student Eligibility Requirements

Appalachian State University students requesting to enroll in courses through the UNC Online Exchange must meet the following criteria:

1. **Students must be in good academic standing and making satisfactory academic progress as outlined in the Academic Standing (Probation and Suspension Policy).** Students on academic probation are not eligible to take courses through the UNC Online Exchange.
2. **During the Fall and Spring semesters,** an undergraduate degree-seeking student who is currently enrolled at Appalachian State University may take one course at a participating institution if the student's academic advisor and dean can certify that the course will count toward the student's degree program and that the course is not available at the home institution.

A graduate degree-seeking student who is currently enrolled at Appalachian State University may take one course at a participating institution. The student's graduate advisor must certify that the course will count toward the student's degree program and the course is not available at the home institution.

**During the Summer terms,** undergraduate and graduate degree-seeking students will be allowed to take one course per summer term at a participating institution if the student's academic advisor/dean or graduate advisor can certify that the course will count toward the student's degree program and that the course is not available at the home institution as an online course.

A student classified as non-degree is permitted to enroll regardless of registered credit hours at Appalachian State University or term enrolled.

3. The maximum total enrollment (at Appalachian State University and the visited institution) for the fall or spring semester cannot exceed 18 hours for undergraduate students and 12 hours for graduate level students. For summer terms, the maximum total enrollment (at Appalachian State University and the visited institution) cannot exceed 7 hours.

## II. Course Restrictions & Limitations for Undergraduate Students

1. **Students may not enroll in equivalent courses through the UNC Online Exchange if the course is offered by Appalachian State University in the same semester.**  
Requests to take a course through the UNC Online Exchange will be reviewed based on transfer policies and established equivalencies.
2. **Students will not be given permission to take a Capstone Experience course through the UNC Online Exchange.**
3. **Undergraduate students may take one (1) course per term through the UNC Online Exchange.** Students classified as non-degree are not subject to one course per term.
4. **Students will be allowed a maximum of eight (8) courses through the UNC Online Exchange per undergraduate degree program.**
5. **Students must be eligible to earn credit at Appalachian State University for the course(s) to be taken at the visited institution.**
  - a. Students may not take courses for which they already have credit at Appalachian State University.
  - b. Students may not repeat courses for grade forgiveness at the visited institution if they took the course at Appalachian State University.
  - c. Students will not be permitted to audit a course through the UNC Online Exchange. Audits do not count in the calculation of full-time status at Appalachian State University.
6. **Credit from the visited institution will be considered transferable as long as a grade of C or better is earned in the course(s) taken at the visited institution.** *Please Note:* Transfer credit counts in a student's attempted and earned hours, but does not factor into the student's GPA. Courses in which the student earns a C- or below at the visited institution will count in the student's attempted hours at Appalachian State University but no credit will be awarded.

### III. Course Restrictions & Limitations for Graduate Students

- 1. Students may not enroll in equivalent courses through the UNC Online Exchange if the course is offered by Appalachian State University in the same semester.**  
Requests to take a course through the UNC Online Exchange will be reviewed based on transfer credit policies and established equivalencies.
- 2. The maximum number of hours of transfer allowed is 9 hours for degree-seeking students and 25% of the number of hours required for certificate-seeking students, which include hours taken through UNC Online.**
- 3. Students may take one (1) course per term through the UNC Online Exchange not to exceed the maximum number of transfer credits.**
- 4. Credit from the visited institution will be considered transferable as long as a grade of B or better is earned in the course(s) taken at the visited institution. *Please Note:*** Transfer credit counts in a student's attempted and earned hours, but does not factor into the student's GPA. Courses in which the student earns a B- or below at the visited institution will count in the student's attempted hours at Appalachian State University but no credit will be awarded. Courses with grades of "P" meaning "Passing" or "Pass/Fail" option and grades of "S" meaning "Satisfactory" are not acceptable for transfer.

### IV. Student Responsibilities

1. Student is subject to the Drop/Add and Withdrawal policies of Appalachian State University. Courses taken through the UNC Online Exchange will not be applicable to Career Drop policy.
2. Student must comply with the Academic Integrity Code of Appalachian State University.
3. Student is responsible for resolving any scheduling issues such as time conflicts or exam schedules with his/her Appalachian State University courses.
4. Student is responsible for ensuring all pre-requisites for the course being requested have been met.

5. Student is responsible for obtaining any required textbooks or supplemental materials for the online course. The Textbook Rental Policy does not apply to UNC Online Exchange courses.

Appalachian State University reserves the right to review and deny any request, resulting in a cancellation of your enrollment. Reasons that may result in a request being denied include but are not limited to:

1. Student does not meet the eligibility requirements stated in Section I.
2. Course Restrictions & Limitations are not satisfied as stated in Section II and III.
3. Course Enrollment will affect Residency Requirements for graduation.
4. Course enrollment request is for a North Carolina Community College which may affect the student's senior level limit of 50 semester hours required for graduation.
5. Course requested is not being used for progress toward degree completion.