

RM Student Handbook

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The Appalachian State University *RM Student Handbook* is intended for information purposes only and does not constitute a contract between the University and the student. While this handbook presents policies and programs as accurately as possible at the time of publication, the Department reserves the right to revise any section or part without notice or obligation. Changes in degree requirements do not affect students already enrolled in a degree program, although adaptations may be needed. Degree requirements can be found in the Graduate Bulletin and Program of Study for the student's year of admission to the University. Changes in departmental and academic policies become effective for all students on the date approved for implementation; therefore, all Recreation Management students are subject to those policies as posted herein.

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Welcome!

Welcome to the Recreation Management (RM) Program in the Department of Recreation Management and Health and Physical Education (RMPE) at Appalachian State University. The Department is excited you have selected Recreation Management for your undergraduate degree, and RM faculty are looking forward to having you with us as you explore your profession. We hope you will find the Recreation Management major both intellectually and personally rewarding. The faculty is readily available to assist you in many ways to support your growth as a Recreation Management professional. Please do not hesitate to contact us when needed as you progress through the curriculum.

The Faculty of Recreation Management can be found at this [LINK](#).

General Information

Appalachian State University's (Appalachian) [Recreation Management Program](#) is accredited by the [Council on Accreditation Parks, Recreation, Tourism, and Related Professions](#) (COAPRT). This indicates that our program has been carefully evaluated and meets all of the standards required for full approval. In addition, Appalachian periodically reviews our programs to ensure the quality of our curriculum, resources, and outcomes. The Recreation Management (RM) Program was officially accredited in 1996 and most recently reaccredited from August 2021 through March 2028. As a graduate of the RM program, your degree will be recognized by all areas and agencies.

Recreation Management as a Profession

Students completing the Bachelor of Science degree in Recreation Management (RM) are prepared for careers in outdoor Recreation Management, municipal, state, and federal park management, campus, and Appalachian's University recreation, experiential education, travel and tourism management, club and camp management, recreation program management, and resort recreation.

NRPA Professional Code of Ethics

The [National Recreation and Park Association](#) has provided leadership to the nation in fostering the expansion of recreation and parks. NRPA has stressed the value of recreation, both active and passive, for individual growth and development. Its members are dedicated to the common cause of assuring that people of all ages and abilities have the opportunity to find the most satisfying use of their leisure time and enjoy an improved quality of life.

The Association has consistently affirmed the importance of well-informed and professionally trained personnel to continually improve the administration of recreation and park programs. NRPA members are encouraged to support the efforts of the Association and profession by supporting state affiliate and national activities and participating in continuing education opportunities, certification, and accreditation. Membership in NRPA carries special responsibilities to the public at large and to the specific communities and agencies in which recreation and park services are offered. As a member of the National Recreation and Park Association, I accept and agree to abide by this Code of Ethics and pledge myself to:

- Adhere to the highest standards of integrity and honesty in all public and personal activities to inspire public confidence and trust.
- Strive for personal and professional excellence and encourage the professional development of associates and students.
- Strive for the highest standards of professional competence, fairness, impartiality, efficiency, effectiveness, and fiscal responsibility.
- Avoid any interest or activity that conflicts with the performance of job responsibilities.
- Promote the public interest and avoid personal gain or profit from the performance of job duties and responsibilities.
- Support equal employment opportunities

Beaver College of Health Sciences

The RM Program is part of the [Beaver College of Health Sciences](#). Formed in 2010, the mission of the College is to elevate health and quality of life in our region and beyond by preparing future leaders through transformative education, collaborative research, and community engagement.

Departments in the College include Communication Sciences and Disorders, Health and Exercise Sciences, Nutrition and Health Care Management, Nursing, Recreation Management and Physical Education, and Social Work.

The Recreation Management Program

The [Recreation Management Program](#) at Appalachian is guided by five Pillars – “CREWS.”

- **Community** - We value the connections that deepen our understanding of the diversity of each other and the broader world.
- **Respect** - We value treating people with dignity and integrity.
- **Experiential** - We value teaching content that provides hands-on, real-life, and professionally connected experiences.
- **Wellness** - We value the role of recreation as essential to preventative health.
- **Stewardship** - We value teaching content that promotes the advocacy of natural, cultural, and historical resources.

Recreation Management Program Vision

The vision for the future of the Recreation Management Program is to be recognized as a training ground for leaders in the professions of Recreation Management, tourism, and outdoor leadership who will serve the Southern Appalachian region, the state, and the world. Since 2004, the program's enrollment has seen a steady increase, with students specializing in the areas of commercial recreation and tourism management, recreation and park management, and outdoor experiential education.

Recreation Management Program Mission

The mission of the Recreation Management program is to prepare students to manage natural and cultural recreation resources in order to enhance the leisure experience. Through coursework and service learning activities, students gain an understanding of the history, philosophies, and theories of recreation and leisure. They develop knowledge and skills necessary to plan, promote, administer and evaluate recreation programs, facilities, and services in a variety of settings. Students have the opportunity to develop specialized knowledge in the area of Commercial Recreation and Tourism Management, Recreation and Park Management, or Outdoor Experiential Education.

Inclusive Excellence

Appalachian State University is committed to developing and allocating resources to the fundamental task of creating a diverse campus culture. We value diversity as the expression of human similarities and differences, as well as the importance of a living and learning environment conducive to knowledge, respect, acceptance, understanding, and global awareness. Learn more at <http://diversity.appstate.edu>. Finally, we see our work in this area as an embodiment of Appalachian's Inclusive Excellence Initiative and the [Beaver College of Health Sciences' core values of diversity, equity, and community](#).

Our work is ongoing, and we are all learners. We encourage an ongoing dialogue among students, faculty, and staff about this commitment. Your participation and feedback in the process are valued.

RM Curriculum

The RM Core Curriculum is designed and informed through the [Council on Accreditation Parks, Recreation, Tourism and Related Professions](#) (COAPRT). All majors will complete the Accredited RM Core Curriculum:

- R M 2100 - Leisure in Society (3)
- R M 2120 - Leadership and Group Dynamics in Recreation (3)
- R M 2210 - Recreation Site and Facility Management (3)
- R M 2310 - Introduction to Administration of Recreation (3)
- R M 2410 - Recreation Program Planning (3)
- R M 3210 - Inclusive Recreation (3)
- R M 3315 - Career Development in Leisure Services and Recreation (1)
- R M 3561 - Leisure Services Promotions (3)
- R M 3610 - Financial and Risk Management in Recreation (3) [WID]
- R M 4110 - Evaluation in Recreation and Leisure Service Management (3)
- R M 4210 - Senior Seminar (2) [CAP]
- R M 4900 - Internship (8-12)

Recreation Management Concentration Courses

For the Bachelor of Science in Recreation Management (574*/31.0301), students must select one of the following three concentrations:

- Commercial Recreation and Tourism Management (574G)
- Outdoor Experiential Education (574F)
- Recreation and Park Management (574E)

*Below you will find an overview for each concentration. View [RM Programs of Study](#) to access requirements for each concentration.

Commercial Recreation and Tourism Management concentration (574G)

The Commercial Recreation and Tourism concentration prepare students for careers in the resort, tourism and commercial recreation industries. Classroom experiences focus on entrepreneurship, small business management, marketing, and management within the recreation context. Students can work in a range of employment opportunities, including resorts, clubs, for-profit recreation companies, cruise lines, visitor bureaus, hotels, and spas, as well as social entrepreneurial endeavors. Students have the opportunity to learn firsthand through service learning classes involved with the community, or thorough study abroad courses, including; the cruise Line in a Cultural Context, Sustainable Tourism in Costa Rica, or a Coastal Tourism Trip to the beaches of South Carolina.

Outdoor Experiential Education concentration (574F)

In the Outdoor Experiential Education concentration, students will become familiar with the foundational theories and philosophies of Experiential Education; learn and practice teaching basic leadership, wilderness, and safety skills; understand and be able to develop a sound trip plan and risk management plans; understand individual and group dynamics as it relates to leadership; understand and practice sound problem-solving, decision-making, and judgment skills; understand and be able to practice a variety of leadership, teaching, and facilitation skills. The OEE concentration also allows students to focus on obtaining several certifications through our selection of 'skills' classes. These classes are not guaranteed and are offered on demand. Certifications can include:

- Wilderness First Responder
- Wilderness First Aid Instructor
- Leave No Trace Trainer
- Swiftwater Rescue
- Professional Climbing Instructors Association

Recreation and Park Management concentration (574E)

The Recreation and Parks Management Concentration (RPM) provides instruction and training in the planning, organization, leadership as well as management of Park and Recreation agencies and programs. Students, together with their faculty advisor, build an educational program personalized to meet the student's career goals. Students are also given the opportunity to employ theories learned in the classroom in practical settings throughout the program and during their internship. Students choosing this concentration often work in a variety of fields such as Aquatic Facility Management, Camp Management, Campus and Intramural Recreation, Community Recreation, Destination Management, Environmental Interpretation, Military Recreation, Sport Management, Youth Development and Municipal, State and National Parks Management.

Study Abroad

Some students may wish to study abroad as part of their educational experience. The Recreation Program offers short-term study abroad opportunities throughout the academic year. The program has visited Costa Rica, New Zealand, Italy, and Russia. Each trip is to one of the countries and lasts between one and six weeks, depending on the trip. A trip occurs if enough students enroll to make the trip viable, so the announcement for a trip is not a guarantee that it will happen. Trips sponsored by the Recreation Management Program can count for a student's concentration electives.

Some students may wish to study abroad for an academic semester or for a period of time during an academic semester. In some cases, some courses can be taken and used for RM credit. Students wishing to participate in study abroad opportunities should discuss their interest with the RMPE Academic Advisor early so that the opportunity can be planned at the most feasible time and determine what classes to take in the study abroad that do not duplicate RM program of study courses. Students are required to follow the [Appalachian State University Code of Student Conduct](#) on all classes, pre-trip, and abroad portions.

RM Internships

R M 4900 - Internship (8-12 credits), When Offered: Summer Session

A guided, practical, direct leadership experience at a supervisory level of not less than 400 clock hours and no fewer than ten weeks consecutive weeks at an appropriate organization.

Graded on an S/U basis.

Prerequisites: Completion of a minimum of twenty-four semester hours of R M credits that include: R M 2100 or R M 2110 [with a minimum grade of "C" (2.0)]; R M 2310; R M 2410; R M 3315 [with a minimum grade of "C" (2.0)]; and a minimum overall 2.0 cumulative GPA; or permission of the instructor. A minimum of eight hours of internship credit is required of Recreation Management majors.

Students can find the RM 4900 Internship Handbook, registration information, and assignments in the ASULearn Site for RM 4900 Internships found in the projects section of ASULearn (not current classes). After a student takes RM 3315, they will be added to the ASULearn Internship site, or they can request their RM Faculty Mentor to put you into the site. Students are responsible for finding a position that is eligible to receive academic credit for their internship. The student's RM Faculty Mentor must approve the internship site position prior to registering for RM 4900. For more details on finding an internship, set up an appointment with your RM Faculty Mentor. For more information on registering for RM 4900, go to ASULearn site RM 4900 (in projects).

Required Criminal Background Checks

Beginning in the Fall 2020 semester, the Beaver College of Health Sciences began requiring all graduate and undergraduate students, who, as a part of their program of study, have internships, field placements, or practicums, to submit to a criminal background check. The BCHS policy can be found [here](#).

During the RM 2410 course, all students must complete a Criminal Background Check (CBC) in accordance with the Beaver College of Health Sciences (BCHS) Criminal Background Check Policy. Students are responsible for paying the minimal fee to complete the CBC. Students will not be allowed to begin an internship unless they have completed the CBC in RM 2410.

Depending on the nature of the CBC findings, possible courses of action include, but are not limited to:

- Gather more information, which may consist of contact with the student, faculty members, agency, or others;
- Conduct a meeting to resolve issues;
- Develop a written performance contract;
- Postpone or deny the student's entry into internship;
- Recommend to change major;
- Expelled from RM major.

RM Program Policies

Admission to the RM Program

RM GPA requirements: 2.0 cumulative GPA required for declaration and 2.0 cumulative GPA required for graduation. There are no GPA retention requirements.

Orientation and Advising

Students declaring Recreation Management as their major are expected to participate in orientation activities, as required, facilitated by the Beaver College of Health Sciences (BCHS) and/or the Department of Recreation Management and Physical Education. The BCHS [Office of Advising and Academic Support](#) and/or the Recreation Management program will notify new majors of orientation activities for their participation. Students majoring in Recreation Management are assigned to academic advisors who are trained professionals available to help students understand their degree requirements, course sequencing, and campus policies and procedures. When students have questions, the academic advisor is an excellent place to start. Among other things, advisors are happy to provide students with information about Appalachian resources available to support their success. As students progress towards graduation, they will receive an email notification from BCHS records specialists about any shortages or areas of concern regarding degree completion.

Declaration of the Recreation Management Minor

As indicated on the [Recreation Management Minor Program of Study](#) requires 18 semester hours that include: RM 2100, RM 2310, RM 2410 & RM 3900 plus six elective RM credits. The primary purpose of the minor in recreation is to complement a student's major. Minors may be asked to withdraw from a registered course at any point before or during the Drop/Add period if seats are needed for majors.

Students must officially declare the minor through their College's Dean's Office or its designee before graduating for their RM minor to appear on their transcripts. In addition, students must meet the minimum RM minor GPA requirements: A cumulative GPA of 2.0 is required for courses in the minor.

Academic Policies

To meet our responsibilities to provide quality professional education and ensure that our RM graduates can function in a wide variety of professional situations, the Department of Recreation Management and Physical Education has set forth standards for students in the RM Program. Therefore, RM students must maintain the *Academic Standards* set forth by Appalachian and the Department of Recreation Management and Physical Education.

Academic Standards for Retention in the RM Program

RM students are expected to abide by [Appalachian's Code of Student Conduct](#), Appalachian's [Academic Integrity Code](#), and the RM Recreation Management 5 Pillars (Community, Respect, Experiential, Wellness, and Stewardship). Majors must achieve a grade of "C" (2.0) or higher in RM 2100, RM 3315, and RM 4210 to graduate with a Recreation Management Degree, and must maintain an overall GPA of 2.0 and the following standards:

Failure to meet the standards may result in dismissal from the program. The standards are outlined below. The bulleted expectations provided under each standard are illustrative, not exhaustive.

Scholastic Performance Standard

- Maintain a minimum overall GPA of 2.0 or higher;
- Students must complete all prerequisites outlined in the appropriate Program of Study;
- Receive a grade of "C" or higher in the following courses: RM 2100, RM 3315, RM 4210

Professional Identity and Self-Awareness Standards

- Function within the structure of the University and Department including following established policies and processes; meeting deadlines; providing documentation and applications as requested; completing required in-class and out-of-class assignments; being prepared for class; attending class; arriving to class on time and remaining in class; and communicating respectfully and appropriately with faculty, staff, supervisors, field instruction personnel, fellow students and others.
- Demonstrate progressive identification with the profession through behavior, communication (verbal, nonverbal, written), personal reflection, and self-correction.

Ethical Behavior Standards

- Demonstrate honesty and accountability and communicate directly within the University, Department, community, community work, practicum and/or internship placement.

Interpersonal Relationships Standards

- Interact with others, including peers, faculty, administrators, clients, agency personnel, and community members, with integrity, cooperation, and respect, and in a non-disruptive manner.
- Demonstrate interpersonal skills that facilitate forming and sustaining effective helping relationships.

Commitment to Diversity, Social Justice, and Human Rights Standards

- Contribute to a community culture within the Department and the professional community, which supports and encourages open dialogue, increases understanding and awareness, and inspires action.
- Demonstrate respect for all people.
- Promote social justice and human rights in language and behavior in consideration of individual, family, organization, and/or community context.
- Uphold the five pillars of the RM Program, including community, respect, experiential, wellness, and stewardship.

Academic Performance Concerns

Students in the RM program are first and foremost Appalachian State University students. Therefore, they must adhere to the academic standards and performance standards set forth by Appalachian for all students. According to the Appalachian [Code of Student Conduct](#) and [Academic Integrity Code](#), "When students enter the University, they assume obligations of performance and behavior relevant to the University's mission, processes, and functions. These expectations of students in an academic community are higher than those expected of other citizens." Violations of the performance standards set forth by Appalachian, including violations of the Academic Integrity Code, will be referred to the [Office of Student Conduct](#). Please note that alleged threat or harassment complaints must be handled according to Appalachian procedures. Further, students who fail to maintain Appalachian's scholastic requirements are subject to academic probation or dismissal as indicated in the Appalachian [Undergraduate Bulletin: Academic Regulations](#). Additional review may also be undertaken by the Department of Recreation Management and Physical Education (RMPE).

Student academic performance is monitored throughout the RM Program. When concerns are noted in any areas outlined in the Academic Performance Standards for Retention, the Department will utilize the policies and procedures outlined in the following paragraphs.

The severity of the concern will influence the level of intervention and steps followed. It is important to note that if a professional placement or service learning agency requests a student be removed, the Department will honor the request.

When an academic, behavioral, or professionalism concern is identified, the following steps will take place:

- The faculty member and student should attempt to resolve concerns as soon as possible through open discussion of the issues. Possible solutions will be identified, implemented, and documented. Documentation may include email summaries of meetings.
- If a satisfactory solution is not reached and/or if another issue arises following the meeting with the faculty member and student, the RM Program Director should be contacted. The faculty member and RM Program Director may use a variety of methods, including joint and individual meetings to assist in resolving the problems; efforts to resolve the problems will be documented. Documentation may include email summaries of meetings.
- Use the Department and/or University-wide [Student Grievance and Appeal Policies and Procedures](#).

Possible Outcomes Include

- Develop a written Correction Action Plan;
- Remove the student from the service learning/professional agency;
- Suspend/dismiss the student.

Violence or threat of harm to any human being, cheating, or two documented instances of plagiarism may result in immediate dismissal from the RM Program.

Engaging in conduct that results in dismissal from a professional placement may also result in immediate dismissal from the RM program. Any other actions required by law and/or Appalachian policy will also be taken. Although every effort is made to identify and positively address student concerns as early as possible, the Department may take other appropriate action at any time to address concerns, even if the relevant issues arise late in the student's final semester. Concerns related to student academic performance, behavior, or professionalism can delay awarding the RM degree or lead to dismissal from the program.

Transferring Credits to Appalachian

Students who have taken Recreation Management courses at other universities *may* receive credit for the courses. Transfer of RM credits will be limited to courses completed at COARPT accredited programs only (at the time the course was taken). Transfer credit occurs automatically for some equivalent Recreation Management courses that have been approved for the Transfer Admissions & Engagement Office to accept. Credit for other Recreation Management courses will be determined on an individual basis by the Department Chair and/or RM Program Director. Courses must be judged to be comparable to the required Recreation Management courses; this judgment will be based on a careful review of the course syllabi and using any additional information requested, including consultation with the other Recreation Management program if needed. Students must be able to provide a copy of the syllabus for the course from the time they were enrolled in courses. Courses that are not comparable to required courses in this RM program may be considered for elective credit within the program, again only if they are from COAPRT-accredited programs. The Department Chair and/or RM Program Director will handle requests for credit transfer for courses taken at other universities or community colleges similarly. Students seeking to take a Recreation Management course at another university must first have the course approved by the RM Program Director and/or Department Chair. Approval is not guaranteed without prior consultation.

Students seeking to take a General Education or cognate course at another university should first have the course approved by the Transfer Admissions & Engagement Office and the RMPE Academic Advisor or Department Chair and/or RM Program Director to ensure the course meets Appalachian's requirements. General Education substitutions must receive final approval from the General Education Program. Students should arrange for **official** transcripts to be sent directly to the [Transfer Admissions & Engagement Office](#) as soon as grades are posted (not to Admissions, the BCHS Office of Advising & Academic Support, or Registrar, or the Recreation Management Program):

Transfer Admissions & Engagement Office
Appalachian State University ASU Box 32166
Boone NC 28608
transfer@appstate.edu

Requirements for Graduation with an RM Degree

As stated in the [Undergraduate Bulletin](#), to earn the Bachelor of Recreation Management (RM) in the Beaver College of Health Sciences, the student must meet the following requirements:

- Completion of a minimum of 120 semester hours with a cumulative grade-point average of at least 2.0 cumulative GPA required for declaration and 2.0 cumulative GPA required for graduation. There are no GPA retention requirements.
- Completion of General Education requirements
- Completion of major requirements for the Recreation Management major (Department of Recreation Management and Physical Education) described in the student's [Program of Study](#).
- Electives to complete 120 semester hours.
- Compliance with regulations concerning the settlement of all expense accounts.
- Completion of General Education requirements.

As stated above, students must complete a total of 120 credit hours for the RM degree. Thirty-eight (38) credit hours of required RM Core courses are combined with 15-18 credit hours of concentration courses. Electives and General Education courses, as required by Appalachian State University, are also included in the requirements. No credit will be given for life, military, or work experience. Neither courses nor credit hours can be waived.

Senior Academic Audit and Graduation Shortage Notices

Following completion of 85 hours of course work and at least one semester prior to graduation, the Office of Advising and Academic Support automatically sends, by email, a *Senior Academic Audit* to campus RM majors. This "senior check" lists all coursework and requirements that must be completed prior to graduation. Students should review the document carefully and consult with their academic advisor to plan for completing all requirements. Once students apply to graduate, the same office reviews their records to ensure all requirements have been met. Students receive, by email, a *Graduation Shortage* notice if their degree requirements will not be met and they will not be able to graduate in the semester when they have applied.

Applying to Graduate

Students must apply to graduate following the [graduation application instructions](#). Students who do not submit an application for graduation will not have their degree awarded and will not receive a diploma.

Latin Honors and Honors Cords

Students meeting the minimum GPA will automatically be recognized with Latin Honors at Graduation. Students earning Latin Honors wear Honors Cords with their graduation regalia. The Department of Recreation Management does not provide or arrange for Honors Cords. The Graduation Office in the Registrar's Office provides Honors Cords to students who have earned them. According to the Bookstore, The Bookstore does not sell Honor Cords. Latin Honor Cords are distributed by the Registrar's Office, and eligible students will receive an email with instructions on how and where to pick up their cords approximately two weeks prior to commencement.

Grievance Procedures

Students who are dissatisfied with decisions regarding course concerns, final course grades, Student Corrective Action Plan, or termination from the RM Program are expected to follow University-wide and Departmental grievance procedures.

Procedures for Course Concerns

Students may have concerns in a course that are not related to a final grade but may be related to grades on assignments in a course or other aspects of the course. When these concerns arise, students are expected to first address their concerns with the faculty member in accordance with both Appalachian procedures and the RM Program's *Academic Standards*. If the concerns are not addressed to the student's satisfaction, then the student may address these concerns with the Department Chair.

On rare occasions, students may have significant concerns with addressing their faculty members directly. On these rare occasions, the students may take their concerns directly to the Department Chair. They should not only outline their concerns with the course but also their reasons for not approaching their faculty member as the first course of action. The Department Chair will determine whether to refer students back to the faculty member or to move forward in addressing their concerns at that point as appropriate in the Chair's judgment. When a concern involves the Department Chair, students should first try to address the concern with the Department Chair in a similar manner. If the concern is not resolved successfully, then the student should contact the [Dean's Office](#) for assistance. Students may also contact the [Office of Title IX Compliance](#) or the [University Ombudsperson](#) and will be assisted by these offices as appropriate.

Grievance of Course Grades

Please note that there are specific criteria taken into consideration when appealing a final grade. Please see the [Student Grievance and Appeal Policies and Procedures](#) for guidance.

Grievance Procedures Related to Termination from the RM Program

Students who are dissatisfied with the decision regarding termination have the right to appeal the decision. Students should submit a written appeal detailing the reasons for the appeal to the Department Chair within 10 working days of receipt of the decision. The Department Chair will review the written materials and may interview the student. The Chair will present a written decision within 10 working days of receipt of the appeal. Students who are dissatisfied with the decision have the right to appeal the Department Chair's decision to the [Dean](#) (or Dean's designee) in writing by email within 10 business days of receipt of that decision. The Dean's decision is final.

Rights and Responsibilities

Program Responsibilities

Course Syllabus

Course Syllabus. Every course offered by the Department of Recreation Management and Physical Education is described in the faculty member's syllabus. In addition to listing related Appalachian and departmental policies, the course syllabus will state the course description and objectives, course text and required materials, content to be covered during the semester, assignments and evaluation methods, course policies, and specific course requirements.

Academic Advising

Advising and consultation are integral to RM students' academic and professional development. Declared RM majors consult with the RM Academic Advisor for their academic advising and course planning. The Academic Advisor will help students plan for completing all degree requirements. Each new major is expected to contact the RM Academic Advisor and to discuss ongoing academic advising. Students have the responsibility for initiating academic advising and will be informed how to do so via emailed correspondence upon approved declaration of the RM major. The Academic Advisor is also able to connect students to resources that they might need across the College and University to support their success and address issues that are impeding academic progress or negatively affecting health or wellbeing. The Academic Advisor is also available to assist students with the interpretation of policies, and with the review of special requests in [DegreeWorks](#); a student's primary academic advisor's name is listed in the top left area on the report.

Recreation Faculty Mentors

When students declare RM as their major and their records are received in the Department, they will be assigned an RM Faculty Mentor. The welcome letter that students receive will include their Mentor's name and contact information. The Faculty Mentor will be available for consultation related to students' interests and career planning, graduate education, academic progress, and concerns. In [DegreeWorks](#), the RM Academic Advisor's name will be listed in the top left area on the report first, followed by the RM faculty member's name, in the space for the secondary advisor. All students are required to participate in an initial mentoring meeting. Students have the primary responsibility for arranging the initial meeting. Faculty mentors may choose for their initial meetings with students to be individual or group meetings. Ongoing mentoring may be facilitated through face-to-face or phone discussions, Zoom meetings, email, or via other means.

Faculty Contact Hours

Per University policy, each faculty member and instructor must maintain contact hours when they will be available to students. Contact hours and contact information will be provided in the syllabi for the courses they are teaching. Contact hours include in-person availability (face-to-face, telephone) and "virtual" availability (email, online meeting). Instructors in the Distance Education/App State Online program may have more limitations for in-person meetings but still will ensure availability to students outside of the classroom.

Posting of Grades

As soon as grades are determined at the end of each semester or summer term, grades are posted electronically by the [Registrar's Office](#) and are available to students shortly after posting.

Student Rights and Responsibilities in Addition to the RM Program's Academic Standards

Appalachian Information on Student Responsibilities [Student Code of Conduct, Appalachian State University Policy Manual.](#)

Non-Discrimination, Harassment, and Retaliation

Students have the right to an educational experience free from discrimination, harassment, and retaliation. According to the [discrimination, harassment, and retaliation policy](#), Appalachian "prohibits all forms of discrimination and harassment based on protected class status as well as all forms of retaliation against any individual because of their participation in the reporting, investigation, or adjudication of alleged violations of this policy."

Equal Opportunity

[Equal Employment Opportunity policy](#)

Academic Integrity and Student Conduct

[Academic Integrity Code](#)

University Policy on Alcohol and Drugs

[Drugs and Alcohol Policy](#)

Appalachian Policy on Course Withdrawals

Appalachian's [Medical Withdrawal](#) policy establishes guidelines for students requesting a course withdrawal during an academic semester in the event of serious short-term or long-term illness or health difficulties.

Student Input to the RM Program

Students have several mechanisms for providing input to the RM Program and the Recreation Management and Physical Education Department. During accreditation cycles, students will be included in scheduled feedback sessions for external reviewers. In addition, the Department has a student advisory board that allows student volunteers to offer student input. When there are searches for new faculty, students in related programs will be given the opportunity to participate in the process by offering student feedback for teaching presentations and informal meetings with the applicants. All students are requested to provide feedback on the RM program during their final semester in the program. Anonymous surveys request detailed information regarding the curriculum, their assessment of their competence as a professional, and the overall program. These surveys are in addition to the feedback requested at the end of every semester in course evaluations and to separate, anonymous surveys of their internships. Finally, after students have graduated from the program, an alumni survey is distributed every three years to solicit additional feedback.

Additional RM Program Information

Recreation Management Honors Program

The Recreation Management program within the Department of Recreation Management and Physical Education offers an honors program to students who exhibit academic excellence, a commitment to community engagement, and a desire to conduct research in the field of Recreation Management. The purpose of the Recreation Management Honors program is to give students the opportunity to use creative thinking to address the world's great problems through recreation and leisure.

In order to be considered and in good standing for the honors program, Recreation Management majors must (1) have an overall GPA of 3.45 or higher, (2) students must earn a minimum grade of "B" (3.0) in honors courses in order to receive credit as honors and (3) develop an honors research/project in collaboration with a faculty member in Recreation Management. Students must apply for the program.

Earning honors in Recreation Management requires 9 credit hours of honors coursework in Recreation Management: an honors section of RM 4110 Evaluation in Recreation and Leisure Service Management (3 hours), one honors section of a 3000- or 4000-level Recreation Management (3 hours), and an honors thesis/program chaired by a Recreation Management and Physical Education faculty member (RM 4510) for 3 hours. RM courses can be designated as an honors section in consultation with the faculty member teaching the course during the semester of interest. RMPE Departmental Honors is different than [University Honors](#). Students participating in University Honors can choose to pursue Recreation Management Honors but must be accepted into the RM Honors Program. Participation in University Honors is not required for participation in the RM Honors Program.

If you have any questions about departmental RM honors, please contact the RM honors program director, Dr. Erik Rabinowitz, at rabinowitze@appstate.edu.

Departmental Scholarships

Several [RM scholarships](#) are available to RM students through the RMPE Department:

- Dr. Wayne Williams Scholarship for Recreation Management
- Eric DeGroat Memorial Recreation Management and Physical Education Scholarship
- James Advant Academic Scholarship Endowment
- The Recreation Management Association Scholarship Endowment
- William Glenn Little Int. TVL Endowment for HS

To Apply for RMPE Scholarships - View details and apply for the [Department of Recreation Management and Physical Education Scholarships](#).

Non-Departmental Scholarships

Below you will find a list of links to a variety of non-departmental scholarships. Please visit the sites to determine scholarship eligibility, amounts, requirements, etc. Students are also encouraged to check with the department chairperson and program directors regarding additional scholarship opportunities.

- NCRPA: [NC Recreation and Parks Scholarship Foundation](#)
- NRPA [Student Conference Attendance](#)

Availability is based on funding, and students may apply through the [Beaver College of Health Sciences Scholarships](#) website.

Student Services

Appalachian State University has a strong commitment to providing services for students enrolled in the University. An overview of student services and resources can be accessed on the website for [Appalachian's Campus Life](#), including a range of Wellness, Health, and Safety resources.

Beaver College of Health Sciences Office of Advising and Academic Support

The College's [Office of Advising and Academic Support](#), located on the first floor of the Leon Levine Hall of Health Sciences, "works to enhance, develop and implement supportive academic services for undergraduate Health Sciences majors." The office provides certification for graduation, completes senior academic audits, manages special course needs, handles requests for dropping or adding a course, and processes appeals for course overloads. Much information related to degree completion and academic policies and procedures can be found on the office's website. The website is an excellent companion to the *RM Student Handbook* for answering questions.

Callie Hutchens (she/her), the Recreation Management Academic Advisor, is housed in Holmes Convocation Center (HCC). Her email address is hutchenscw@appstate.edu, and her phone number is 828-262-6529.

Health Services

Medical services are provided to qualified students by the [Mary S. Shook Student Health Services](#).

Disability Services

The [Office of Disability Resources](#) (ODR) assists eligible students and employees who have documented disabilities by determining and coordinating reasonable academic and/or workplace accommodations. Appalachian State University is committed to providing equal opportunity and participation for otherwise qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504), and state law.

Intercultural Student Affairs

The [Intercultural Student Affairs](#) is located in the Plemmons Student Union. It contributes to Appalachian by providing marginalized and underrepresented students with mentoring, advocacy, community and identity affirmation; as well as by offering multiple and varied learning opportunities for all Appalachian students to develop an appreciation for diversity and different perspectives, enhance self-awareness, increase multicultural knowledge and strengthen intercultural competency. Intercultural Student Affairs operates three student-led outreach centers: the [LGBT Center](#), [Multicultural Center](#), and [Women's Center](#).

Counseling and Psychological Services Center

The [Counseling and Psychological Services Center](#) provides an array of services for students who are currently enrolled in classes, including emergency services; walk-in services; assessments; individual, group, and family counseling; programs for those with eating concerns; prevention and outreach programs; assistance with psychological withdrawals; self-help programs; and referrals to campus and community programs.

Early Intervention Team

The [Early Intervention Team](#) (EIT) is a multidisciplinary initiative that can respond to concerns (academic, safety, physical or mental health, and wellbeing) about students made by faculty members, instructors, or other students.

The Office of Title IX Compliance

The Office of [Title IX](#) Compliance supports the University's mission of scholarship through the promotion of equity, access, and civil rights throughout the campus community, fostering an environment free of discrimination and harassment on the basis of sex, gender, sexual orientation, gender identity, and gender expression, including sexual misconduct and relationship violence. Students may report instances of discrimination and harassment to this office.

Additional Student Services

Additional services are available to the [Belk Library](#), the [Career Development Center](#), the [Student Learning Center](#), and the [Student Legal Clinic](#).