

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3:019	Supersedes Policy Number: 3:019
Date: September 12, 2006	Dated: March 22, 2006
Subject: Classifying Students In-State & Out-of-State for Purposes of Paying Fees & Tuition & for Admissions Purposes	Mandatory Review Date: September 12, 2011
Initiating Authority: Provost	TBR Policy/Guideline Reference: <u>3:05:01:00</u>
Approved:	President: signature on file

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy 3:05:01:00 for classifying students in-state and out-of-state for purposes of paying fees and tuition and for admissions purposes. Please refer to that policy for details.

That policy can be accessed at the following web site:

[http://www.tbr.state.tn.us/policies\\_guidelines/student\\_policies/3-05-01-00.htm](http://www.tbr.state.tn.us/policies_guidelines/student_policies/3-05-01-00.htm)

In addition to the Tennessee Board of Regents policy 3:05:01:00 Austin Peay State University adds the following:

**Out-of-State Tuition Scholarships for Honors Students**

The university is authorized to provide scholarships to defray out-of-state tuition for students who are selected to participate in the institution's Honors program when funds are available. This policy is in compliance with TBR policy, which gives institutions the right to establish the criteria for Honors programs and to offer out-of-state tuition scholarships for students selected to participate in the program.

The purpose of this portion of the policy is to establish the entry requirements to the University's Honors program for students for whom out-of-state tuition scholarships may be granted. The policy also establishes the academic requirements students must achieve in order to continue to receive the tuition scholarship.

The maximum time for which the student may receive the scholarship is 4 years, including the summer session. No more than three (3) new scholarships may be granted under this policy each academic year. The policy will be administered by the Dean of Enrollment Management and Academic Support and the Coordinator of the Honors program.

A student who is selected to receive an Honors out-of-state tuition scholarship will be required to enroll as a full-time student, be admitted to the Honors Program, and fully participate in the University's Honors program. No student will be eligible for the scholarship if not formally admitted to the Honors program, regardless of the courses taken at the university.

#### Admissions Requirements for the Honors Program

- An ACT of 26 or SAT of 1260 (with no sub score placing the student in developmental studies), a high school GPA of 3.2, and placement in the upper 10 percent of the high school graduating class.
- A documented record of participation in leadership and academic activities beyond the classroom while in high school.
- A letter of reference from the high school principal or guidance counselor
- A brief essay (not to exceed two pages) stating what the student would expect to gain from an Honors program.

To maintain eligibility for the scholarship, awardees must:

- Maintain a GPA of 3.0 each semester during the freshman and sophomore years and a 3.2 each semester during the junior and senior years.
- Enroll in at least one honors class each semester. (Should the student not be able to enroll in an Honors class, the student will be required to document the reasons and complete a plan of participation to be approved by the University Honors coordinator.)
- Incur no disciplinary infractions.

Students who do not achieve these eligibility requirements will lose the tuition scholarship and may not request reinstatement.

#### Process and Appeal Procedures for Determination of Residency

Initially, the Admissions Office clerk is responsible for classifying applicants for admission or readmission as either "in-state" or "out-of-state." A decision by the Admissions Office clerk may be appealed in writing to the residency classification officer in the Office of Admissions on an Application for Residency Classification form.

Students currently/continually enrolled may appeal in writing to the residency classification officer in the Office of the Registrar on an Application for Residency Classification form. An appeal of the decision made by either office may be taken to the Residency Appeals Committee. Appointments for students to appear before the committee and copies of written appeals for committee members will be made by the Office of the Registrar. Only appeals from students who appear before the committee are heard. Unless additional guests are requested in advance and approved by the Committee chair, only the student may appear before the committee. Students may bring additional material to support their appeal at the committee meeting. The Committee shall include

five faculty representatives (including the chair), two staff representatives, two student representatives, as well as up to three ex officio members currently made up of the dean of the College of Graduate Studies, the director of admissions, and the Registrar. The Committee chair will prepare a record of the student appeals including the name of the student, the date of the committee meeting, the committee members present, names of any other guests and a statement of the resulting decision of the committee. A copy of this record will be kept in the student's permanent file in the Office of the Registrar. The Committee chair will inform the student of the committee's action with a written decision. A decision by the Residency Appeals Committee may be appealed in writing to the dean of enrollment management and academic support. An appeal of the dean's decision may be made to the provost. A final appeal of the provost's decision may be made to the president. All appeals must be received within five (5) class days of receipt by the student of the Committee's decision.

#### Effective Date for Reclassification

If a student classified out-of-state applies for in-state classification and subsequently is classified thusly, his or her in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any term or semester during which reclassification is sought and obtained unless application for reclassification is made on or before the last day of registration prior to classes.