



B O A R D O F T R U S T E E S



Academic Affairs Committee

Austin Peay State University

317 College Street

Clarksville, TN 37040

September 17, 2020

1:30 PM

Call to Order

Roll Call/Declaration of a Quorum

Action Item

A.Consideration of Policy 1:025 Policy on Academic Tenure

B.Consideration of Policy 2:038 Undergraduate & Graduate Admissions

Information Item

A.Teaching & Learning during COVID-19

B.Degree & Certificate Awards by Type & Academic Year

C.Program Productivity Report

D.Preliminary Fall Enrollment

Adjourn

**Austin Peay State
University**

Policy on Academic Tenure

POLICIES

Issued:

Responsible Provost and Vice President for Academic

Official: Affairs

Responsible Office: Academic Affairs

Policy Statement

The following policy of Austin Peay State University (APSU) on tenure is applicable to all tenure-track faculty within the University.

Faculty and administrators are also required to follow the Tenure Procedures and Guidelines document, which comprises procedures and guidelines related to the retention, tenure, and promotion of all tenure-track and tenured faculty within the University. These procedures and guidelines embody and communicate all provisions, definitions, and stipulations of Austin Peay State University.

The quality of the faculty of any University is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at Austin Peay State University provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

Contents

Definitions

- Academic Tenure
- Adequate Cause
- Financial Exigency
- Faculty Member
- Probationary Employment
- Faculty Appointments
- The Evaluation Process

Procedures

- Consideration for Tenure
- Criteria to be considered in Tenure Recommendations
- Changes in Tenure/Tenure-Track Status

Links

- APSU Tenure Procedures and Guidelines
- APSU Policy 2:051
- APSU Policy 1:012

Definitions

Academic Tenure	A personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at a University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
Adequate Cause	A basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds that constitute adequate cause are set forth in Termination for Adequate Cause Section H herein.
Financial Exigency	The formal declaration by the APSU Board of Trustees that APSU faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments. The purpose of the APSU financial exigency policy is to establish the criteria and process regarding financial exigency at the university.
Faculty Member	A full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor. APSU Policy 2:051 provides additional details about types of appointments.

Probationary Employment	Period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the University for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her own commitment to the University and for the University to determine whether the individual meets its perception of quality and/or projected need.
Faculty Appointments	See APSU Policy No. 2:051.
Annual Evaluation	Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at APSU; therefore, university policy should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate.

Procedures

Consideration for Tenure A. Tenure Appointments

The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the University. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The APSU Board of Trustees does not award tenure in non-faculty positions.

Tenure appointments reside in the departments and academic program units and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections IV (Criteria to Be Considered in Tenure Recommendations) and V (Changes in Tenure/Tenure-Track Status). Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.

Who Awards Tenure at APSU

Tenure is awarded only by positive action of the APSU Board of Trustees, pursuant to the requirements and procedures of this policy at APSU. No faculty member shall acquire or be entitled to any interest in a tenure appointment at APSU without a recommendation for tenure by the President of the University and an affirmative award of tenure by the APSU Board of Trustees. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at APSU, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

The President has the authority to recommend tenure or to continue faculty members in probationary status in accord with the provisions elsewhere in this policy. The President shall base his/her determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental Chairs*, college Deans*, and the Provost.

*(APSU Editorial Note: Some academic units of the University have directors instead of Chairs. If the job description of the director of an academic unit includes duties and responsibilities typically assigned to the Chair of a department, then the director shall be seen as the equivalent of a Chair and shall participate in all personnel processes including retention, tenure, and promotion.)

See *Tenure Procedures and Guidelines* document for Calendar for Faculty Personnel Actions.

B. Tenure Process

All tenure-track faculty shall be reviewed for retention on an annual basis until they attain tenure. The guidelines governing the criteria for retention are included within this policy (1:025) as well as in the *Tenure Procedures and Guidelines* document.

Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship, and

service/outreach are identified in this policy under “General Criteria for Evaluation of Faculty Members.”

1. Departmental Recommendations

- a. The departmental chair/director shall inform faculty members who are to be reviewed of the nature of materials required by the retention and tenure committee and the date by which these materials must be received for committee consideration.

Faculty members under review for retention, tenure, and promotion are responsible for submitting well-organized, up-to-date, and accurate e-dossiers. This responsibility shall end upon final submission of the e-dossier by the faculty member for the year under review.

Faculty members are encouraged to work closely with their directors/chairs, assigned mentors, and/or other senior faculty within and outside of their department (as necessary) to make sure that the e-dossier complies with content and order requirements as noted below. Faculty members should consider the preparation of e-dossiers as a year-round process, gathering and maintaining materials accordingly.

Faculty should consult the *Tenure Procedures and Guidelines* document for developing their e-dossiers.

Confidentiality of Meetings

All retention, tenure, and promotion committee proceedings and deliberations are strictly confidential. Faculty members who serve on review committees may discuss the vote and specifics of a particular personnel meeting only with other members who are also part of that same personnel review committee. As the discussion of the review committees involves personnel issues, the personnel review committee members are encouraged to exercise appropriate discretion in any subsequent discussion of the meetings. Faculty may consult with the university ombudsman and the Office of Human Resources in this process.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. Academic tenure may be awarded only to full-time faculty members who: (a) hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for the rank held under APSU Policy 2:063 (Faculty Promotion); (b) have been employed through tenure-track appointments and have completed not less than the minimum probationary period of service; and (c) have been determined by the institution to meet the criteria for recommendation for tenure and have been so recommended based upon this policy.
2. Faculty holding temporary appointments are not eligible for tenure.
3. Faculty members supported in whole or in part by funds available to the institution on a short-term basis, such as grants, contracts, or foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the institution upon the recommendation of tenure to the APSU Board of Trustees.
4. No faculty member shall be eligible for tenure in an administrative position; however, when a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in the former faculty position; and a faculty member otherwise eligible for tenure who holds an administrative position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Probationary Employment

Probationary faculty may be employed on annual tenure-track appointments for a probationary period, which may not exceed six (6) years; however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon

recommendation by the President and approval of the APSU Board of Trustees. Upon approval of such an exception by the APSU Board of Trustees, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period, per APSU Policy 2:063.

1. Approved Leave of Absence

A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the Provost of the University specified in writing prior to the leave of absence that it shall be included in the probationary period. However, articles that are published (online or in print) during the "leave of absence" period shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period.

For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the "leave of absence" period or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a "leave of absence" period, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

Leaves of absence may not be granted retroactively. A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

2. Stopping the Tenure Clock

A faculty member in a tenure track appointment may request to "stop the clock" during his/her probationary period when circumstances exist that interrupt the faculty member's normal progress toward building a

case for tenure. Discretion for stopping the tenure clock rests on the institution and requires supervisory approval. In such cases, the faculty member may request to “stop the tenure clock” for one-year if he/she demonstrates that circumstances reasonably warrant such interruption. Reasons for approving a request to “stop the clock” will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development. Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one’s professional life. The intent of this policy is to serve the best interests of the University while providing neither preference to, nor adverse effect on, a faculty member’s process of developing a case for tenure. Once approved, the “stop the clock” year is not counted in the probationary period accrual.

However, articles that are published (online or in print) during the “stop the clock” year shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period. For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the “stop the clock” year or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a “stop the clock” year, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

3. Procedure for Modifying the Probationary Period

A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above. The request is to be submitted to the department chair/director for consideration and recommendation. The chair/director’s recommendation is forwarded to

the Dean of the faculty member's college for consideration and recommendation; thence to the Provost for consideration and approval or denial. The Provost will notify the faculty member, in writing, of such exceptions within one month of submission. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to the APSU Office of Legal Affairs.

A faculty member who is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions: 1) the faculty member must qualify for tenure under departmental or academic program unit, college and University guidelines; and 2) the faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.

Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the Provost– elect to begin a new probationary period on the date that the transfer occurs. If he/she does not so elect (and confirm in writing to the President), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

**Criteria to be
Considered in Tenure
Recommendations**

Overview

Faculty members shall be evaluated for retention, tenure, and promotion in the areas listed below and according to the standards indicated for the particular personnel action being considered. Time periods for particular personnel actions and supporting e-dossier material relevant to each action are as follows:

Retention:	since initial appointment;
Tenure:	since initial appointment; and
Promotion:	since initial appointment or date of last promotion whichever is the more recent.

General Criteria for Evaluation of Faculty Members

The following are general criteria to be used in evaluating faculty members for any personnel action. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of action contemplated as well as the nature and mission of the department to which the faculty member is assigned. It should also be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one (1) area but less active or successful in others may well be contributing more to the well-being of the University than someone adequate in all areas but outstanding in none. Reasonable expectations for the following evaluative criteria for retention, tenure, promotion and merit shall be established in writing at the departmental and college levels as a standard or basis for personnel actions.

1. Teaching effectiveness;
2. Effectiveness in other academic assignments, including student advisement, as well as departmental and program administrative assignments;
3. Research, scholarly and creative activity;
4. Professional degrees, awards, and achievements;
5. Professional service (may include institutional committee assignments) to the University, the community, and the State or Nation;
6. Activities, memberships, and leadership in professional organizations;
7. Evidence of continuing professional development and growth; and potential for contributions to the objectives of the department and the University and
8. Demonstrated willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit;

and evidence of, regard for, and performance consistent with, accepted standards of professional conduct.

For convenience and further clarification, APSU groups these criteria into three general areas of evaluation: Effectiveness in Academic Assignment; Scholarly and Creative Achievement; and Professional Contributions and Activity.

A. Effectiveness in Academic Assignment

Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for tenure. It is expected that a component of teaching is effective student advisement.

The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows: ability to organize and present subject matter in a logical and meaningful way; ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and evidence of peer evaluation. Documentation of teaching should routinely include: statement of teaching philosophy; course materials; student evaluations for every course evaluated during the probationary period; and evidence of supervision of student projects and other forms of student mentorship. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as additional student input; student products; teaching recognition; teaching scholarship; peer input; evidence of professional development in teaching; evidence of disciplinary or interdisciplinary program or curricular development; alumni surveys and student exit interviews; and other evidence of excellence in teaching or mentoring, or both.

Candidates should be evaluated within the scope of their

defined academic assignment. For most faculty members, judgment of "Effectiveness in Academic Assignment" will involve evaluation primarily of teaching, student advising, and related instructional activities.

Positive evaluation in the area "Effectiveness in Academic Assignment" is the prime, but not sole, condition for retention, tenure, or promotion.

- 1. Teaching Effectiveness.** Evidence for teaching effectiveness shall include a list of courses taught, a sample of relevant course materials, and student evaluations since the most recent similar action was taken. Evidence may also include letters from present and former students solicited on a statistically random basis by the department chair/director and returned to him/her and all included in the dossier; reviews of public talks or lectures; evaluations by the faculty member's colleagues and Deans and directors supervising special programs in which the faculty member participates.

Faculty members may present their own analyses of their student evaluations, teaching materials, and teaching methods. Contributions such as the direction of student research and special studies, student advisement, the development or initiation of new courses, involvement in Continuing Education programs, and carefully evaluated and properly supervised experimentation in instruction should also be included.

- 2. Non-Teaching and Teaching Chairs, Directors, and Coordinators.** Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A ("Academic Assignment") on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position.

B. Research/Scholarship/Creative Activities

A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure. Such evidence should cite books,

journal articles, monographs, creative activities, performances, or exhibitions that have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination. It should be emphasized that quality is more important than quantity.

The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.

Research and scholarly and creative activities are important to the University's role in society. Clear evidence of the quality of work shall be a part of every evaluation, including evaluations from Deans and directors supervising special programs in which the faculty member participates. Evidence supplied by the candidate or others might include the following:

1. **Publications.** These include books or chapters in books, textbooks, articles in refereed journals, articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews, and other similar published materials.
2. **Papers Presented.** These include those papers presented at local, state, regional, national, and international professional meetings. The significance of content and selection process should be considered in reviewing such presentations.

3. **Performance or Exhibitions.** These include performances or exhibitions that are invited or juried by nationally or regionally recognized members or groups within that area of expertise.
4. **Research or Arts in Progress.** Verification of stages of development is mandatory.
5. **Other Items.** These include funded or unfunded research proposals, grant applications, computer software development, audio-visual media, and other similar material.

C. Professional Contributions and Activities

Part of every faculty member's expected performance in Professional Contributions and Activities is regular participation in the governing and policy-making processes of the University, and such participation should be included in this area of evaluation. Evidence of a faculty member's contributions in the area of professional service might include examples of assistance to the faculty member's discipline, the local community, and to the larger society. The faculty member should also include evidence of continuing professional development and growth. The documentation of all service activities is required and may include evaluations from colleagues, Deans and directors supervising special programs in which the faculty member participates. Service should include participation in organizations and on committees, although more significance will be attached to formal and informal leadership than to mere membership. Evidence might involve the following:

1. **Service to Campus.** University service refers to work other than teaching and scholarship done at the department, college, or University level. A certain amount of such service is expected of every faculty member; indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities. University service includes, but is not limited to, serving on departmental committees and participating in college and University committees. Some faculty members may accept more extensive citizenship

functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a University-wide student organization, and membership on a University search committee.

2. **Service to One's Discipline.** This category includes memberships and leadership positions in professional organizations at state, regional, or national levels and includes service as track chair, session chair, discussant, paper reviewer, editorial staff, etc.
3. **Service to the Community.** This category includes presentations related to one's discipline; providing professional advice or consultations to groups or individuals; and providing other types of service related to the discipline, particularly in the University's service area.
4. **Professional Development.** This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth.

D. Criteria for Assessing the Long-Term Staffing Needs

The long-term staffing needs of the department/division and the University are taken into account at each level in the review process when candidates are evaluated for retention and tenure. Criteria to be considered may include the following:

1. University mission;
2. Enrollment patterns;
3. Program changes;
4. Potential resources for staff additions;
5. Prospective retirements and resignations; and
6. Maintenance of adequate faculty to support essential curricula.

Changes in Tenure/ Tenure-Track Status

A. Non-renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:

- a. Not later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months in advance of its termination;
- b. Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its termination or
- c. Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.

The above stated dates are the latest dates for notice of non-renewal of faculty on tenure- track appointments. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the University.

Applicable dates for notice of non-renewal are based upon actual years of service at APSU and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for tenure by the President or will be given notice of non-renewal of the appointment during the spring term following application for such status.

NOTE: Those faculty who are on a customized personnel calendar and apply for tenure in the spring term will be recommended for tenure or given notice of non-renewal during the same spring term in which they apply for tenure.

Such notice of non-renewal should be given no later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in the section titled Changes in

Tenure/Tenure-Track Status, Procedures for
Termination for Adequate Cause.

2. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons that would be sufficient for the termination of tenured faculty.
3. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.

Unless there is a violation of state or federal law under the limitations described in the APSU Policy 1:010 (Appeals and Appearances Before the Board) decisions that are not subject to appeal to the APSU Board include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of early tenure unaccompanied by notice of termination B. Transfer of Tenure

B. Transfer of Tenure

Where a faculty member is tenured in an academic program unit (e.g., a department or division), he/she may be transferred to another academic program unit. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

C. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

A faculty member shall relinquish or waive his/her right to tenure upon resignation from the University or upon failure to report for service at the designated date of the beginning

of any academic term, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the University, the transfer or reassignment shall be with tenure. Tenure is not relinquished during administrative assignments at the University.

E. Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at APSU subject to the APSU Board of Trustees declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at APSU will comply with the APSU Board of Trustees' policy 5:025 (APSU Policy on Financial Exigency).

F. Termination of Tenure for Curricular Reasons

The employment of a tenured faculty member may be terminated because 1) an academic program is deleted from the curriculum or 2) because of substantial and continued reduction of student enrollment in a field or discipline. Before declaring that curricular reasons exist, the President will ensure meaningful participation by the University's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the process described below, the President will present- either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).

The procedures whereby this presentation is made to a representative faculty body is provided below in item G. That body will have the opportunity to respond in writing to the President before action described below is initiated. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those that are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment

patterns.

1. Part-time faculty within a department or division should not be hired or renewed before tenured faculty are terminated.
2. Temporary faculty should not be renewed before tenured faculty are terminated.
3. Tenure-track faculty in the probationary period should not be renewed before tenured faculty are terminated.
4. Among tenured faculty, those with higher rank should have priority over those with lower rank.
5. Among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority over those with lower academic degree (s).
6. Among tenured faculty with comparable rank and degrees, those with greater seniority in rank should normally have priority over those with less seniority.

G. Procedures for Termination of Tenure

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty

members proposed by the representative faculty body. The committee shall conduct a hearing on the proposed termination(s). The committee shall report its findings and recommendations to the President, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.

3. The President's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the APSU Board of Trustees as provided in APSU Policy 1:010 (Appeals and Appearances Before the Board).
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit that cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable departments or academic program units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the University and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

6. Definitions

- a. "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.
 - b. "Substantive and continued reduction of student enrollment in a field" means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the President would deem to be appropriate for comparison.
7. When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

H. Termination for Adequate Cause

A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of appointment may be terminated for adequate cause, which includes the following:

- 1. Incompetence or dishonesty in teaching or research;
- 2. Willful failure to perform the duties and

responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the Board, the University or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory;

3. Conviction of a felony or a crime involving moral turpitude;
4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and University duties and responsibilities;
5. Capricious disregard of accepted standards of professional conduct;
6. Falsification of information on an employment application or other information concerning qualifications for a position; and
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the University.

I. Procedures for Termination for Adequate Cause

Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:

1. No termination shall be effective until steps 4 through 9 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure:
 - a. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the University that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the University.

Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.

- b.** In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
- 3.** Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the APSU Board of Trustees.
- 4.** Upon a recommendation by the chief academic officer of the University to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
- 5.** If no mutually acceptable resolution is reached through step 4, the following steps shall be taken.
 - a.** The faculty member shall be provided with a written statement of the specific charges alleged by the University that constitutes grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20)

days prior to the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.

- b.** A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure herein described. The committee shall be appointed by the President and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the University. The committee may not include any member of the faculty committee referred to in section 4 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President who shall notify all parties of the communication.
- 6.** The hearing committee shall elect a Chair who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
- 7.** The Chair of the hearing committee may, at his/her discretion, require a joint pre-hearing conference with the parties that may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
 - a.** Notification as to procedure for conduct of the hearing;
 - b.** Exchange of witness lists, documentary evidence, and affidavits;
 - c.** Definition and clarification of issues and

- d.** Effecting stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
- 8.** A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
 - a.** During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
 - b.** A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
 - c.** The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
 - d.** The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
 - e.** The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party

at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee Chair determines that the admission of the affidavit is necessary to ensure a just and fair decision.

- f. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the University or other universities of higher education.
 - g. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
 - h. The findings of fact and the report will be based solely on the hearing record.
 - i. The President and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.
9. After consideration of the committee's report and the record, the President may at his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the President shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the President's decision, the faculty member may appeal the President's action to the APSU Board of Trustees pursuant to APSU Policy 1:010 (Appearances and Appeals Before the Board) Review of the appeal shall be based upon the

record of hearing. If upon review of the record, the APSU Board of Trustees notes objections regarding the termination and/or its proceedings, the matter will be returned to the President for reconsideration, taking into account the stated objections, and, at the discretion of the President, the case may be returned to the hearing committee for further proceedings.

Links

APSU Tenure Procedures and Guidelines	https://www.apsu.edu/academic-affairs/faculty/faculty_resources/Tenure_PG_Revised_05-09-2019.pdf
APSU Policy 2:051	https://www.apsu.edu/policy/2s_academic_policies/2051-faculty-appointments.php
APSU Policy 1:012	https://www.apsu.edu/policy/1s_governance_organization_and_general_policies/1012-inspecting-and-copying-public-records-and-related-charges-producing-copies-public-records.php

Revision Dates

APSU Policy 1:025 – Rev.:
APSU Policy 1:025 (previously 5:060) – Rev.: May 19, 2017
APSU Policy 1:025 – Rev.: July 26, 2016
APSU Policy 1:025 – Rev.: May 12, 2015
APSU Policy 1:025– Issued: April 29, 2014

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Approved

President:

7-27-2020
[Signature]

**Austin Peay State
University**

Policy on Academic Tenure

Issued: May 19, 2017

POLICIES

Responsible Official: Provost and Vice President for Academic
Affairs

Responsible Office: Academic Affairs

Policy Statement

The following policy of Austin Peay State University (APSU) on tenure is applicable to all tenure-track faculty within the University.

Faculty and administrators are also required to follow the Tenure Procedures and Guidelines document, which comprises procedures and guidelines related to the retention, tenure, and promotion of all tenure-track and tenured faculty within the University. These procedures and guidelines embody and communicate all provisions, definitions, and stipulations of Austin Peay State University.

The quality of the faculty of any University is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at Austin Peay State University provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

Contents

Definitions

- Academic Tenure
- Adequate Cause
- Financial Exigency
- Faculty Member
- Probationary Employment
- Faculty Appointments
- The Evaluation Process

Procedures

- Consideration for Tenure
- Criteria to be considered in Tenure Recommendations
- Changes in Tenure/Tenure-Track Status

Links

- APSU Tenure Procedures and Guidelines
- APSU Policy 2:051
- APSU Policy 1:012

Definitions

Academic Tenure	A personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at a University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
Adequate Cause	A basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds which <u>that</u> constitute adequate cause are set forth in Termination for Adequate Cause Section H herein.
Financial Exigency	The formal declaration by the APSU Board of Trustees that APSU faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments. The purpose of the APSU financial exigency policy is to establish the criteria and process regarding financial exigency at the university.
Faculty Member	A full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor. APSU Policy 2:051 provides additional details about types of appointments.
Probationary Employment	Period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the University for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure.

Probationary employment provides an opportunity for the individual to assess his/her own commitment to the University and for the University to determine whether the individual meets its perception of quality and/or projected need.

Faculty Appointments

See APSU Policy No. 2:051.

Annual Evaluation

Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at APSU; therefore, university policy should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate.

Procedures

Consideration for Tenure

A. Tenure Appointments

The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the University. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The APSU Board of Trustees does not award tenure in non-faculty positions.

Tenure appointments reside in the departments and academic program units and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections IV (Criteria to Be Considered in Tenure Recommendations) and V (Changes in Tenure/Tenure-Track Status). Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.

Who Awards Tenure at APSU

Tenure is awarded only by positive action of the APSU Board of Trustees, pursuant to the requirements and procedures of this policy at APSU. No faculty member shall acquire or be entitled to

any interest in a tenure appointment at APSU without a recommendation for tenure by the President of the University and an affirmative award of tenure by the APSU Board of Trustees. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at APSU, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

The President has the authority to recommend tenure or to continue faculty members in probationary status in accord with the provisions elsewhere in this policy. The President shall base his/her determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental Chairs*, college Deans*, and the Provost.

*(APSU Editorial Note: Some academic units of the University have directors instead of Chairs. If the job description of the director of an academic unit includes duties and responsibilities typically assigned to the Chair of a department, then the director shall be seen as the equivalent of a Chair and shall participate in all personnel processes including retention, tenure, and promotion.)

See *Tenure Procedures and Guidelines* document for Calendar for Faculty Personnel Actions.

B. Tenure Process

All tenure-track faculty shall be reviewed for retention on an annual basis until they attain tenure. The guidelines governing the criteria for retention are included within this policy (1:025) as well as in the *Tenure Procedures and Guidelines* document.

Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship, and service/outreach are identified in this policy under “General Criteria for Evaluation of Faculty Members.”

1. Departmental Recommendations

- a. The departmental chair/director shall inform faculty members who are to be reviewed of the nature of materials required by the retention and tenure committee and the date by which these materials must be received for committee consideration.

Faculty members under review for retention, tenure, and promotion are responsible for submitting well-organized, up-to-date, and accurate e-dossiers. This responsibility shall end upon final submission of the e-dossier by the faculty member for the year under review.

Faculty members are encouraged to work closely with their directors/chairs, assigned mentors, and/or other senior faculty within and outside of their department (as necessary) to make sure that the e-dossier complies with content and order requirements as noted below. Faculty members should consider the preparation of e-dossiers as a year-round process, gathering and maintaining materials accordingly.

Faculty should consult the *Tenure Procedures and Guidelines* document for developing their e-dossiers.

Confidentiality of Meetings

All retention, tenure, and promotion committee proceedings and deliberations are strictly confidential. Faculty members who serve on review committees may discuss the vote and specifics of a particular personnel meeting only with other members who are also part of that same personnel review committee. As the discussion of the review committees involves personnel issues, the personnel review committee members are encouraged to exercise appropriate discretion in any subsequent discussion of the meetings. Faculty may consult with the university ombudsman and the Office of Human Resources in this process.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. Academic tenure may be awarded only to full-time faculty members who: (a) hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for the rank

held under APSU Policy 2:063 (Faculty Promotion); (b) have been employed through tenure-track appointments and have completed not less than the minimum probationary period of service; and (c) have been determined by the institution to meet the criteria for recommendation for tenure and have been so recommended based upon this policy.

2. Faculty holding temporary appointments are not eligible for tenure.
3. Faculty members supported in whole or in part by funds available to the institution on a short-term basis, such as grants, contracts, or ~~foundation-sponsored~~foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the institution upon the recommendation of tenure to the APSU Board of Trustees.
4. No faculty member shall be eligible for tenure in an administrative position; however, when a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in the former faculty position; and a faculty member otherwise eligible for tenure who holds an administrative position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Probationary Employment

Probationary faculty may be employed on annual tenure-track appointments for a probationary period, which may not exceed six (6) years; however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the President and approval of the APSU Board of Trustees. Upon approval of such an exception by the APSU Board of Trustees, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period, per APSU Policy 2:063.

1. Approved Leave of Absence

A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the [President/Provost](#) of the University specified in writing prior to the leave of absence that it shall be included in the probationary period. However, articles that are published (online or in print) during the “leave of absence” period shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period.

For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the “leave of absence” period or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a “leave of absence” period, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

Leaves of absence may not be granted retroactively. A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

2. Stopping the Tenure Clock

A faculty member in a tenure track appointment may request to “stop the clock” during his/her probationary period when circumstances exist that interrupt the faculty member’s normal progress toward building a case for tenure. Discretion for stopping the tenure clock rests on the institution and ~~also~~ requires supervisory approval. In such cases, the faculty member may request to “stop the tenure clock” for one-year if he/she demonstrates that circumstances reasonably warrant such interruption. Reasons for approving a request to “stop the clock” will typically be related to a personal or family situation requiring attention and commitment

that consumes the time and energy normally addressed to faculty duties and professional development. Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one's professional life. The intent of this policy is to serve the best interests of the University while providing neither preference to, nor adverse effect on, a faculty member's process of developing a case for tenure. Once approved, the "stop the clock" year is not counted in the probationary period accrual.

However, articles that are published (online or in print) during the "stop the clock" year shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period. For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the "stop the clock" year or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a "stop the clock" year, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

3. Procedure for Modifying the Probationary Period

A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above. The request is to be submitted to the department chair/director for consideration and recommendation. The chair/director's recommendation is forwarded to the Dean of the faculty member's college for consideration and recommendation; thence to the [pProvost](#) for consideration and approval or denial. The Provost will notify the faculty member, in writing, of such exceptions within one month of submission. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to the APSU Office of Legal Affairs.

A faculty member who is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions: 1) the faculty member must qualify for tenure under departmental or academic program unit, college and University guidelines; and 2) the faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.

Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the [President-Provost](#)– elect to begin a new probationary period on the date that the transfer occurs. If he/she does not so elect (and confirm in writing to the President), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

Criteria to be Considered in Tenure Recommendations

Overview

Faculty members shall be evaluated for retention, tenure, and promotion in the areas listed below and according to the standards indicated for the particular personnel action being considered. Time periods for particular personnel actions and supporting e-dossier material relevant to each action are as follows:

Retention:	since initial appointment;
Tenure:	since initial appointment; and
Promotion:	since initial appointment or date of last promotion whichever is the more recent.

General Criteria for Evaluation of Faculty Members

The following are general criteria to be used in evaluating faculty members for any personnel action. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of action contemplated as well as the nature and mission of the department to which the faculty member is assigned. It should also be recognized that common sense and flexibility need to be used in the application

of criteria. Faculty members truly outstanding in one (1) area but less active or successful in others may well be contributing more to the well-being of the University than someone adequate in all areas but outstanding in none. Reasonable expectations for the following evaluative criteria for retention, tenure, promotion and merit shall be established in writing at the departmental and college levels as a standard or basis for personnel actions.

1. Teaching effectiveness;
2. Effectiveness in other academic assignments, including student advisement, as well as departmental and program administrative assignments;
3. Research, scholarly and creative activity;
4. Professional degrees, awards, and achievements;
5. Professional service (may include institutional committee assignments) to the University, the community, and the State or Nation;
6. Activities, memberships, and leadership in professional organizations;
7. Evidence of continuing professional development and growth; and potential for contributions to the objectives of the department and the University and
8. Demonstrated willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit; and evidence of, regard for, and performance consistent with, accepted standards of professional conduct.

For convenience and further clarification, APSU groups these criteria into three general areas of evaluation: Effectiveness in Academic Assignment; Scholarly and Creative Achievement; and Professional Contributions and Activity.

A. Effectiveness in Academic Assignment

Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for tenure. It is expected that a component of teaching is effective student advisement.

The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows: ability to organize and present subject matter in a logical and meaningful way; ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and evidence of peer evaluation. Documentation of teaching should routinely include: statement of teaching philosophy; course materials; student evaluations for every course evaluated during the probationary period; and evidence of supervision of student projects and other forms of student mentorship. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as additional student input; student products; teaching recognition; teaching scholarship; peer input; evidence of professional development in teaching; evidence of disciplinary or interdisciplinary program or curricular development; alumni surveys and student exit interviews; and other evidence of excellence in teaching or mentoring, or both.

Candidates should be evaluated within the scope of their defined academic assignment. For most faculty members, judgment of "Effectiveness in Academic Assignment" will involve evaluation primarily of teaching, student advising, and related instructional activities.

Positive evaluation in the area "Effectiveness in Academic Assignment" is the prime, but not sole, condition for retention, tenure, or promotion.

- 1. Teaching Effectiveness.** Evidence for teaching effectiveness shall include a list of courses taught, a

sample of relevant course materials, and student evaluations since the most recent similar action was taken. Evidence may also include letters from present and former students solicited on a statistically random basis by the department chair/director and returned to him/her and all included in the dossier; reviews of public talks or lectures; evaluations by the faculty member's colleagues and Deans and directors supervising special programs in which the faculty member participates.

Faculty members may present their own analyses of their student evaluations, teaching materials, and teaching methods. Contributions such as the direction of student research and special studies, student advisement, the development or initiation of new courses, involvement in Continuing Education programs, and carefully evaluated and properly supervised experimentation in instruction should also be included.

- 2. Non-Teaching and Teaching Chairs, Directors, and Coordinators.** Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position.

B. Research/Scholarship/Creative Activities

A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure. Such evidence should cite books, journal articles, monographs, creative activities, performances, or exhibitions that have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such

rigorous examination. It should be emphasized that quality is more important than quantity.

The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.

Research and scholarly and creative activities are important to the University's role in society. Clear evidence of the quality of work shall be a part of every evaluation, including evaluations from Deans and directors supervising special programs in which the faculty member participates. Evidence supplied by the candidate or others might include the following:

1. **Publications.** These include books or chapters in books, textbooks, articles in refereed journals, articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews, and other similar published materials.
2. **Papers Presented.** These include those papers presented at local, state, regional, national, and international professional meetings. The significance of content and selection process should be considered in reviewing such presentations.
3. **Performance or Exhibitions.** These include performances or exhibitions that are invited or juried by nationally or regionally recognized members or groups within that area of expertise.
4. **Research or Arts in Progress.** Verification of stages of development is mandatory.
5. **Other Items.** These include funded or unfunded research proposals, grant applications, computer

software development, audio-visual media, and other similar material.

C. Professional Contributions and Activities

Part of every faculty member's expected performance in Professional Contributions and Activities is regular participation in the governing and policy-making processes of the University, and such participation should be included in this area of evaluation. Evidence of a faculty member's contributions in the area of professional service might include examples of assistance to the faculty member's discipline, the local community, and to the larger society. The faculty member should also include evidence of continuing professional development and growth. The documentation of all service activities is required and may include evaluations from colleagues, Deans and directors supervising special programs in which the faculty member participates. Service should include participation in organizations and on committees, although more significance will be attached to formal and informal leadership than to mere membership. Evidence might involve the following:

- 1. Service to Campus.** University service refers to work other than teaching and scholarship done at the department, college, or University level. A certain amount of such service is expected of every faculty member; indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities. University service includes, but is not limited to, serving on departmental committees and participating in college and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a University-wide student organization, and membership on a University search committee.
- 2. Service to One's Discipline.** This category includes memberships and leadership positions in professional organizations at state, regional, or national levels and includes service as track chair, session chair, discussant, paper reviewer, editorial staff, etc.

3. **Service to the Community.** This category includes presentations related to one's discipline; providing professional advice or consultations to groups or individuals; and providing other types of service related to the discipline, particularly in the University's service area.
4. **Professional Development.** This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth.

D. Criteria for Assessing the Long-Term Staffing Needs

The long-term staffing needs of the department/division and the University are taken into account at each level in the review process when candidates are evaluated for retention and tenure. Criteria to be considered may include the following:

1. University mission;
2. Enrollment patterns;
3. Program changes;
4. Potential resources for staff additions;
5. Prospective retirements and resignations; and
6. Maintenance of adequate faculty to support essential curricula.

Changes in Tenure/ Tenure-Track Status

A. Non-renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
 - a. Not later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months in advance of its termination;
 - b. Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its

termination or

- c. Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.

The above stated dates are the latest dates for notice of non-renewal of faculty on tenure- track appointments; ~~and each University may adopt annual dates which provide for longer notice of non-renewal~~. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the University.

Applicable dates for notice of non-renewal are based upon actual years of service at APSU and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for tenure by the President or will be given notice of non-renewal of the appointment during the spring term following application for such status.

NOTE: Those faculty who are on a customized personnel calendar and apply for tenure in the spring term will be recommended for tenure or given notice of non-renewal during the same spring term in which they apply for tenure.

Such notice of non-renewal should be given not later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in the section titled Changes in Tenure/Tenure-Track Status, Procedures for Termination for Adequate Cause.

2. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons ~~which~~that would be sufficient for the termination of tenured faculty.

3. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.

Unless there is a violation of state or federal law under the limitations described in the APSU Policy 1:010 (Appeals and Appearances Before the Board) -decisions that are not subject to appeal to the APSU Board include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of early tenure unaccompanied by notice of termination B. Transfer of Tenure

B. Transfer of Tenure

Where a faculty member is tenured in an academic program unit (e.g., a department or division), he/she may be transferred to another academic program unit. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

C. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

A faculty member shall relinquish or waive his/her right to tenure upon resignation from the University or upon failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the University, the transfer or reassignment shall be with tenure. Tenure is not relinquished during administrative assignments at the University.

E. Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at APSU subject to the APSU Board of Trustees declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at APSU will comply with the APSU Board of Trustees' policy 5:025 (APSU Policy on Financial Exigency).

F. Termination of Tenure for Curricular Reasons

The employment of a tenured faculty member may be terminated because 1) an academic program is deleted from the curriculum or 2) because of substantial and continued reduction of student enrollment in a field or discipline. Before declaring that curricular reasons exist, the President will ensure meaningful participation by the University's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the process described below, the President will present- either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).

The procedures whereby this presentation is made to a representative faculty body is provided below in item G. That body will have the opportunity to respond in writing to the President before action described below is initiated. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those ~~which~~that are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns.

1. Part-time faculty within a department or division should not be hired or renewed before tenured faculty are terminated.
2. Temporary faculty should not be renewed before tenured faculty are terminated.

3. Tenure-track faculty in the probationary period should not be renewed before tenured faculty are terminated.
4. Among tenured faculty, those with higher rank should have priority over those with lower rank.
5. Among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority over those with lower academic degree(s).
6. Among tenured faculty with comparable rank and degrees, those with greater seniority in rank should normally have priority over those with less seniority.

G. Procedures for Termination of Tenure

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body. The committee shall conduct a hearing on the proposed termination(s). The committee shall report its findings and recommendations to the President, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.
3. The President's decision to terminate a tenured faculty

member for curricular reasons is subject to appeal to the APSU Board of Trustees as provided in APSU Policy 1:010 (Appeals and Appearances Before the Board).

4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit ~~which~~that cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable departments or academic program units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the University and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

6. Definitions

- a. "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.

- b.** “Substantive and continued reduction of student enrollment in a field” means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the President would deem to be appropriate for comparison.
- 7.** When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

H. Termination for Adequate Cause

A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of appointment may be terminated for adequate cause, which includes the following:

- 1.** Incompetence or dishonesty in teaching or research;
- 2.** Willful failure to perform the duties and responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the Board, the University or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory;
- 3.** Conviction of a felony or a crime involving moral turpitude;

4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and University duties and responsibilities;
5. Capricious disregard of accepted standards of professional conduct;
6. Falsification of information on an employment application or other information concerning qualifications for a position; and
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the University.

I. Procedures for Termination for Adequate Cause

Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:

1. No termination shall be effective until steps 4 through 9 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure:
 - a. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the University that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the University. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
 - b. In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and

effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.

3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the APSU Board of Trustees.
4. Upon a recommendation by the chief academic officer of the University to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
5. If no mutually acceptable resolution is reached through step 4, the following steps shall be taken.
 - a. The faculty member shall be provided with a written statement of the specific charges alleged by the University ~~which~~that constitutes grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
 - b. A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to

the procedure herein described. The committee shall be appointed by the President and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the University. The committee may not include any member of the faculty committee referred to in section 4 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President who shall notify all parties of the communication.

6. The hearing committee shall elect a Chair who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
7. The Chair of the hearing committee may, ~~at~~in his/her discretion, require a joint pre-hearing conference with the parties ~~which~~that may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
 - a. Notification as to procedure for conduct of the hearing;
 - b. Exchange of witness lists, documentary evidence, and affidavits;
 - c. Definition and clarification of issues and
 - d. Effecting stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
8. A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the

procedures below.

- a.** During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
- b.** A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
- c.** The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
- d.** The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
- e.** The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee Chair determines that the admission of the affidavit is necessary to ensure a just and fair decision.
- f.** In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the University or other

universities of higher education.

- g. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
 - h. The findings of fact and the report will be based solely on the hearing record.
 - i. The President and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.
9. After consideration of the committee's report and the record, the President may at his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the President shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the President's decision, the faculty member may appeal the President's action to the APSU Board of Trustees pursuant to APSU Policy 1:010 (Appearances and Appeals Before the Board) Review of the appeal shall be based upon the record of hearing. If upon review of the record, the APSU Board of Trustees notes objections regarding the termination and/or its proceedings, the matter will be returned to the President for reconsideration, taking into account the stated objections, and, at the discretion of the President, the case may be returned to the hearing committee for further proceedings.

**APSU Tenure Procedures
and Guidelines**

https://www.apsu.edu/academic-affairs/faculty/faculty_resources/Tenure_PG_Revised_05-09-2019.pdf

APSU Policy 2:051

https://www.apsu.edu/policy/2s_academic_policies/2051-faculty-appointments.php

APSU Policy 1:012

https://www.apsu.edu/policy/1s_governance_organization_and_general_policies/1012-inspecting-and-copying-public-records-and-related-charges-producing-copies-public-records.php

Revision Dates

APSU Policy 1:025 – Rev.:

APSU Policy 1:025 (previously 5:060) – Rev.: May 19, 2017

APSU Policy 1:025 – Rev.: July 26, 2016

APSU Policy 1:025 – Rev.: May 12, 2015

APSU Policy 1:025– Issued: April 29, 2014

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Approved

President: signature on file

**Austin Peay State
University**

Undergraduate and Graduate Admissions Policy

POLICIES

Issued: *June 1, 2020*

**Responsible
Official:** Provost and Vice President for Academic Affairs

**Responsible
Office:** Enrollment Management and College of
Graduate Studies

Policy Statement

It is the policy of Austin Peay State University to admit students to the University who meet the requirements detailed in this policy.

Purpose

The purpose of this policy is to create procedures for admission of students to undergraduate and graduate degree programs.

Contents

Procedures

- Freshman Applicants
 - Transfer Applicants
 - Early Admission Freshmen Applicants
 - Concurrent Enrollment
 - Military Applicants
 - International Applicants
 - Misrepresentation of Academic Credentials
 - Non-Degree Seeking Applicants
 - Readmission Applicants
 - Graduate Applicants
-

Procedures

Freshman Applicants

A first-time freshman applicant is a student who enters APSU with fewer than 12 transferable credit hours after graduating high school. Students who were dual enrolled in college courses still in high school considered a new freshman, regardless of the number of college credit hours. Applicants must submit an

application for admission, the \$25 application fee, ACT or SAT scores, and high school transcript or GED/HiSET scores.

High School Graduation

Public School—graduates of public schools must submit an official high school transcript showing dates/terms of attendance, credits earned while enrolled, and date of graduation. Transcripts for graduates of Tennessee public high schools must note that the applicant passed the required proficiency examinations. The Special Education diploma or High School Certificate is not accepted.

Non-Public School—graduates of all non-public high schools must submit an official transcript showing dates/terms of attendance, credits earned, and date of graduation. Transcripts of home-school applicants must provide an official copy from an affiliated organization as defined by state law (TCA 49-50-801) or it may be accompanied by certification of registration from the local education agency which the student would otherwise attend. Purchased transcripts from organizations not requiring high school attendance for completion of grades 9-12 are considered unsatisfactory documentation of high school graduation. Applicants who are unable to provide a satisfactory high school credential may substitute acceptable scores on the GED or HiSET examination.

Completion of APSU-Required High School Courses

All students graduating from high school since 1989 must show proof of satisfactory completion of all college preparatory courses including U.S. History.

Assessment Requirements

All freshman applicants must submit assessment scores with the application for admission.

Students under 21 years of age. ACT/SAT scores earned within 5 years of the first day of the first semester or term of enrollment are required. Scores submitted will be used in making admissions decisions; English, mathematics and reading scores will be used in determining placement in university courses. Applicants who present an ACT English score of 28 through 30 (620-680 SAT) will receive academic credit for ENGL 1010. Applicants who present an ACT English score of 31 through 36

(690-800 SAT) will receive academic credit for ENGL 1010 and ENGL 1020. Credits will be applied to the student's academic record after the completion of the first semester or term of enrollment.

Active duty military are exempt from ACT/SAT testing but will be required a placement assessment, if no scores are available.

Students 21 and over. Students unable to submit valid ACT/SAT scores earned within 5 years of the first day of class must take a placement assessment, if necessary. Scores submitted will be used in making admissions decisions; English, mathematics and reading scores will be used in determining placement in university courses.

Admission Standards

Austin Peay State University invites applications from all prospective students. All complete applications are reviewed carefully to determine the likelihood of the applicant's completion of academic requirements leading to graduation in a timely manner. Admission decisions are based on academic performance in high school, assessment scores (ACT, SAT, or other) and completion of all APSU high school requirements with grades earned in those courses. By reviewing the published admissions criteria, prospective students are able to determine their likelihood of admission to the university.

Freshman Under 21 Years of Age **Full Admission**

1. Satisfactory completion of all college prep courses including U.S. History; and
2. One of the following:
 - High school GPA of 2.85 or higher; or
 - ACT cumulative score of 20 or higher; or
 - SAT 940 (Critical reading and Mathematics) prior to March 2016; or
 - SAT 1020 (Evidence Based Reading and Writing and Mathematics) March 2016 and after; or
 - GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and

- Satisfactory ACT/SAT scores in two of the three core areas: mathematics, reading, and English.
- No remedial placement from ACT/SAT in mathematics, reading, and English.

Conditional Admission

1. Satisfactory completion of all college prep courses including U.S. History required by TBR; and
2. One of the following:
 - High school GPA of 2.75 – 2.84; or
 - ACT cumulative score of 19; or
 - SAT 900 (Critical reading and Mathematics) prior to March 2016; or
 - SAT 980 (Evidence Based Reading and Writing and Mathematics) March 2016 and after; or
 - GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
- No remedial placement from ACT/SAT in the three core areas: mathematics, reading, and English.

Freshman 21 Years of Age and Older (first day of first semester or term of enrollment)

Full Admission

1. Satisfactory completion of all college prep courses including U.S. History if graduating from high school since 1989 or GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
2. Satisfactory placement scores in 2 of 3 core areas – Algebra, reading, and English (writing).
3. No remedial placement from placement scores in the 3 core areas – Algebra, reading, and English (writing).

Conditional Admission

1. Satisfactory completion of all college prep courses including U.S. History if graduating from high school since 1989 or GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
2. No remedial placement from placement scores in the 3 core areas – Algebra, reading, and English (writing).

Conditionally Admitted Students Enter On Academic Probation

During the first semester of enrollment they are required to complete academic strengthening requirements that include:

1. Enroll in APSU 1000 for conditional students
2. Monitored absenteeism for class
3. Participate in peer tutoring
4. Achieve a 1.5 cumulative GPA during the first semester or term of enrollment. (Not doing so results in a non-appealable academic suspension.)

Freshmen with High School Deficiencies (Admission by Exception)

Applicants who have not satisfactorily completed all college prep courses including U.S. History may achieve admission by exception by satisfying these requirements:

1. No more than two high school unit deficiencies (to be removed during first 30 hours of enrollment), and;
2. ***One of the following:***
 - ACT composite score of 21 or higher and high school diploma; or
 - SAT cumulative score of 1060 or higher (March 2016 and after) and high school diploma; or
 - SAT cumulative score or 980 or higher (prior to March 2016) and high school diploma; or
3. High school GPA of 3.0 (4.0 scale) and high school diploma; or
4. GED score of 600 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and

5. Satisfactory ACT/SAT scores in two of the three core areas: mathematics, reading, and English.
6. No remedial placement from ACT/SAT in mathematics, reading, and English.

Alternative Standards

Any applicant who does not fulfill requirements for any other category of admission may submit an Admissions Decision Appeal Request form to be considered by the university's Committee on Admissions Standards. The form to be submitted is located on the Office of Admissions website at http://www.apsu.edu/admissions/undergrad/online_forms. Students who are admitted by alternative standards are **conditionally admitted** and enter on academic probation.

Admission for Subsequent Semester

Prospective students who did not register and wish to be considered for admission for a subsequent semester or term must request their application for admission be moved to the desired semester or term.

Transfer Applicants

A transfer applicant is a student who has earned 12 or more transferable credits from a college or university. Transfer students who have earned fewer than 12 transferable credits must meet freshman admission standards. A student who was dual enrolled in college courses while still in high school and has not attended college AFTER high school graduation is considered as a new freshman, regardless of the number of hours earned with dual enrollment. In order to be considered for admission, the transfer applicant must be in good standing (not suspended) from the last institution attended. Applicants must submit official transcripts from all institutions attended whether or not credit was earned, an application for admission, the \$25 application fee, and high school transcript or GED or HiSET scores. Not doing so may result in dismissal from the University.

Applicants' college grade point average must meet the following requirements:

	Minimum
Quality Hours	Grade-
Earned	Point
	Average

12-29	1.50
30-45	1.80
46-59	1.90
60 and above	2.00

Prospective students who qualify as transfer applicants must submit the following for consideration:

1. Official transcript(s) from all previously attended colleges and universities (mailed or sent electronically directly from the institution(s) to the APSU Office of Admissions). Failure to identify all institutions attended (whether or not credit was received) is cause for dismissal from the University.
2. Take a placement assessment, if college level math, English and history was not taken at previous institution(s); and
3. One of the following:
 - a. Official high school transcript(s) from all previously attended secondary schools (mailed or sent electronically directly from institution(s) to the APSU Office of Admissions (Special education diplomas or high school certificates of attendance are not acceptable), or
 - b. GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation.
 - c. The exception to this requirement is high school graduation or GED or HiSET testing prior to 1989.

Early Admission Freshmen Applicants

Early admission criteria apply to any prospective students who have not yet graduated from high school but who wish to enter APSU full-time after their junior year. Such students may achieve admission by meeting the following requirements.

1. Admission application; and
2. High School Authorization form; and
3. High school cumulative GPA of 3.2 or higher (on a 4.0 scale); and
4. One of the following:

- a. ACT composite score of 22 or higher, or
- b. SAT cumulative score of 1020 or higher (test taken prior to March 2016); or
- c. SAT cumulative score of 1100 or higher (test taken March 2016 and after); and
- 5. Recommendation of high school principal or guidance counselor and consent of parent(s) or guardian(s); and
- 6. Written statement from high school principal specifying college courses that will be substituted for remaining high school courses needed for high school graduation.

Concurrent Enrollment

Students are considered for dual enrollment when they expect to receive both high school and university credit for courses taken to be applied to high school graduation. Students who earn university credit that will not apply to high school graduation apply for joint enrollment. Prospective students who wish to attend APSU while still enrolled in high school must comply with the following requirements.

1. Dual Enrollment (both high school and college credit awarded for courses taken)
 - a. Admission application; and
 - b. Student and Parent Authorization forms; and
 - c. Must submit a transcript showing completion sophomore year with a cumulative high school GPA of 3.0 or higher (on a 4.0 scale); or
 - d. One of the following:
 - i. ACT composite score of 21 or higher, or
 - ii. SAT total score of 1060 or higher (Evidence Based Reading and Writing and Math);
 - e. Recommendations of high school principle or guidance counselor; and
 - f. Written parental or guardian approval; and
 - g. Approval by high school of University credits received.
2. Joint Enrollment (University credit only; credits earned do not apply to high school diploma)
 - a. Admission application; and
 - b. Student and Parent Authorization forms; and
 - c. Must submit a transcript showing completion sophomore year with a cumulative high school GPA of 3.0 or higher (on a 4.0 scale); or
 - d. One of the following:
 - i. ACT composite score of 21 or higher, or

- ii. SAT total score of 1060 or higher (Evidence Based Reading and Writing and math);
- e. Recommendation of high school principal or guidance counselor; and
- f. Written parental or guardian approval; and
- g. Approval by high school of University credits received.

Academically talented/gifted high school students (both high school and college credit awarded for courses taken)

- 1. Admissions application; and
- 3. High School Authorization form; and
- 4. Must have a cumulative high school GPA of 3.2 or higher (on a 4.0 scale); and
- 5. Must be enrolled in grade 9, 10, 11, or 12 in public or private high schools in Tennessee; and
- 6. Recommendation of high school principal and approval of placement as a part of the student's planned Individual Education Program (IEP) as established by the high school multi-disciplinary team process; and
- 7. Recommendation and approval of the Director of Admissions.

APSU Middle College applicants must be accepted and recommended by the Clarksville-Montgomery County School System. Applicants must meet minimum requirements as established in the APSU/CMCSS Middle College Memorandum of Understanding.

Applicants for the Governor's School for Computational Physics must meet concurrent admissions standards:

- 1. Submit Admission application; and
- 2. Separate Application for the Tennessee Governor's School; and
- 3. Must have completed sophomore year with a cumulative high school GPA of 3.2 or higher (on a 4.0 scale), and
- 4. Recommendation of acceptance by the APSU Governor's School Selection Committee.

If you are denied admission, you can appeal this decision by submitting the **Dual or Joint Admissions Decision Appeal Form** to the Office of Admissions. Additional information that

can be submitted, at the applicant's option includes, but is not limited to, the following:

1. An additional letter of recommendation from the high school principal or guidance counselor
2. Any other additional information at the applicant's discretion

Please assure that your name is on all submitted documents. After we receive the appeal form, your file will be sent to the Committee on Admission Standards for review. The committee will review your file and make a recommendation for admission. You will be notified of the committee's decision in writing.

Continuous Enrollment: Dual or joint enrollment students who want to continue enrollment for the next sequential semester prior to high school graduation and maintain a 2.75 APSU GPA do not need to reapply each semester. However, should the student's APSU GPA fall below the 2.75, the student will submit the High School Authorization Signature Page requiring the school counselor or principal's signature and submit the official most recent high school transcript to ensure the student continues to meet initial admission requirements for dual or joint enrollment.

Military Applicants

Military (both active-duty and veterans) are required to submit documents for military credit prior to enrollment. The following documents should be sent to the Office of Admissions directly from the issuing agency except for Form DD 214:

Branches	Documents Needed
Army	JST transcript
Air Force	Community College of the Air Force transcript
Army National Guard	JST transcript or NGB Form 22
Navy	JST transcript
US Marine Corp	JST transcript
US Military	Enlistment contract 4-1 or 4-2 or DD Form 2586 or JST transcript
Reserves	DD Form 214 Member Copy 4 or
Veterans (Retired or Discharged)	other forms with characterization of service

International Applicants

Degree-Seeking (All Visa Types Excluding J-1)

1. Submit an application for admission.
Complete the international undergraduate application and pay the nonrefundable \$25 application fee. *Priority application deadline is June 1 for fall semester and October 1 for spring semester.*
2. Submit proof of financial support.
3. Request official transcripts.
4. Request official ACT or SAT scores.
ACT Code: 03944 www.act.org
SAT Code: 1028 www.collegeboard.org
If currently residing in the U.S, a placement assessment may be taken in place of the ACT or SAT.
5. Submit proof of English Language Proficiency.
6. Submit proof of immunization and medical insurance.
7. Submit copy of passport biographical page.

Exchange Students (Visa Type J-1)

1. Submit an application for admission.
Complete the international undergraduate application and pay the nonrefundable \$25 application fee. *Priority application deadline is June 1 for fall semester and October 1 for spring semester.*
2. Submit proof of financial support.
3. Request official transcripts.
4. Submit proof of English Language Proficiency.
5. Submit proof of immunization and medical insurance.
6. Submit copy of passport biographical page.

Permanent Resident Alien. Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien Card.

General International Applicant Information. All non-immigrants must provide proof of status, including copies of their visa. All international applicants will receive information concerning any special requirements for admission from the Office of Admissions. Student Health Services will provide the Office of Admissions with information concerning policy requirements, associated approximate costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and

hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.

Authority on Immunization Requirements Rules. The APSU Board of Trustees, in consultation with the Tennessee Department of Health, has the authority to implement rules regarding immunization against meningococcal disease and completion of a Hepatitis B waiver form with regard to all APSU students. All such rules must be implemented in accordance with the Uniform Administrative Procedures Act.

Misrepresentation of Academic Credentials

It is a **Class A misdemeanor** to misrepresent academic credentials. Applicants and students who commit this offense know that the statement is false and are making the statement with the intent to secure admission or employment in an institution of higher education in Tennessee. This offense includes statements made orally or in writing that the person has

1. Successfully completed required coursework for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; or
2. Successfully complete the required coursework for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
3. Successfully completed the required coursework for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

Students who are admitted and later found to have withheld transcripts from institutions in which they have been enrolled may be subject to dismissal from the university.

Secondary school transcripts determined to be from a source that does not require normal high school attendance and awards the transcript based on a fee charged are excluded from consideration for admission. Freshman applicants who have not completed high school must provide GED or HiSET scores.

Non-Degree Seeking Applicants

Applicants who are eligible for non-degree admission include:

Transient Applicants

A student who is currently enrolled and in good standing at

another regionally accredited college or university may apply to attend APSU as a transient applicant and may be admitted to the University for one semester/term. This intent must be included in the application for admission. The applicant's home college must submit a letter of good standing to the Office of Admissions or an official transcript reflecting student's good standing. An official transcript may be required if needed to document the completion of any prerequisites required for enrollment in course(s). Transient students remaining at Austin Peay will need to re-apply for admission and resubmit a letter of good standing or an official transcript for a subsequent semester/term.

Persons with a College Degree or Certificate

Persons who have a degree or certificate equivalent to the highest degree or certificate offered by a regionally accredited college or university in a particular field, but wish to take additional courses.

Senior Citizens and Disabled Persons

Adults 65 years of age or older during the semester, domiciled in Tennessee, may register in courses for credit on a space available basis and pay maximum tuition of \$70 and all applicable fees or a Tennessee resident who is 60 years of age or older may audit a course if space is available at no cost (according to Tennessee law) by filing a birth certificate with the Office of the Registrar. A Tennessee resident who is permanently and totally disabled may register in courses for credit on a space available basis and pay maximum tuition of \$70 and all applicable fees or may audit a course if space is available at no cost (according to Tennessee law) by filing an Application for Tuition Reduction Due to Disability and submit proof you are considered 100% disabled through Social Security or other appropriate state or federal agency. To request tuition reduction for disability, you must submit the documentation for each term of enrollment. Request must be submitted prior to the last day of late registration.

Adult Special Applicants

Applicants, (21 years of age or older), who are not interested in earning a degree from the University may apply for admission as an Adult Special Applicant by indicating on their application for admission. Requirements for Freshman Adult Special Students include high school graduation or a minimum GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-

December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation. An official high school transcript or GED score must be submitted to the Office of Admissions; a Special Education Diploma or High School Certificate is not acceptable.

Transfer and readmit applicants must submit a transcript from the last college or university attended. Applicants who are currently suspended from another college or university are not eligible to enroll as Adult Special Students.

Adult Special Students will be limited to enrolling in a maximum of 24 semester hours. Adult Special Students are not allowed to register for college-level courses unless the appropriate prerequisites are completed or a portion of the placement assessment is taken. Adult Special Students who later decide to seek a degree from the University must submit all academic credentials and satisfy all admissions requirements. Applicants who are denied regular admission will be denied admission as a Special Applicant for the same semester.

Adult Special Students – Certification Only

Applicants enrolling in a certificate program must apply for admission as an Adult Special Applicant by indicating on their application for admission. Applicants that have never attended a college or university must submit their official final high school transcript showing graduation date. Applicants who have attended a college or university must submit their official transcript from the last college or university attended. Applicants who are currently suspended from another college or university are not eligible to enroll as an Adult Special Student.

Adult Special Students will be limited to enrolling in a maximum of 24 semester hours. Adult Special Students are not allowed to register for college-level courses unless the appropriate prerequisites are completed or a portion of the placement assessment is taken. Adult Special Students who later decide to seek a degree from the University must submit all academic credentials and satisfy all admission requirements. Applicants who are denied regular admission will be denied admission as a Special Applicant for the same semester.

Readmission Applicants

Readmission Applicants

Applicants seeking readmission to the APSU Clarksville campus must resubmit an application for admission if they have not attended for one calendar year or more and submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned. Applicants wishing to apply for readmission to the APSU Center at Fort Campbell and Highland Crest must also resubmit an application and transcript(s) if they have not attended one calendar year or more.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Departmental Admission

In addition to the minimum standards, some degrees and/or majors, may have additional admission requirements.

Graduate Applicants

Graduate Applicants

Graduate applicants must have earned an undergraduate baccalaureate from a regionally accredited institution with a cumulative GPA of at least a 2.5 GPA* prior to being admitted to an APSU graduate program. Graduate applicants must complete the graduate application, submit required materials, and pay the non-refundable application fee to be considered for an APSU graduate program. Submission of all required materials does not guarantee admission to APSU's graduate programs.

*Note, the minimum undergraduate cumulative GPA could be higher for some graduate programs. APSU uses a 4 point scale for determining GPA calculations.

Graduate Admission Requirements

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must

consider that all applications require at least 3 to 5 business days to be processed by Graduate Admissions. It is recommended that applications be submitted as early as possible, but no later than two (2) weeks prior to the beginning of the first semester in which the student plans to enroll. However, for some graduate programs, application deadlines exist. The College of Graduate Studies has minimum admission requirements for the purpose of admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete graduate admission application submitted to the College of Graduate Studies that includes the following:

I. Completed Application

II. Application Fee of U.S. \$45 (nonrefundable)

III. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework*; these must be submitted directly to APSU by the institution and show that:

- a bachelor's degree was earned from a regionally accredited institution, and
- a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).

*Non-degree seeking students and certificate seeking students are only required to provide an official undergraduate transcript from a regionally accredited institution showing completion of the undergraduate degree with a minimum cumulative GPA of 2.5. In lieu of an undergraduate transcript, if the student is currently enrolled in a graduate program at another accredited institution, then a letter of "good standing" from that institution will also be sufficient.

IV. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for

admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination (GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/future-students/admissions-forms.php>.

For People with Military Service

Prior to enrollment, military (both active duty and veterans) are required to submit documents for military credit. With the exception of the Form DD214, the following documents should be sent to Graduate Admissions directly from the issuing agency.

Branch - Document(s) Needed

Air Force - Community College of the Air Force transcript or DD Form 295

Army - AARTS transcript or DD Form 295

National Guard - AARTS transcript of NGB Form 22

Marine Corps - ITSS MATMEP or SMART

Reserves - Enlisted contract 4-1 or 4-2 or DD Form 2586

Navy - DD Form 295 or SMART

Veterans - DD Form 214 Member Copy 4, with characterization of service (Retired or Discharged)

Categories of Admission

Regular Admission Status will be granted to applicants who have met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied.

Conditional Admission Status may be granted to applicants who have not officially met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied. Under conditional status, any outstanding admission items, unofficial transcripts, and unofficial entrance exams may be submitted until the official documents are received by Graduate Admissions. It is the applicant's responsibility to understand specific admission requirements and submit all required admission documents, official transcripts, and entrance exams by the 10th day of classes (for 8-week sessions, the 6th day of class is the deadline for submitting official documents) for the first registered semester to which the student has applied. After all admission requirements are satisfied and official documents are received, the applicant will be granted Regular Admission Status. Applicants who do not submit all admission requirements by the prescribed time period above will be dropped from all classes in which they are enrolled. If, within the department, an appeal process is warranted, the Department Chair will submit an appeal letter to the Dean of the College of Graduate Studies to delay the dropping of enrolled classes.

Denied Admission Status will be granted to applicants who do not meet the regular or conditional criteria for admission.

Non-Degree Seeking Status may be granted to applicants who desire to enroll in Graduate Studies for reasons other than to seek a degree. An applicant in this category is required to submit an application for admission, the \$45 non-refundable application fee, and an official transcript showing a bachelor's degree with a cumulative undergraduate GPA of at least 2.5. Applicants in this category must apply for admission each semester for which they wish to enroll. Students in the non-degree seeking category are not eligible to receive financial aid. All admission decisions regarding non-degree seeking students will be made by the Graduate Coordinator and/or Department Chair. With the approval of a graduate program, a non-degree seeking student may apply for admission as a degree-seeking student; to be accepted he or she must meet all required admissions criteria.

Certificate-Seeking Status is for students who are seeking specific certificates at APSU. An applicant must be admitted to the department from which he or she is seeking the certificate. The applicant must have a minimum cumulative undergraduate GPA of 2.5. If the applicant seeks a degree once the certificate is

complete, he or she must be readmitted into that program. All credits earned for the certificate can be used toward a degree as long as they are within the program of study for the degree. Certificate-seeking students are eligible for graduate assistantships.

Readmission Applicants

An applicant seeking readmission to APSU must resubmit an admission application if he or she has not attended for one calendar year or more and must submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Undergraduate Student Taking Graduate Credits

Senior I status is for undergraduate APSU students who are within nine (9) hours of completing baccalaureate requirements, who have achieved minimum cumulative GPAs of 3.0, and who have received satisfactory scores on the entrance exams as prescribed by the intended graduate programs. Graduate credits may not be applied to the bachelor's degree. Students admitted to this status are eligible for graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Senior II status is for APSU students who are within twenty one (21) hours of completion of baccalaureate degrees and who have achieved minimum cumulative GPAs of 2.75. Senior II students may register for only one (1) graduate class per term and must

reapply for each subsequent semester. Graduate credits earned may not be applied to the bachelor's degree. Students admitted to this status are not eligible to hold graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Selective Admission (Psychology) – Undergraduate seniors may enroll in graduate-level Psychology courses and apply the credit toward their undergraduate degrees. These students must have completed 24 hours of undergraduate coursework in Psychology, must have minimum cumulative GPAs of 3.0, must obtain minimum GRE scores of 140 verbal and 140 quantitative, and must have completed all necessary course prerequisites. Approval from the Chair of the Psychology Department is also required. Credit in these courses may not be counted toward a graduate degree. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Accelerated Master's Pathways (AMP) allow undergraduate students to enroll in graduate courses while completing their undergraduate degree requirements. Qualified students (those with exceptional GPA's and who have received departmental approval) may enroll in no more than twelve (12) graduate level credit hours while completing their undergraduate degrees. The graduate credits will replace relevant undergraduate course requirements within a major for graduation, and any graduate credits earned will also count toward the graduation requirements for a graduate degree (typically the undergraduate major and graduate courses are within the same department/discipline). Student qualifications to pursue an AMP are determined by each academic department.

Post-graduates Taking Graduate Credits

Post-graduate Status is for an applicant with a previously earned master's degree or greater who is not seeking another degree. No credit limitation applies to the Post-graduate status. The student must submit an official copy of his or her transcript showing the master's degree earned. With departmental approval, a student who decides to pursue a degree while in this status may apply up to nine (9) acceptable graduate semester hours toward that

degree. The student must also apply for admission as a degree-seeking student and meet all admission criteria.

Transient Status is granted to an applicant currently enrolled in a graduate program at another college or university who wishes to take courses at APSU for transfer credit. A letter of good academic standing from the Graduate Dean or an official transcript from the current institution must be submitted to APSU's Graduate Admissions Office.

Immunizations

The state of Tennessee requires all first-time, transfer, readmit and graduate students to provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine. A student will not be allowed to register for classes until these requirements are met. For additional information, contact Student Health Services at (931) 221-7107. The State of Tennessee mandates that each public or private post-secondary institution provide information concerning the Hepatitis B infection to all students entering the institution for the first time. Those students who will be living in on-campus housing for the first time must also be informed about the risk of Meningococcal Meningitis infection. Tennessee law requires that such students complete and sign waiver forms, provided by the institution, that include detailed information about the diseases. The information concerning these diseases is provided by the Centers for Disease Control and the American College Health Association. The law does not require that students receive the vaccination; however, the law does require that students provide signed copies of the waiver forms, which should be mailed to APSU Student Health Services, P.O. Box 4655, Clarksville, TN 37044, or faxed to (931) 221-7388. Further information about immunizations can be found at <http://apsu.edu/boydhealthservices/Immunizations.php>.

Admission of International Students

The Graduate Admissions Office handles application procedures for graduate international applicants. For information, call (931) 221-7662, write to: Austin Peay State University, Graduate Admissions, P.O. Box 4458, Clarksville, TN 37044, or visit the

website at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must consider that all applications require at least 3 to 5 business days to process in Graduate Admissions. It is recommended that applications be submitted as early as possible. The College of Graduate Studies has minimum admission requirements for the purpose of the admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete application submitted to the College of Graduate Studies. In order to be considered for graduate admission, the following documents must be received for review:

1. Completed Graduate Admission Application and General International Applicant Information: All non-immigrants must provide proof of status, including copies of their visas. All international applicants will receive information concerning any special requirements for admission from Graduate Admissions. APSU's Student Health Services will provide Graduate Admissions with information concerning policy requirements, associated costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.
2. Application Fee of U.S. \$55 (nonrefundable)
3. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework;

these must be submitted directly to APSU from the institution and show that

- a. a bachelor's degree was earned from a regionally accredited institution and
 - b. a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).
4. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination (GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>.
5. Proof of English Proficiency*: Official TOEFL iBT Score with a minimum score of 61 sent directly from the TOEFL Center (www.ets.org/toefl) -OR- Official International English Language Testing System (IELTS) exam with a score of 5.5, sent directly from the testing center.

*Students from the following countries are not required to submit English proficiency scores: Antigua, Australia, Bahamas, Belize, Botswana, British Islands, Canada, Gambia, Ghana, Ireland, Kenya, Liberia, Malawi, Namibia, New Zealand, Nigeria, South Africa, Tanzania, Uganda, United Kingdom, Zambia, and Zimbabwe.
6. Copy of Passport: If traveling with dependents, submit copies of all dependent passports.

7. Admission materials required for your intended graduate program as determined by the program. Examples may include GRE scores, recommendation letters, personal statement, resume, or writing sample.
8. APSU Financial Support Form with proof of resources: Please note: All fees are subject to change. The Financial Support Form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.
9. International Student Verification Form: If you are a transfer student from another U.S. college, university, or other school, you must have the college, university, or other school send us a photocopy of your I-20 form/DS-2019 form, I-94 form, US Visa page, and passport information page, along with the International Student Transfer Verification Form. The International Student Transfer Verification form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.
10. Medical Documentation: Every international applicant is required to submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis, no later than thirty (30) days from the first day of classes. Failure to submit such certification shall result in denial of admission or discontinued enrollment. In the event that a student has tuberculosis or potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination of a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program. International applicants may opt to have the screening for tuberculosis done through Boyd Health Services. Contact must be made with the Boyd Health Services personnel within two weeks of the first day of classes (which will allow for completion of the process within thirty days of the first day of classes).
11. Medical and Hospitalization Insurance: As a condition of admission and continued enrollment at APSU, all international applicants must have and maintain medical

and hospitalization insurance. Students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Proof of medical and hospitalization insurance must be provided to Boyd Health Services. International students will automatically be enrolled in a Student/Scholar Health & Accident Insurance Plan, unless documentation of adequate coverage is provided. Automatic enrollment in the Plan shall not take place later than the time of class registration, and the cost of the coverage will be added to the student's registration fees. For the purposes of this policy, adequate medical and hospitalization insurance coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the Student/Scholar Health & Accident Insurance Plan. For additional information, contact Student Health Services at (931) 221-7107.

12. Immunizations: All international applicants born after 1956 shall provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine to the Student Health Services office. A student will not be allowed to register for classes until these requirements are met.
13. Permanent Resident Alien: Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien cards.

Revision Dates

APSU Policy 2:038 – Rev.: *June 1, 2020*
APSU Policy 2:038 – Rev.: November 30, 2018
APSU Policy 2:038 – Rev.: February 1, 2018
APSU Policy 2:038 (previously 3:025) – Rev.: March 25, 2017
APSU Policy 2:038 – Rev.: November 14, 1994
APSU Policy 2:038 – Issued: January 1, 1990

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

6-1-2020

President:

[Signature]

**Austin Peay State
University**

Undergraduate and Graduate Admissions Policy

Issued: November 30, 2018

POLICIES

**Responsible
Official:** Provost and Vice President for Academic Affairs

Responsible Office: Enrollment Management and College of
Graduate Studies

Policy Statement

It is the policy of Austin Peay State University to admit students to the University who meet the requirements detailed in this policy.

Purpose

The purpose of this policy is to create procedures for admission of students to undergraduate and graduate degree programs.

Contents

Procedures

- Freshman Applicants
 - Transfer Applicants
 - Early Admission Freshmen Applicants
 - Concurrent Enrollment
 - Military Applicants
 - International Applicants
 - Misrepresentation of Academic Credentials
 - Non-Degree Seeking Applicants
 - Readmission Applicants
 - Graduate Applicants
-

Procedures

Freshman Applicants

A first-time freshman applicant is a student who enters APSU with fewer than 12 transferable credit hours after graduating high school. Students who were dual enrolled in college courses still in high school considered a new freshman, regardless of the number of college credit hours. Applicants must submit an application for admission, the \$25 application fee, ACT or SAT scores, and high school transcript or GED/HiSET scores.

High School Graduation

Public School—graduates of public schools must submit an official high school transcript showing dates/terms of attendance, credits earned while enrolled, and date of graduation. Transcripts for graduates of Tennessee public high schools must note that the applicant passed the required proficiency examinations. The Special Education diploma or High School Certificate is not accepted.

Non-Public School—graduates of all non-public high schools must submit an official transcript showing dates/terms of attendance, credits earned, and date of graduation. Transcripts of home-school applicants must provide an official copy from an affiliated organization as defined by state law (TCA 49-50-801) or it may be accompanied by certification of registration from the local education agency which the student would otherwise attend. Purchased transcripts from organizations not requiring high school attendance for completion of grades 9-12 are considered unsatisfactory documentation of high school graduation. Applicants who are unable to provide a satisfactory high school credential may substitute acceptable scores on the GED or HiSET examination.

Completion of APSU-Required High School Courses

All students graduating from high school since 1989 must show proof of satisfactory completion of all college preparatory courses including U.S. History.

Assessment Requirements

All freshman applicants must submit assessment scores with the application for admission.

Students under 21 years of age. ACT/SAT scores earned within 5 years of the first day of the first semester or term of enrollment are required. Scores submitted will be used in making admissions decisions; English, mathematics and reading scores will be used in determining placement in university courses. Applicants who present an ACT English score of 28 through 30 (620-680 SAT) will receive academic credit for ENGL 1010. Applicants who present an ACT English score of 31 through 36 (690-800 SAT) will receive academic credit for ENGL 1010 and ENGL 1020.

Credits will be applied to the student's academic record after the completion of the first semester or term of enrollment.

Active duty military are exempt from ACT/SAT testing but will be required a placement assessment, if no scores are available.

Students 21 and over. Students unable to submit valid ACT/SAT scores earned within 5 years of the first day of class must take a placement assessment, if necessary. Scores submitted will be used in making admissions decisions; English, mathematics and reading scores will be used in determining placement in university courses.

Admission Standards

Austin Peay State University invites applications from all prospective students. All complete applications are reviewed carefully to determine the likelihood of the applicant's completion of academic requirements leading to graduation in a timely manner. Admission decisions are based on academic performance in high school, assessment scores (ACT, SAT, or other) and completion of all APSU high school requirements with grades earned in those courses. By reviewing the published admissions criteria, prospective students are able to determine their likelihood of admission to the university.

Freshman Under 21 Years of Age **Full Admission**

1. Satisfactory completion of all college prep courses including U.S. History; and
2. One of the following:
 - High school GPA of 2.85 or higher; or
 - ACT cumulative score of 20 or higher; or
 - SAT 940 (Critical reading and Mathematics) prior to March 2016; or
 - SAT 1020 (Evidence Based Reading and Writing and Mathematics) March 2016 and after; or
 - GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
3. Satisfactory ACT/SAT scores in two of the three core areas: mathematics, reading, and English.

4. No remedial placement from ACT/SAT in mathematics, reading, and English.

Conditional Admission

1. Satisfactory completion of all college prep courses including U.S. History required by TBR; and
2. One of the following:
 - High school GPA of 2.75 – 2.84; or
 - ACT cumulative score of 19; or
 - SAT 900 (Critical reading and Mathematics) prior to March 2016; or
 - SAT 980 (Evidence Based Reading and Writing and Mathematics) March 2016 and after; or
 - GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
3. No remedial placement from ACT/SAT in the three core areas: mathematics, reading, and English.

Freshman 21 Years of Age and Older (first day of first semester or term of enrollment)

Full Admission

1. Satisfactory completion of all college prep courses including U.S. History if graduating from high school since 1989 or GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
2. Satisfactory placement scores in 2 of 3 core areas – Algebra, reading, and English (writing).
3. No remedial placement from placement scores in the 3 core areas – Algebra, reading, and English (writing).

Conditional Admission

1. Satisfactory completion of all college prep courses including U.S. History if graduating from high school since 1989 or GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013)

- with a passing notation or HiSET score of 45 or higher with a passing notation; and
2. No remedial placement from placement scores in the 3 core areas – Algebra, reading, and English (writing).

Conditionally Admitted Students Enter On Academic Probation

During the first semester of enrollment they are required to complete academic strengthening requirements that include:

1. Enroll in APSU 1000 for conditional students
2. Monitored absenteeism for class
3. Participate in peer tutoring
4. Achieve a 1.5 cumulative GPA during the first semester or term of enrollment. (Not doing so results in a non-appealable academic suspension.)

Freshmen with High School Deficiencies (Admission by Exception)

Applicants who have not satisfactorily completed all college prep courses including U.S. History may achieve admission by exception by satisfying these requirements:

1. No more than two high school unit deficiencies (to be removed during first 30 hours of enrollment), and;
2. ***One of the following:***
ACT composite score of 21 or higher and high school diploma; or
SAT cumulative score of 1060 or higher (March 2016 and after) and high school diploma; or
SAT cumulative score or 980 or higher (prior to March 2016) and high school diploma; or
3. High school GPA of 3.0 (4.0 scale) and high school diploma; or
4. GED score of 600 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
5. Satisfactory ACT/SAT scores in two of the three core areas: mathematics, reading, and English.
6. No remedial placement from ACT/SAT in mathematics, reading, and English.

Alternative Standards

Any applicant who does not fulfill requirements for any other category of admission may submit an Admissions Decision Appeal Request form to be considered by the university's Committee on Admissions Standards. The form to be submitted is located on the Office of Admissions website at http://www.apsu.edu/admissions/undergrad/online_forms. Students who are admitted by alternative standards are **conditionally admitted** and enter on academic probation.

Admission for Subsequent Semester

Prospective students who did not register and wish to be considered for admission for a subsequent semester or term must request their application for admission be moved to the desired semester or term.

Transfer Applicants

A transfer applicant is a student who has earned 12 or more transferable credits from a college or university. Transfer students who have earned fewer than 12 transferable credits must meet freshman admission standards. A student who was dual enrolled in college courses while still in high school and has not attended college AFTER high school graduation is considered as a new freshman, regardless of the number of hours earned with dual enrollment. In order to be considered for admission, the transfer applicant must be in good standing (not suspended) from the last institution attended. Applicants must submit official transcripts from all institutions attended whether or not credit was earned, an application for admission, the \$25 application fee, and high school transcript or GED or HiSET scores. Not doing so may result in dismissal from the University.

Applicants' college grade point average must meet the following requirements:

Quality Hours Earned	Minimum Grade- Point Average
12-29	1.50
30-45	1.80
46-59	1.90
60 and above	2.00

Prospective students who qualify as transfer applicants must submit the following for consideration:

1. Official transcript(s) from all previously attended colleges and universities (mailed or sent electronically directly from the institution(s) to the APSU Office of Admissions). Failure to identify all institutions attended (whether or not credit was received) is cause for dismissal from the University.
2. Take a placement assessment, if college level math, English and history was not taken at previous institution(s).; and
3. One of the following:
 - a. Official high school transcript(s) from all previously attended secondary schools (mailed or sent electronically directly from institution(s) to the APSU Office of Admissions (Special education diplomas or high school certificates of attendance are not acceptable), or
 - b. GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation.
 - c. The exception to this requirement is high school graduation or GED or HiSET testing prior to 1989.

Early Admission Freshmen Applicants

Early admission criteria apply to any prospective students who have not yet graduated from high school but who wish to enter APSU full-time after their junior year. Such students may achieve admission by meeting the following requirements.

1. Admission application; and
2. High School Authorization form; and
3. High school cumulative GPA of 3.2 or higher (on a 4.0 scale); and
4. One of the following:
 - a. ACT composite score of 22 or higher, or
 - b. SAT cumulative score of 1020 or higher (test taken prior to March 2016); or
 - c. SAT cumulative score of 1100 or higher (test taken March 2016 and after); and
5. Recommendation of high school principal or guidance counselor and consent of parent(s) or guardian(s); and

6. Written statement from high school principal specifying college courses that will be substituted for remaining high school courses needed for high school graduation.

Concurrent Enrollment

Students are considered for dual enrollment when they expect to receive both high school and university credit for courses taken to be applied to high school graduation. Students who earn university credit that will not apply to high school graduation apply for joint enrollment. Prospective students who wish to attend APSU while still enrolled in high school must comply with the following requirements.

1. Dual Enrollment (both high school and college credit awarded for courses taken)
 - a. Admission application; and
 - b. Student and Parent Authorization forms; and
 - c. Must submit a transcript showing completion sophomore year with a cumulative high school GPA of 3.0 or higher (on a 4.0 scale); or
 - d. One of the following:
 - i. ACT composite score of 21 or higher, or
 - ii. SAT total score of 1060 or higher (Evidence Based Reading and Writing and Math);
 - e. Recommendations of high school principal or guidance counselor; and
 - f. Written parental or guardian approval; and
 - g. Approval by high school of University credits received.
2. Joint Enrollment (University credit only; credits earned do not apply to high school diploma)
 - a. Admission application; and
 - b. Student and Parent Authorization forms; and
 - c. Must submit a transcript showing completion sophomore year with a cumulative high school GPA of 3.0 or higher (on a 4.0 scale); or
 - d. One of the following:
 - i. ACT composite score of 21 or higher, or
 - ii. SAT total score of 1060 or higher (Evidence Based Reading and Writing and math);
 - e. Recommendation of high school principal or guidance counselor; and
 - f. Written parental or guardian approval; and
 - g. Approval by high school of University credits received.

Academically talented/gifted high school students (both high school and college credit awarded for courses taken)

- a. Admissions application; and
- b. High School Authorization form; and
- c. Must have a cumulative high school GPA of 3.2 or higher (on a 4.0 scale); and
- d. Must be enrolled in grade 9, 10, 11, or 12 in public or private high schools in Tennessee; and
- e. Recommendation of high school principal and approval of placement as a part of the student's planned Individual Education Program (IEP) as established by the high school multi-disciplinary team process; and
- f. Recommendation and approval of the Director of Admissions.

APSU Middle College applicants must be accepted and recommended by the Clarksville-Montgomery County School System. Applicants must meet minimum requirements as established in the APSU/CMCSS Middle College Memorandum of Understanding.

Applicants for the Governor's School for Computational Physics must meet concurrent admissions standards:

1. Submit Admission application; and
2. Separate Application for the Tennessee Governor's School; and
3. Must have completed sophomore year with a cumulative high school GPA of 3.2 or higher (on a 4.0 scale), and
4. Recommendation of acceptance by the APSU Governor's School Selection Committee.

If you are denied admission, you can appeal this decision by submitting the **Dual or Joint Admissions Decision Appeal Form** to the Office of Admissions. Additional information that can be submitted, at the applicant's option includes, but is not limited to, the following:

1. An additional letter of recommendation from the high school principal or guidance counselor
2. Any other additional information at the applicant's discretion

Please assure that your name is on all submitted documents. After we receive the appeal form, your file will be sent to the Committee on Admission Standards for review. The committee will review your file and make a recommendation for admission. You will be notified of the committee's decision in writing.

Continuous Enrollment: Dual or joint enrollment students who want to continue enrollment for the next sequential semester prior to high school graduation and maintain a 2.75 APSU GPA do not need to reapply each semester. However, should the student's APSU GPA fall below the 2.75, the student will submit the High School Authorization Signature Page requiring the school counselor or principal's signature and submit the official most recent high school transcript to ensure the student continues to meet initial admission requirements for dual or joint enrollment.

Military Applicants

Military (both active-duty and veterans) are required to submit documents for military credit prior to enrollment. The following documents should be sent to the Office of Admissions directly from the issuing agency except for Form DD 214:

Branches	Documents Needed
Army	JST transcript
Air Force	Community College of the Air Force transcript
Army National Guard	JST transcript or NGB Form 22
Navy	JST transcript
US Marine Corp	JST transcript
US Military	Enlistment contract 4-1 or 4-2 or DD Form
Reserves	2586 or JST transcript
Veterans	DD Form 214 Member Copy 4 or
(Retired or Discharged)	other forms with characterization of service

International Applicants

Degree-Seeking (All Visa Types Excluding J-1)

1. Submit an application for admission.
Complete the international undergraduate application and pay the nonrefundable \$25 application fee. *Priority application deadline is June 1 for fall semester and October 1 for spring semester.*
2. Submit proof of financial support.
3. Request official transcripts.

4. Request official ACT or SAT scores.
ACT Code: 03944 www.act.org
SAT Code: 1028 www.collegeboard.org
If currently residing in the U.S, a placement assessment may be taken in place of the ACT or SAT.
5. Submit proof of English Language Proficiency.
6. Submit proof of immunization and medical insurance.
7. Submit copy of passport biographical page.

Exchange Students (Visa Type J-1)

1. Submit an application for admission.
Complete the international undergraduate application and pay the nonrefundable \$25 application fee. *Priority application deadline is June 1 for fall semester and October 1 for spring semester.*
2. Submit proof of financial support.
3. Request official transcripts.
4. Submit proof of English Language Proficiency.
5. Submit proof of immunization and medical insurance.
6. Submit copy of passport biographical page.

Permanent Resident Alien. Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien Card.

General International Applicant Information. All non-immigrants must provide proof of status, including copies of their visa. All international applicants will receive information concerning any special requirements for admission from the Office of Admissions. Student Health Services will provide the Office of Admissions with information concerning policy requirements, associated approximate costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.

Authority on Immunization Requirements Rules. The APSU Board of Trustees, in consultation with the Tennessee Department of Health, has the authority to implement rules regarding immunization against meningococcal disease and completion of a Hepatitis B waiver form with regard to all APSU students. All

such rules must be implemented in accordance with the Uniform Administrative Procedures Act.

Misrepresentation of Academic Credentials

It is a **Class A misdemeanor** to misrepresent academic credentials. Applicants and students who commit this offense know that the statement is false and are making the statement with the intent to secure admission or employment in an institution of higher education in Tennessee. This offense includes statements made orally or in writing that the person has

1. Successfully completed required coursework for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; or
2. Successfully complete the required coursework for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
3. Successfully completed the required coursework for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

Students who are admitted and later found to have withheld transcripts from institutions in which they have been enrolled may be subject to dismissal from the university.

Secondary school transcripts determined to be from a source that does not require normal high school attendance and awards the transcript based on a fee charged are excluded from consideration for admission. Freshman applicants who have not completed high school must provide GED or HiSET scores.

Non-Degree Seeking Applicants

Applicants who are eligible for non-degree admission include:

Transient Applicants

A student who is currently enrolled and in good standing at another regionally accredited college or university may apply to attend APSU as a transient applicant and may be admitted to the University for one semester/term. This intent must be included in the application for admission. The applicant's home college must submit a letter of good standing to the Office of Admissions or an official transcript reflecting student's good standing. An official transcript may be required if needed to document the completion of any prerequisites required for enrollment in course(s). Transient students remaining at Austin Peay will need to re-apply

for admission and resubmit a letter of good standing or an official transcript for a subsequent semester/term.

Persons with a College Degree or Certificate

Persons who have a degree or certificate equivalent to the highest degree or certificate offered by a regionally accredited college or university in a particular field, but wish to take additional courses.

Senior Citizens and Disabled Persons

Adults 65 years of age or older during the semester, domiciled in Tennessee, may register in courses for credit on a space available basis and pay maximum tuition of \$70 and all applicable fees or a Tennessee resident who is 60 years of age or older may audit a course if space is available at no cost (according to Tennessee law) by filing a birth certificate with the Office of the Registrar. A Tennessee resident who is permanently and totally disabled may register in courses for credit on a space available basis and pay maximum tuition of \$70 and all applicable fees or may audit a course if space is available at no cost (according to Tennessee law) by filing an Application for Tuition Reduction Due to Disability and submit proof you are considered 100% disabled through Social Security or other appropriate state or federal agency. To request tuition reduction for disability, you must submit the documentation for each term of enrollment. Request must be submitted prior to the last day of late registration.

Adult Special Applicants

Applicants, (21 years of age or older), who are not interested in earning a degree from the University may apply for admission as an Adult Special Applicant by indicating on their application for admission. Requirements for Freshman Adult Special Students include high school graduation or a minimum GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation. An official high school transcript or GED score must be submitted to the Office of Admissions; a Special Education Diploma or High School Certificate is not acceptable.

Transfer and readmit applicants must submit a transcript from the last college or university attended. Applicants who are currently

suspended from another college or university are not eligible to enroll as Adult Special Students.

Adult Special Students will be limited to enrolling in a maximum of 24 semester hours. Adult Special Students are not allowed to register for college-level courses unless the appropriate prerequisites are completed or a portion of the placement assessment is taken. Adult Special Students who later decide to seek a degree from the University must submit all academic credentials and satisfy all admissions requirements. Applicants who are denied regular admission will be denied admission as a Special Applicant for the same semester.

Adult Special Students – Certification Only

Applicants enrolling in a certificate program must apply for admission as an Adult Special Applicant by indicating on their application for admission. Applicants that have never attended a college or university must submit their official final high school transcript showing graduation date. Applicants who have attended a college or university must submit their official transcript from the last college or university attended. Applicants who are currently suspended from another college or university are not eligible to enroll as an Adult Special Student.

Adult Special Students will be limited to enrolling in a maximum of 24 semester hours. Adult Special Students are not allowed to register for college-level courses unless the appropriate prerequisites are completed or a portion of the placement assessment is taken. Adult Special Students who later decide to seek a degree from the University must submit all academic credentials and satisfy all admission requirements. Applicants who are denied regular admission will be denied admission as a Special Applicant for the same semester.

Readmission Applicants

Readmission Applicants

Applicants seeking readmission to the APSU Clarksville campus must resubmit an application for admission if they have not attended for one calendar year or more and submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned. Applicants wishing to apply for readmission to the APSU Center at Fort Campbell and

Highland Crest must also resubmit an application and transcript(s) if they have not attended one calendar year or more.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Departmental Admission

In addition to the minimum standards, some degrees and/or majors, may have additional admission requirements.

Graduate Applicants

Graduate Applicants

Graduate applicants must have earned an undergraduate baccalaureate from a regionally accredited institution with a cumulative GPA of at least a 2.5 GPA* prior to being admitted to an APSU graduate program. Graduate applicants must complete the graduate application, submit required materials, and pay the non-refundable application fee to be considered for an APSU graduate program. Submission of all required materials does not guarantee admission to APSU's graduate programs.

*Note, the minimum undergraduate cumulative GPA could be higher for some graduate programs. APSU uses a 4 point scale for determining GPA calculations.

Graduate Admission Requirements

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must consider that all applications require at least 3 to 5 business days to be processed by Graduate Admissions. It is recommended that

applications be submitted as early as possible, but no later than two (2) weeks prior to the beginning of the first semester in which the student plans to enroll. However, for some graduate programs, application deadlines exist. The College of Graduate Studies has minimum admission requirements for the purpose of admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete graduate admission application submitted to the College of Graduate Studies that includes the following:

I. Completed Application

II. Application Fee of U.S. \$45 (nonrefundable)

III. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework*; these must be submitted directly to APSU by the institution and show that:

- a bachelor's degree was earned from a regionally accredited institution, and
- a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).

*Non-degree seeking students and certificate seeking students are only required to provide an official undergraduate transcript from a regionally accredited institution showing completion of the undergraduate degree with a minimum cumulative GPA of 2.5.

In lieu of an undergraduate transcript, if the student is currently enrolled in a graduate program at another accredited institution, then a letter of "good standing" from that institution will be sufficient.

IV. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination

(GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/future-students/admissions-forms.php>.

For People with Military Service

Prior to enrollment, military (both active duty and veterans) are required to submit documents for military credit. With the exception of the Form DD214, the following documents should be sent to Graduate Admissions directly from the issuing agency.

Branch - Document(s) Needed

Air Force - Community College of the Air Force transcript or DD Form 295

Army - AARTS transcript or DD Form 295

National Guard - AARTS transcript of NGB Form 22

Marine Corps - ITSS MATMEP or SMART

Reserves - Enlisted contract 4-1 or 4-2 or DD Form 2586

Navy - DD Form 295 or SMART

Veterans - DD Form 214 Member Copy 4, with characterization of service (Retired or Discharged)

Categories of Admission

Regular Admission Status will be granted to applicants who have met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied.

Conditional Admission Status may be granted to applicants who have not officially met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied. Under conditional status, any outstanding admission items, unofficial transcripts, and unofficial entrance exams may be submitted until the official documents are received by Graduate Admissions. It is the applicant's responsibility to understand specific admission requirements and submit all required admission documents, official transcripts, and entrance exams by the 10th day of classes (for 8-week sessions, the 6th day of class is the deadline for submitting official documents) for the first registered semester to which the student has applied. After all admission requirements are satisfied and official documents are received, the applicant will be granted Regular Admission Status. Applicants who do not submit all admission requirements by the prescribed time period above will be dropped from all classes in which they are enrolled. If, within the department, an appeal process is warranted, the Department Chair will submit an appeal letter to the Dean of the College of Graduate Studies to delay the dropping of enrolled classes.

Denied Admission Status will be granted to applicants who do not meet the regular or conditional criteria for admission.

Non-Degree Seeking Status may be granted to applicants who desire to enroll in Graduate Studies for reasons other than to seek a degree. An applicant in this category is required to submit an application for admission, the \$45 non-refundable application fee, and an official transcripts showing a bachelor's degree with a cumulative undergraduate GPA of at least 2.5. Applicants in this category must apply for admission each semester for which they wish to enroll. Students in the non-degree seeking category are not eligible to receive financial aid. All admission decisions regarding non-degree seeking students will be made by the Graduate Coordinator and/or Department Chair. With the approval of a graduate program, a non-degree seeking student may apply for admission as a degree-seeking student; to be accepted he or she must meet all required admissions criteria.

Certificate-Seeking Status is for students who are seeking specific certificates at APSU. An applicant must be admitted to the department from which he or she is seeking the certificate. The applicant must have a minimum cumulative undergraduate GPA of 2.5. If the applicant seeks a degree once the certificate is complete, he or she must be readmitted into that program. All credits earned for the certificate can be used toward a degree as long as they are within the program of study for the degree. Certificate-seeking students are eligible for graduate assistantships.

Readmission Applicants

An applicant seeking readmission to APSU must resubmit an admission application if he or she has not attended for one calendar year or more and must submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Undergraduate Student Taking Graduate Credits

Senior I status is for undergraduate APSU students who are within nine (9) hours of completing baccalaureate requirements, who have achieved minimum cumulative GPAs of 3.0, and who have received satisfactory scores on the entrance exams as prescribed by the intended graduate programs. Graduate credits may not be applied to the bachelor's degree. Students admitted to this status are eligible for graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Senior II status is for APSU students who are within twenty one (21) hours of completion of baccalaureate degrees and who have achieved minimum cumulative GPAs of 2.75. Senior II students may register for only one (1) graduate class per term and must reapply for each subsequent semester. Graduate credits earned may not be applied to the bachelor's degree. Students admitted to this status are not eligible to hold graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Selective Admission (Psychology) – Undergraduate seniors may enroll in graduate-level Psychology courses and apply the credit toward their undergraduate degrees. These students must have completed 24 hours of undergraduate coursework in Psychology, must have minimum cumulative GPAs of 3.0, must obtain minimum GRE scores of 140 verbal and 140 quantitative, and must have completed all necessary course prerequisites. Approval from the Chair of the Psychology Department is also required. Credit in these courses may not be counted toward a graduate degree. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Accelerated Master's Pathways (AMP) allow undergraduate students to enroll in graduate courses while completing their undergraduate degree requirements. Qualified students (those with exceptional GPA's and who have received departmental approval) may enroll in no more than twelve (12) graduate level credit hours while completing their undergraduate degrees. The graduate credits will replace relevant undergraduate course requirements within a major for graduation, and any graduate credits earned will also count toward the graduation requirements for a graduate degree (typically the undergraduate major and graduate courses are within the same department/discipline). Student qualifications to pursue an AMP are determined by each academic department.

Post-graduates Taking Graduate Credits

Post-graduate Status is for an applicant with a previously earned master's degree or greater who is not seeking another degree. No credit limitation applies to the Post-graduate status. The student must submit an official copy of his or her transcript showing the master's degree earned. With departmental approval, a student who decides to pursue a degree while in this status may apply up to nine (9) acceptable graduate semester hours toward that degree. The student must also apply for admission as a degree-seeking student and meet all admission criteria.

Transient Status is granted to an applicant currently enrolled in a graduate program at another college or university who wishes to take courses at APSU for transfer credit. A letter of good academic standing from the Graduate Dean or an official transcript from the current institution must be submitted to APSU's Graduate Admissions Office.

Immunizations

The state of Tennessee requires all first-time, transfer, readmit and graduate students to provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine. A student will not be allowed to register for classes until these requirements are met. For additional information, contact Student Health Services at (931) 221-7107. The State of Tennessee mandates that each public or private post-secondary institution provide information concerning the Hepatitis B infection to all students entering the institution for the first time. Those students who will be living in on-campus housing for the first time must also be informed about the risk of Meningococcal Meningitis infection. Tennessee law requires that such students complete and sign waiver forms, provided by the institution, that include detailed information about the diseases. The information concerning these diseases is provided by the Centers for Disease Control and the American College Health Association. The law does not require that students receive the vaccination; however, the law does require that students provide signed copies of the waiver forms, which should be mailed to APSU Student Health Services, P.O. Box 4655, Clarksville, TN 37044, or faxed to (931) 221-7388.

Further information about immunizations can be found at <http://apsu.edu/boydhealthservices/Immunizations.php>.

Admission of International Students

The Graduate Admissions Office handles application procedures for graduate international applicants. For information, call (931) 221-7662, write to: Austin Peay State University, Graduate Admissions, P.O. Box 4458, Clarksville, TN 37044, or visit the website at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must consider that all applications require at least 3 to 5 business days to process in Graduate Admissions. It is recommended that applications be submitted as early as possible. The College of Graduate Studies has minimum admission requirements for the purpose of the admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete application submitted to the College of Graduate Studies. In order to be considered for graduate admission, the following documents must be received for review:

I. Completed Graduate Admission Application and General International Applicant Information: All non-immigrants must provide proof of status, including copies of their visas. All international applicants will receive information concerning any special requirements for admission from Graduate Admissions.

APSU's Student Health Services will provide Graduate Admissions with information concerning policy requirements, associated costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.

II. Application Fee of U.S. \$55 (nonrefundable)

III. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework; these must be submitted directly to APSU from the institution and show that

- a bachelor's degree was earned from a regionally accredited institution and
- a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).

IV. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination (GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>.

V. Proof of English Proficiency*: Official TOEFL iBT Score with a minimum score of 61 sent directly from the TOEFL Center (www.ets.org/toefl) -OR- Official International English Language Testing System (IELTS) exam with a score of 5.5, sent directly from the testing center.

*Students from the following countries are not required to submit English proficiency scores: Antigua, Australia, Bahamas, Belize, Botswana, British Islands, Canada, Gambia, Ghana, Ireland, Kenya, Liberia, Malawi, Namibia, New Zealand, Nigeria, South Africa, Tanzania, Uganda, United Kingdom, Zambia, and Zimbabwe.

VI. Copy of Passport: If traveling with dependents, submit copies of all dependent passports.

VII. Admission materials required for your intended graduate program as determined by the program. Examples may include GRE scores, recommendation letters, personal statement, resume, or writing sample.

VIII. APSU Financial Support Form with proof of resources: Please note: All fees are subject to change. The Financial Support Form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.

IX. International Student Verification Form: If you are a transfer student from another U.S. college, university, or other school, you must have the college, university, or other school send us a photocopy of your I-20 form/DS-2019 form, I-94 form, US Visa page, and passport information page, along with the International Student Transfer Verification Form. The International Student Transfer Verification form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.

X. Medical Documentation: Every international applicant is required to submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis, no later than thirty (30) days from the first day of classes. Failure to submit such certification shall result in denial of admission or discontinued enrollment. In the event that a student has tuberculosis or potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination of a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program. International applicants may opt to have the screening for tuberculosis done through Boyd Health Services. Contact must be made with the Boyd Health Services personnel within two weeks of the first day of classes (which will allow for completion of the process within thirty days of the first day of classes).

Medical and Hospitalization Insurance: As a condition of admission and continued enrollment at APSU, all international applicants must have and maintain medical and hospitalization insurance. Students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Proof of medical and hospitalization insurance must be provided to Boyd Health Services. International students will automatically be enrolled in a Student/Scholar Health & Accident Insurance Plan, unless documentation of adequate coverage is provided. Automatic enrollment in the Plan shall not take place later than the time of class registration, and the cost of the coverage will be added to the student's registration fees. For the purposes of this policy, adequate medical and hospitalization insurance coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the Student/Scholar Health & Accident Insurance Plan. For additional information, contact Student Health Services at (931) 221-7107.

Immunizations: All international applicants born after 1956 shall provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine to the Student Health Services office. A


student will not be allowed to register for classes until these requirements are met.

XI. Permanent Resident Alien: Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien cards.

Revision Dates

APSU Policy 2:038 – Rev.: November 30, 2018
APSU Policy 2:038 – Rev.: February 1, 2018
APSU Policy 2:038 (previously 3:025) – Rev.: March 25, 2017
APSU Policy 2:038 – Rev.: November 14, 1994
APSU Policy 2:038 – Issued: January 1, 1990

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
					

Approved

President: signature on file

Austin Peay State University
Program Productivity Report: Graduates by Major 2015-2016 through 2019-2020

See legend at bottom of page

CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
07.12.0500.00	ACCELERATED CULINARY ARTS CERTIFICATE (June 2018)	2.1 C3				0	0	0
10.16.0901.00	FRENCH (Aug 2020)	2.1 C3						
08.13.1401.11	TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (Aug 2020)	2.1 C3						
Total Undergraduate Certificate			0	0	0	0	0	0
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
09.15.0000.00	ENGINEERING TECHNOLOGY	2.3 AAS	20	13	12	9	4	12
16.24.0102.00	LIBERAL ARTS	2.3 AS	280	295	351	378	1040	469
32.52.0201.01	MANAGEMENT TECHNOLOGY	2.3 AAS	13	13	17	19	17	16
Total Associate Degrees			313	321	380	406	1061	496
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
32.52.0301.00	ACCOUNTING (Aug 2016)	2.5 BBA		5	23	31	32	23
30.50.0701.00	ART	2.5 BA/BFA	32	36	42	31	55	39
29.49.0102.00	AVIATION SCIENCE (Aug 2018)	2.5 BS					0	
18.26.0101.00	BIOLOGY	2.5 BS	48	56	50	55	57	53
25.40.0501.00	CHEMISTRY	2.5 BS	24	26	30	15	27	24
05.09.0401.00	COMMUNICATION MEDIA (Aug 2019)	2.5 BA/BS					1	
06.11.0501.00	COMPUTER INFORMATION SYSTEMS (Aug 2016)	2.5 BS			10	12	32	18
06.11.0103.00	COMPUTER INFORMATION TECHNOLOGY (July 2016)	2.5 BS			3	20	26	16
06.11.0701.00	COMPUTER SCIENCE (Aug 2016)	2.5 BS			3	12	16	10
27.43.0103.00	CRIMINAL JUSTICE	2.5 BS	112	114	122	89	102	108
08.13.1206.00	EDUCATION	2.5 BS	61	66	52	52	57	58
09.14.1201.00	ENGINEERING PHYSICS (Aug 2017)	2.5 BSE					0	
09.15.0000.00	ENGINEERING TECHNOLOGY	2.5 BS	22	24	38	38	41	33
15.23.0101.00	ENGLISH	2.5 BA/BS	45	40	30	41	31	37
32.52.0801.00	FINANCE (Aug 2016)	2.5 BBA		7	15	18	23	16
10.16.0101.00	FOREIGN LANGUAGES	2.5 BA	16	16	18	8	10	14
01.01.0000.00	GENERAL AGRICULTURE	2.5 BS	46	46	37	37	34	40
16.24.0101.02	GENERAL STUDIES	2.5 BS	21	31	31	74	79	47
25.40.0601.00	GEOSCIENCES	2.5 BS	25	13	9	9	8	13
22.31.0501.00	HEALTH & HUMAN PERFORMANCE	2.5 BS	195	175	186	188	194	188
28.54.0101.00	HISTORY	2.5 BA/BS	33	33	33	27	29	31
16.24.0102.02	LEADERSHIP AND ORGANIZATIONAL ADMINISTRATION	2.5 BS	30	33	40	39	34	35
32.52.0201.01	MANAGEMENT (Aug 2016)	2.5 BBA		14	29	36	67	37
32.52.1401.00	MARKETING (Aug 2016)	2.5 BBA		7	21	21	43	23
19.27.0101.00	MATHEMATICS	2.5 BS	19	11	13	11	12	13
31.51.1005.00	MEDICAL LABORATORY SCIENCE	2.5 BSMLS	52	56	71	62	68	62
30.50.0901.00	MUSIC	2.5 BM/BA/BS	14	12	20	21	19	17
31.51.3801.00	NURSING	2.5 BSN	122	116	133	111	148	126
24.38.0101.00	PHILOSOPHY AND RELIGION	2.5 BA/BS	2	2	4	4	4	3
25.40.0801.00	PHYSICS	2.5 BS	8	9	11	6	7	8
28.45.1001.00	POLITICAL SCIENCE	2.5 BA/BS	29	37	34	42	32	35
05.09.0102.00	PROFESSIONAL COMMUNICATION	2.5 BA/BS	98	97	98	84	96	95
26.42.0101.00	PSYCHOLOGICAL SCIENCE	2.5 BS	80	81	105	95	97	92
32.52.0206.00	PUBLIC MANAGEMENT	2.5 BS	19	39	23	16	13	22
31.51.0911.00	RADIOLOGIC SCIENCE	2.5 BSRS	24	21	23	28	22	24
27.44.0701.00	SOCIAL WORK	2.5 BSW	66	72	92	78	79	77
28.45.1101.00	SOCIOLOGY	2.5 BS	24	18	19	23	27	22
08.13.1001.00	SPECIAL EDUCATION	2.5 BS	17	11	7	13	10	12
30.50.0501.00	THEATRE/DANCE (Aug 2015)	2.5 BA/BFA	3	8	8	3	16	8
Total Bachelor's Degrees			1,287	1,332	1,483	1,450	1,648	1,440
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
26.42.2813.11	ACADEMIC ADVISING (Aug 2019)	4.1 C4					0	0
18.26.1101.11	BIOMETRICS & CLINICAL TRIALS OPERATIONS (Jan 2019)	4.1 C4				2	0	1
10.16.1200.00	CLASSICS (May 2016)	2.1 C4		0	0	0	0	0
32.52.0213.11	COMMUNITY AND ORGANIZATIONAL LEADERSHIP (Aug 2015)	4.1 C4		0	1	5	3	2.25
32.52.0213.12	CONFLICT RESOLUTION & NEGOTIATION (Aug 2018)	4.1 C4				1	6	3.5
06.11.0802.11	DATA MINING (Aug 2018)	4.1 C4				0	1	0.5
06.11.0802.11	DATA SCIENCE (Aug 2017)	4.1 C4			0	0	0	0
31.51.0701.11	EXECUTIVE CERTIFICATE IN HEALTHCARE ADMINISTRATION (Jan 2018)	4.1 C4				0	0	0
31.51.3805.11	FAMILY NURSE PRACTITIONER	4.1 C4	4	2	1	2	1	2
32.52.0210.11	GRANT WRITING (Aug 2019)	4.1 C4					4	4
32.52.0213.13	LEADING ORGANIZATIONAL CHANGE (Aug 2018)	4.1 C4				0	3	1.5
30.50.0901.11	MUSIC PERFORMANCE (Aug 2018)	4.1 C4				0	0	0
31.51.3802.11	NURSING ADMINISTRATION	4.1 C4	0	0	0	0	0	0
31.51.3817.12	NURSING EDUCATOR	4.1 C4	0	0	0	0	0	0
31.51.3899.12	NURSING INFORMATICS	4.1 C4	0	0	0	0	0	0
08.13.0601.11	PROFESSIONAL EDUCATION RESEARCH (Aug 2017)	4.1 C4			0	0	0	0
32.52.0211.11	PROJECT MANAGEMENT (May 2018)	4.1 C4				3	3	3
08.13.1017.11	SPECIAL EDUCATION K-8 INTERVENTIONIST (Jun 2019)	4.1 C4					0	0

Austin Peay State University
Program Productivity Report: Graduates by Major 2015-2016 through 2019-2020

See legend at bottom of page

CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
01.30.3300.11	SUSTAINABILITY (Aug 2019)	4.1 C4					0	0
08.13.1401.11	TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (Aug 2018)	4.1 C4				0	4	2
Total Graduate Certificates			4	2	2	13	25	9
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
18.26.0101.00	BIOLOGY	4.2 MS	6	16	11	4	13	10
05.09.0102.00	COMMUNICATION ARTS	4.2 MA	25	27	26	21	18	23
06.11.0802.00	COMPUTER SCIENCE & QUANTITATIVE METHODS (Aug 2013)	4.2 PSM/MS	6	6	16	36	48	22
08.13.1101.00	COUNSELING	4.2 MS	14	20	9	14	21	16
08.13.0301.00	CURRICULUM & INSTRUCTION	4.2 MAED	24	23	15	23	34	24
08.13.0401.00	EDUCATIONAL LEADERSHIP STUDIES	4.2 MAED	10	7	6	15	9	9
09.15.0000.00	ENGINEERING TECHNOLOGY (Fall 2014)	4.2 MS	1	2	1	2	1	1
15.23.0101.00	ENGLISH	4.2 MA	5	3	6	4	5	5
22.31.0501.00	HEALTH & HUMAN PERFORMANCE	4.2 MS	27	34	19	13	28	24
31.51.0701.00	HEALTH CARE ADMINISTRATION (Aug 2016)	4.2 MHA			16	15	25	19
28.54.0101.00	HISTORY (Fall 2017)	4.2 MA			2	10	11	8
26.42.2804.00	INDUSTRIAL-ORGANIZATIONAL PSYCHOLOGY	4.2 MA/MS	11	10	9	14	9	11
32.52.0201.01	MANAGEMENT	4.2 MS	21	32	30	32	32	29
28.54.0108.00	MILITARY HISTORY	4.2 MA	11	6	5	4	4	6
30.50.0901.00	MUSIC	4.2 MMU	6	6	6	14	12	9
31.51.3801.00	NURSING	4.2 MSN	67	65	39	51	54	55
16.24.0102.01	LEADERSHIP AND ORGANIZATIONAL ADMINISTRATION	4.2 MSL	4	18	12	29	36	20
08.13.1315.00	READING	4.2 MAED	12	25	21	20	20	20
27.44.0701.00	SOCIAL WORK	4.2 MSW	22	32	22	34	16	25
08.13.0101.00	TEACHING	4.2 MAT	41	39	30	48	38	39
Total Master's Degrees			300	371	301	403	434	362
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
08.13.0101.00	EDUCATION	4.3 EDS	9	12	13	9	8	10
Total EdS Degrees			9	12	13	9	8	10
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
26.42.2803.00	COUNSELING PSYCHOLOGY (Aug 2020)	4.4 PsyD						
08.13.0401.00	EDUCATIONAL LEADERSHIP (Aug 2018)	4.4 EDD						
Total Doctoral Degrees								
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
08.13.1299.00	ADV STUDIES IN TCHG & LEARNING (Terminated Aug 2016)	4.2 MED	1					
32.52.0101.00	BUSINESS (Terminated Fall 2015)	2.5 BBA	178	146	57	32	8	
09.15.0699.00	CHEMICAL ENGINEERING TECH (Inactive Aug 2015)	2.3 AAS	3			1		
06.11.0101.00	COMPUTER SCIENCE & INFO SYSTEM (Terminated Aug 2016)	2.5 BS	88	82	72	35	16	
16.24.0102.01	PROFESSIONAL STUDIES (Terminated)	2.5 BS	5	2	1	0	0	
CIP Code	Academic Program	Degree	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
Total Terminated and Inactive Degrees			275	230	130	68	24	145
			2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	5 Year Average
GRAND TOTAL			2,188	2,268	2,309	2,349	3,200	2,463

Low producing program

New academic program

Academic program modification

Blank fields indicate that the program wasn't offered during that report year.