



AGENDA

Austin Peay State University

317 College Street

Clarksville, TN 37040

November 30, 2018

9 a.m.

Call to Order

Roll Call/Declaration of Quorum

Adoption of Agenda

A. Consent Agenda

- i. Policy 2:038 Undergraduate (and Graduate) Admissions
- ii. Policy 2:010 Undergraduate (and Graduate) Academic Retention

Approval of Minutes

Campus Spotlight

Action Items

- A. Academic Policies and Programs/Student Life Committee Report and Recommendations
 - i. Adoption of Minutes
- B. Audit Committee Report and Recommendations
 - i. Adoption of Minutes
- C. Business and Finance Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Consideration of October Revised Budget for Fiscal Year 2018-2019
 - iii. Consideration of Revisions to Policy 1:021 Fees, Charges, Refund and Fee Adjustments
 - iv. Consideration of Factors for Tuition and Mandatory Fee Increases

- D. Executive Committee
 - i. Adoption of Minutes
 - ii. Board Evaluation Survey Results

Information Items

- A. President's Report
- B. President's Interim Items

Adjourn

September Board Meeting		
9.14.2018		317 College Street Clarksville, TN 37040
Meeting Type	Board Meeting	
Note taker	Joanne Shepard	
Attendees	Mr. Billy Atkins	Yes
	Ms. Katherine Cannata	Yes
	Mr. Larry Carroll	Yes
	Mr. Don Jenkins	Yes
	Dr. Gary Luck	No
	Ms. Celeste Malone	Yes
	Dr. Valencia May	Yes
	Brig. Gen. Robin Mealer	Yes
	Mr. Mike O'Malley	Yes
	Dr. Nell Rayburn	Yes
	Dr. Alisa White, President	Yes
	Ms. Dannelle Whiteside, General Counsel and Board Secretary	Yes
Trustee O'Malley called the meeting to order. Board Secretary, Dannelle Whiteside, called the roll. There was a quorum.		
Adoption of Agenda		
Discussion		
Trustee O'Malley informed the Board that there were items on the agenda to be adopted.		
Conclusions		
Trustee O'Malley moved for the adoption of the agenda. The motion was seconded by Trustee Jenkins. A voice vote was taken and passed unanimously with 8 trustees voting yes.		
Approval of Minutes		
Discussion		
Trustee O'Malley asked if there were any corrections or additions to the minutes of the June 8, 2018 Board meeting. There were none.		
Conclusions		

Trustee Atkins made a motion to approve the minutes for the June 8 meeting. Trustee Cannata seconded the motion. A voice vote was taken and passed unanimously with 8 trustees voting yes.

Special Presentation

Trustee O'Malley recognized President White to introduce Mr. Mike Krause, Executive Director of the Tennessee Higher Education Commission (THEC). President White stated that Mr. Krause is an APSU graduate, a veteran, greatly involved in higher education and helped to create the FOCUS Act that set in place the creation of this Board.

Mr. Krause congratulated President White on the additions of General Ron Bailey and General Scott Brower to her leadership team.

Mr. Krause gave a brief history on what lead up to the Drive to 55 campaign. In 2013, Tennessee ranked 43rd in the nation for degree completion. The Tennessee Promise and Reconnect initiatives were created to help achieve the goal of at least 8,000 students obtaining a postsecondary credential. Currently, 32,000 students have signed up for the Reconnect initiative. At present, 64% of Tennessee students are attending college.

Tennessee is currently ranked 13th in the nation for investing in higher education. Mr. Krause challenged the Board to continue this momentum to support the importance of funding higher education. Since funding formula was changed to be based on student success outcomes, APSU has increased its funding by 28 percent. This is because of APSU's dedication to seeing students succeed by paying attention to the needs of the students. APSU's graduation rate and the success rate for low-income students have increased over the past several years.

Mr. Krause stated that the state is currently facing two challenges: attaining more college graduates in rural areas and increasing the success for low-income students. He asked the Board to think about how APSU could close these gaps so that more students receive the opportunity for higher education.

Mr. Krause introduced members of his team that were present: Betty Johnson-Dandridge, Lauren Collier, Julie Roberts and Corey Gheesling.

Dr. Collier spoke about a possible Higher Education Summit on risk assessment in August 2019. THEC is planning a board professional development session for all board members next year.

Trustee O'Malley thanked Mr. Krause for his presentation and invited him to come annually and speak to the Board.

Campus Spotlight

Trustee O'Malley asked President White to introduce the guest speaker to provide the campus spotlight. President White introduced Dr. Chad Brooks, Associate Provost for Research and Dean of the College of Graduate Studies. President White commended Dr. Brooks and the efforts of his team for increasing APSU's graduate enrollment and research dollars.

Dr. Brooks introduced his team to the board: John Johnson, Kelly Pitts, Beth Hoilman, and Thomas Stuckey. He explained the directives of the Office of Sponsored Research and Programs. The office helps faculty and staff find grant opportunities. APSU received \$6,588,955 in external funding in 2017-18, the highest in the school's history. Of the grants submitted in 2017-18, 82 percent were funded.

Dr. Brooks stated that more than 300 students participated in research and scholarly experiences in 2017-18, which has a tremendous scholarly impact on the students. Over 2,000 high school and veteran students received college preparatory support from three major APSU grants.

Trustee Malone stated that she was a part of one of these research seminars and thanked Dr. Brooks for being able to be a part of the experience.

Governor Bill Haslam

Trustee O'Malley introduced Governor Bill Haslam and thanked him for his commitment to higher education in Tennessee, specifically to Austin Peay.

Governor Haslam thanked the members of the Board for their dedication to serve and asked for reflections on their experience since their appointments. Trustee Atkins stated that it has been a wonderful learning experience and the structure allows the Board to quickly address issues as they arise. Trustee O'Malley stated that the Campus Spotlight portion has been very helpful to understanding the various areas on campus. Trustee Jenkins stated that his participation on the Board gives him insight about APSU in a way that allows him to showcase the university to community people, potential donors, and businesses that are looking to locate in the area. Trustee Cannata stated that she appreciated the diversity of opinions of the Board and getting to know President White. President White stated that Austin Peay has a very strong Board and appreciates their support.

Governor Haslam challenged the Board to continue to find ways to produce great students into the workforce, which he believes has incredible potential to increase economic development in Tennessee. Trustee O'Malley thanked Governor Haslam for his commitment to higher education.

Academic Policies and Programs/Student Life Committee Report

Discussion

Trustee Jenkins reported on the actions of the Academic Policies and Programs/Student Life Committee at the September 13 meeting.

Trustee Jenkins stated that the committee reviewed the following information items: the status of the SACSCOC level change and information on the unduplicated enrollment, degree and certificate awards, and program productivity.

Trustee Jenkins stated that the committee reviewed and approved the following action items: change in degree designation for Master of Professional Studies and Bachelor of Professional Studies and the Student Conduct and Disciplinary Sanctions Rule.

Trustee Jenkins stated that the committee voted to postpone the vote on Dr. Robert Halliman's petition for the right to appeal the promotion decision.

Conclusions

Trustee Jenkins moved that the Board approve the minutes for the September 13 meeting. Trustee Atkins seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

Trustee Jenkins made a motion that the Board approve the change in degree designation for Master of Professional Studies and Bachelor of Professional Studies as written. A voice vote was taken and passed with 8 trustees voting yes.

Trustee Jenkins made a motion that the Board approve the Student Conduct and Disciplinary Sanctions Rule as written. A roll call vote was taken with 8 trustees voting yes. Trustee Rayburn noted the changes were due to requirements of legislative action.

Audit Committee Report

Discussion

Trustee Cannata stated that the Audit Committee approved the salaries and budget of the Office of Internal Affairs for fiscal year 2019 and the fiscal year 2019 Internal Audit Plan at the September 13 meeting. The committee listened to presentations on the following informational items: Office of Internal Audit's fiscal year 2018 Year End Report, internal audit reports issued between May 12, 2018 and August 20, 2018, along with a list of outstanding audit recommendations, and an update on the recent quality assessment review.

Conclusions

Trustee Atkins moved that the Board approve the minutes for the September 13 meeting. Trustee Jenkins seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

Business and Finance Committee Report	
Discussion	
Trustee Atkins reported on the actions of the Business and Finance Committee at the September 13 meeting. The action items the committee reviewed and approved were as follows: out-of-state tuition rate, consideration of improvements to the Charles C. Hand Baseball Facilities and consideration of improvements for the Military Family Resource Center.	
Conclusions	
Trustee Atkins moved that the Board approve the minutes for the September 13 meeting. Trustee Cannata seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.	
Trustee Atkins moved that the Board approve the out-of-state tuition rate as written. A voice vote was taken and passed with 8 voting yes.	
Trustee Atkins moved that the Board approve the improvements to the Charles C. Hand baseball facilities as written. A voice vote was taken and passed with 8 trustees voting yes.	
Trustee Atkins moved that the Board approve the improvements for the Military Family Resource Center as written. A voice vote was taken and passed with 8 trustees voting yes.	
Executive Committee	
Discussion	
Trustee O'Malley reported on the action of the Executive Committee at the September 13 meeting. The committee reviewed and approved the instrument that the Board will use to evaluate itself, which is required by the Southern Association of Colleges and Schools Commission on Colleges. The Board Secretary will send the Board the evaluation instrument to complete, compile its findings, and prepare a report for the Board to discuss at the November meeting.	
Conclusions	
Trustee O'Malley moved that the Board approve the minutes of the September 13 meeting. Trustee Mealer seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.	
Adoption of Meeting Calendar for 2019	
Discussion	
Trustee O'Malley proposed the calendar of meeting dates for 2019. The proposed dates are as follows: March 14-15, June 6-7, September 19-20 and November 21-22.	
Conclusions	

Trustee O'Malley moved that the Board approve the proposed meeting calendar for 2019. Trustee Mealer seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

Consideration of Contract for President Emeritus

Discussion

Trustee O'Malley recognized President White, who provided background information on the contract for President Emeritus Sherry Hoppe.

Conclusions

Trustee Jenkins made the motion to approve Dr. Hoppe's contract for 2018-19. Trustee Atkins seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

Ohio Valley Conference Governing Board Certification

Discussion

Trustee O'Malley recognized President White, who provided background on the Certification for the OVC Governing Board.

Conclusions

Trustee Atkins made the motion to approve the OVC Governing Board Certification. Trustee Cannata seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

Approval of Tennessee Open Records Rule

Discussion

Trustee O'Malley recognized Board Secretary Whiteside, who provided a description of the Tennessee Open Records Rule.

Conclusions

Trustee O'Malley made the motion to approve the Tennessee Open Records Rule. Trustee Rayburn seconded the motion. A roll call vote was taken and passed with 8 trustees voting yes.

President's Report and Report on Interim Items

Discussion

Trustee O'Malley recognized President White to give her report to the Board.

President White introduced the new members of her leadership team: General Ronald Bailey, Vice President for External Affairs; Mr. Gerald Harrison, Director of Athletics; and Brigadier General Scott Brower, Military Adviser in Residence. She stated that all are proven leaders and is grateful for their vision for the future.

Austin Peay's first doctoral program – the Doctorate of Education in Educational Leadership began this fall with 20 students in the first cohort with additional

students being added in subsequent years. Eight new certificate programs also began this fall.

The Advancement and Alumni Relations team raised \$9.85 million in gifts and pledges last fiscal year. The Gobs Give campaign raised more than \$170,000 from 400 donors in 72 hours. In the past two years, this campaign has added 250 new donors.

The Public Relations and Marketing team created a new website to better serve our prospective students. Since going live, there has been more than 1 million new visitors and 28.3 million page views. The new web design has won several awards.

The faculty, staff and students continue to represent Austin Peay positively. NASA honored APSU for the help during the 2017 Great American Eclipse. APSU's athletics department is another area leading very visibly. The Athletics Department has seen a 43 percent increase in Gobs Club membership and a 20 percent increase in ticket sales since last year. APSU's athletes posted back-to-back semesters of department-wide 3.0 GPAs. The Department of Computer Science and Information Technology collaborated with Google this summer to offer coding camps to more than 200 high school and first year college students.

The State Building Commission approved the Master Plan in June. The Ann Ross bookstore will be located in former Ford building. Renovation of the building is expected to be completed sometime next year.

APSU's enrollment continues to grow. Thirty gap scholarships were offered this fall to incoming freshmen with low expected family contribution (EFC) who still had a financial gap between the amount of money owed and the amount of aid received. Learning communities for high-risk students, a free online tutoring service called Tutor.com, and in person tutoring to all of our students were offered.

In the last three years, APSU's student headcount increased 4.3 percent, and \$10 million in salary increases were added for APSU's employees. In the last five years, APSU has seen a 2.7 increase in graduation rate, and state appropriations have increased 35 percent.

President White commended faculty and staff for their work, professionalism, and commitment to student success.

Conclusions	
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Trustee O'Malley thanked President White for her report.
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Adjournment

Discussion	
<p>Trustee O'Malley reminded the Board that the next regularly scheduled meeting will be November 29 and 30, 2018 and moved that the meeting be adjourned. Trustee Carroll seconded the motion. A voice vote was taken and passed with 8 trustees voting yes. The meeting adjourned at 11:30 am.</p>	

Consent Agenda Item: A.i.

Date: November 30, 2018

Subject: Policy 2:038 Undergraduate (and Graduate) Admissions

Action Recommended: Approval by Adoption of Consent Agenda

Background Information:

Three changes to Policy 2:038 Undergraduate Admission Policy are proposed:

1. The state of Tennessee funds students who have earned a minimum of a 3.0 high school GPA to enroll in dual enrollment courses. Policy 2:038 is revised to align with the 3.0 high school GPA, thus reducing the APSU minimum GPA for dual enrollment from a minimum 3.2 high school GPA to a minimum of 3.0 high school GPA.
2. Add admission requirements for certificate programs.
3. APSU publishes Policy 2:038 Undergraduate Admission Policy and the policy language is also published in the Undergraduate Bulletin. APSU does not have a companion policy for Graduate Admissions, although graduate admissions language is contained in the Graduate Bulletin. In order to be consistent at the graduate level, Policy 2:038 Undergraduate Admissions Policy is revised to include graduate admissions in the policy name and the policy language.

Proposed Implementation Date: Spring 2019

Item Details:

The language found in the Graduate Bulletin regarding graduate admissions are inserted into this policy with the graduate information beginning on page 15 and ending on page 27. Policy language includes but is not limited to:

- General admission criteria for the College of Graduate Studies for domestic, military, and international students;
- Student status types and special admission circumstances, such as certificate-seeking students;
- APSU semesters/terms for admission and readmission;

- Regulations governing residency and transfer credit

APSU now offers several certificate programs, which requires a new section for Adult Special Students in the policy to support the admission of non-degree-seeking certificate students.

Also, the undergraduate admissions policy for dual enrollment has changed the admissions minimum from 3.2 high school GPA to a 3.0 high school GPA.

Austin Peay State
University

Undergraduate and Graduate Admissions Policy

POLICIES

Issued: February 1, 2018

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
 - e. SAT total score of 1060 or higher (Evidence Based Reading and Writing and math); 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.
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
 - e. SAT total score of 1060 or higher (Evidence Based Reading and Writing and math); 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
- 1. Dual Enrollment (both high school and college credit awarded for courses taken)
 - a. Admission application; and
 - b. High School Authorization form; 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); and
 - d. One of the following:
 - i) ACT sub-score of 19 or higher (English and math); or
 - ii) SAT sub-score of 460 or higher (Critical Reading and math—test taken prior to March 2016); or
 - iii) SAT sub-score of 500 or higher (Evidence Based Reading and Writing and math—test taken March 2016 and after); or
 - iv) Aspire sub-score of 431 or higher in math and 434 or higher in English; or
 - v) Plan sub-score of 19 or higher (English and math); or
 - vi) PSAT sub-score of 46 or higher (Critical Reading and math—test taken prior to March 2015); or
 - vii) PSAT sub-score of 25 or higher in Reading and 24.5 in Math for Test scores section (test take March 2016 and after)
 - 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.
- 2. Joint Enrollment (University credit only; credits earned do not apply to high school diploma)
 - a. Admission application; and
 - b. High School Authorization form; 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); and
 - d. One of the following:
 - i) ACT sub-score of 19 or higher (English and math); or
 - ii) SAT sub-score of 460 or higher (Critical Reading and math—test taken prior to March 2016); or
 - iii) SAT sub-score of 500 or higher (Evidence Based Reading and Writing and math—test taken March 2016 and after); or

- ~~iv) Aspire sub-score of 431 or higher in math and 434 or higher in English; or~~
- ~~v) Plan sub-score of 19 or higher (English and math); or~~
- ~~vi) PSAT sub-score of 46 or higher (Critical Reading and math—test taken prior to March 2015); or~~
- ~~vii) PSAT sub-score of 25 or higher in Reading and 24.5 in Math for Test scores section (test take March 2016 and after)~~
- ~~e. Recommendation of high school principal or guidance counselor; and~~
- ~~f. Written parental or guardian approval.~~

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 Reserves	Enlistment contract 4-1 or 4-2 or DD Form 2586 or JST transcript
Veterans (Retired or Discharged)	DD Form 214 Member Copy 4 or 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 – Certificate 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 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).

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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 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.

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

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).

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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.: 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

President: signature on file

Consent Agenda Item: A.ii.

Date: November 30, 2018

Subject: Policy 2:010 Undergraduate (and Graduate) Academic Retention Standards

Action Recommended: Approval by Consent Agenda

Background Information:

APSU publishes Policy 2:010 Undergraduate Academic Retention Standards, which are also published in the Undergraduate Bulletin. APSU does not have a companion policy for Graduate Academic Retention Standards, although the standards are contained in the Graduate Bulletin. In order to be consistent at the graduate level, Policy 2:010 Undergraduate Academic Retention Standards is revised to include graduate academic retention standards in the policy name and the policy language.

Proposed Implementation Date: Spring 2019

Item Details:

The language found in the Graduate Bulletin regarding graduate academic retention standards are inserted into this policy. Policy language includes but is not limited to:

- Circumstances and process allowing a graduate student to replace a single course grade;
- GPA calculation description and minimum GPA for good standing status;
- Process for using the CARE and Fresh Start policies (i.e., past grade forgiveness policies);
- Process for dropping courses and the impact of earning multiple "Withdrawal" grades.

Austin Peay State
University

**Undergraduate and Graduate Academic Retention
Standards**

Issued: March 25, 2017

POLICIES

Responsible Provost and Vice President for Academic

Official: Affairs

Responsible Office: Center for Teaching and Learning

Policy Statement

It is the policy of Austin Peay State University to establish minimum criteria for undergraduate and graduate academic retention standards.

Purpose

The purpose of this policy is to establish the criteria for undergraduate and graduate academic retention at Austin Peay State University.

Procedures

Establishment of Criteria

1. The institution will develop specific criteria, in compliance with this policy, to be implemented and enforced as the undergraduate and graduate academic retention standards of the institution.
2. Initial institutional standards and all subsequent revisions will be submitted to the President for review and approval.
3. The approved undergraduate and graduate academic retention standards of the institution are to be clearly expressed in the catalog, uniformly applied to all students, and promptly enforced at the close of each semester.

Quality Point System

1. The following quality point system is to be used in determining averages:
 - a. For each credit hour of A: 4 quality points.
 - b. For each credit hour of B: 3 quality points.
 - c. For each credit hour of C: 2 quality points.
 - d. For each credit hour of D: 1 quality point.
 - e. For each credit hour of F: 0 quality points.

2. The quality point average is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing (see Drop and Withdrawal Standards) or for courses in which the student receives grades such as pass/fail and which are not considered when determining the QPA.
3. If an institution elects to award grades which are not considered in computing the QPA, it must describe these in the catalog or bulletin and explain the application of such grades.
4. In addition, it must provide a statement within the catalog or bulletin which limits the number of hours of such grades per semester and the maximum number of such hours a student may receive in total.
5. Finally, a single student transcript will include term and cumulative QPA calculations which ensure that the institution treats remedial/developmental hours alike in calculating QPA. The transcript will include the following:
 - a. A QPA comprised only of hours taken in courses numbered 100 and above ("college only" QPA) and
 - b. A QPA comprised of hours taken in courses numbered 100 and above and hours taken in Remedial/Developmental courses ("combined" QPA).
6. The following uses are based on each calculation:
 - a. The "college only" QPA will be used in calculating the required QPA for graduation.
 - b. The "college only" QPA will be used in determining graduation honors.
 - c. The "college only" QPA will be used in determining term honors.
 - d. The "combined" QPA will be used in determining suspension and probation.
 - e. The "combined" QPA will be used in determining financial aid eligibility.
 - f. The "combined" QPA will be used in determining athletic eligibility.
7. For the purpose of increasing mastery in a course when such is necessary for successful performance in a subsequent course or for the purpose of increasing the quality point average (and only for these purposes) institutions may permit undergraduate students to repeat courses in which their final grades are C or lower. Graduate students may be allowed to repeat a course in which their final grades are C or lower pending approval of

the Department Chair and Dean of the College of Graduate Studies. The graduate student must have approval before repeating the course.

8. Thus, in computing the quality point average, the question of how to count repeat courses must be specifically addressed in the catalog or bulletin, and undergraduate courses may not be repeated more than twice (three attempts) unless the grades in the third and subsequent attempts are used in calculating the quality point average. Graduate courses are only to be repeated pending the approval of the Department Chair and Dean of the College of Graduate Studies.

Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the chief academic officer or designee as an exception to this policy.

Retention Standards

For Undergraduate Students

1. The minimum quality point average required to achieve the baccalaureate degree is 2.0.
2. In addition, a student who fails during any term to attain a cumulative QPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.
3. Required Semester System Cumulative Hours Attempted QPA
 - a. 14 and under No minimum
 - b. 15-29 hours attempted 1.4
 - c. 30-50 hours attempted 1.7
 - d. 51-67 hours attempted 1.9
 - e. above 67 2.0
4. At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or an undergraduate 2.0 QPA for that term will be suspended for a minimum of one term. The summer term may not be counted as the term of suspension.

The institution may develop specific readmission policies and practices to enable the suspended student to appeal for readmission based on factors of extenuating circumstances and

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hardship.

For Graduate Students

1. The minimum grade point average required to achieve the graduate degree or graduate certificate is 3.0 GPA.
2. Graduate students must maintain a 3.0 GPA or higher to remain in good academic standing.
3. Students who fail during any term to attain a cumulative GPA at or above a 3.0 GPA will be placed on academic probation for the subsequent term.
4. When a graduate student's cumulative GPA falls below 3.0, he or she will be placed on academic probation. Every semester thereafter, the student must earn a minimum 3.5 GPA each term/semester to remain on academic probation until the cumulative GPA reaches 3.0 or better. When the student's cumulative GPA has returned to a 3.0 or greater, the student's academic status will return to "Good Standing." If the student fails to earn a minimum term/semester grade of 3.5 while on probation, he or she will be suspended. No grades of "D" or "F" are allowed in a student's program of study. Graduate students who apply to a new graduate program (not a new concentration within an existing graduate program) and gain admission to the new graduate program will start with a new GPA for academic honors purposes, based on credits earned within the new graduate program. The old graduate program and credits earned will be excluded from the GPA calculations for the purposes of determining academic honors and academic standing with the University if one of the Academic Forgiveness policies have been applied. However, all graduate credits earned are applied to financial aid calculations according to the rules, guidelines, and laws of the current date. This policy does not supersede State or Federal financial aid rules, guidelines, and laws.

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Minimum Criteria for Institutional Academic Fresh Start Policies

For Undergraduate Students

1. "Academic Fresh Start" is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence.
2. The Academic Fresh Start allows eligible students to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new QPA/GPA to be used for determining academic standing.
3. Readmitted students who were formally enrolled in the institution as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four (4) years are eligible for the Fresh Start.
4. Institutional policies governing the readmission of former students and admission of transfer students must be in compliance with the institutions admission policies.
5. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition.
6. The institution may establish an Academic Fresh Start provision which must meet the following minimum criteria:
 1. Student Requirements
 1. Separation from all collegiate institutions for at least four (4) years.
 2. Anytime after the readmission or admission as a degree-seeking student, file a formal application to the office as defined by the institution's catalog or bulletin requesting the Academic Fresh Start and describing an academic plan.
 2. Terms of the Academic Fresh Start
 1. Once the student has satisfied the above requirements, the institution may grant the Academic Fresh Start. The student may be granted a Fresh Start only once.
 2. The student's permanent record will remain a record of all work; however, courses taken and previously failed will be excluded from the calculation of the QPA/GPA. Courses with a D grade will also be excluded from the calculation when a grade of C or better is required in the

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student's current major. QPA, GPA and credit hours will reflect courses for which passing grades were earned and retained.

1. Retained grades will be calculated in the Fresh Start QPA/GPA.
2. Courses with D or F grades must be repeated at the institution when they are required in the student's current major. All remaining courses for the current degree objectives must be completed at the institution. No transient credit will be accepted after invoking Academic Fresh Start.
3. The application of retained credit toward degree requirements will be determined by the requirements currently in effect at the time the academic renewal status is conferred on the student. Specific program regulations must also be met.
4. Previously satisfied remedial/developmental or learning support placement from ACT, Assessment and Placement Program, COMPASS, Accuplacer, or other placement testing instrument utilized by the institution will not be forfeited.
3. Upon degree admission, Fresh Start applicants who did not satisfy remedial/developmental or learning support requirements at the time of previous enrollment must meet current remedial/developmental or learning support requirements regarding enrollment in college English and mathematics courses.
4. The student's transcript will note that the Fresh Start was made and the date of the Fresh Start.
5. The student will apply for the Fresh Start with the understanding that it may only be applicable to APSU and other institutions may not accept the QPA as it is calculated with the Fresh Start.

This policy is independent of financial aid regulations. Financial aid requirements at the time of application will apply. Therefore, a Fresh Start applicant should check with his/her financial aid counselor for guidance.

[For Graduate Students](#)

Persons seeking re-admission to the College of Graduate Studies who have not taken graduate courses for at least six years and who have received grades of “C”, “D” or “F” in previous graduate courses may appeal to the Dean of the College of Graduate Studies for consideration within the **CARE (Credentials Analysis and Re-Evaluation)** guidelines. Appeals will be granted only in cases where special circumstances exist. Requested courses and grades will remain on the student’s transcript; however, the courses considered under this guideline will neither be calculated into the GPA nor counted as credit toward a graduate degree. Up to fifteen (15) hours of graduate course work may be removed from the GPA calculation; these may be earned in in multiple semesters.

The purpose of **Graduate Fresh Start** is to allow a graduate student to progress toward degree completion while meeting all the educational requirements of a particular graduate program. Graduate Fresh Start allows the student to petition his or her Graduate Coordinator and/or Department Chair to exclude prior graduate credits from other graduate programs; these other programs may not be concentrations within the same degree. Excluded courses will neither be calculated into the GPA nor counted as credit toward a graduate degree.

Please review the following regulations for using Graduate Fresh Start:

- Once these changes are processed, the outcomes are final and immutable.
- Graduate Fresh Start cannot be used to remove credits from conferred degrees.
- Graduate academic transcripts will reflect all graduate coursework, credit received, and grades earned.
- Federal guidelines that govern satisfactory progress toward a degree, as it relates to financial aid, will be enforced for all graduate credit earned. It is the student’s responsibility to understand the regulations regarding financial aid and to seek appropriate input from the Office of Financial Aid.

Applications for **Graduate Care** and **Graduate Fresh Start** can be found on the Graduate office website

at <http://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>.

Drop and Withdrawal Standards

For Undergraduate Students

1. After the official registration period is over, students may make adjustments in their schedule through the process of adding and/or dropping courses.
2. A student may drop or add a course by obtaining the approval of the appropriate administrators.
3. The last date for students to add or drop a course without a penalty is to be clearly indicated and expressed in the catalog or bulletin of the institution.
4. At the discretion of the institution, courses that are dropped within the add-drop period may be or may not be indicated on the student's transcript.
5. After the last day to add or drop a class without a penalty, and not later than two-thirds into the semester, a student may officially drop a course(s) or withdraw from the institution and receive a "W" or other appropriate grade.
6. In general, such grade counts as no hours attempted.
 1. After two-thirds of the semester is complete, a student may drop a course(s) or withdraw from the institution without a mandatory grade of "F" only after having established the existence of unavoidable circumstances.
 2. In such cases, it is the responsibility of the appropriate university administrators or faculty to determine the grade the student is to receive, which could be an "F".
 3. Statements describing this process will be clearly shown in the catalog or bulletin of the university.
7. Students who desire to drop a course (s) or withdraw from the institution before the end of a semester must make a formal application to the appropriate administrative office of the institution which will be so defined in the catalog or bulletin of the institution.
8. If for any reason a student does not officially drop a course(s) or withdraw from the institution; the student will receive an "F" for each course(s) involved.

For Graduate Students

Dropping Courses

After a student has officially registered for a class, the student is considered to be a member of the class unless the

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student officially drops the class, withdraws from the University, or the course is cancelled. A course may also be dropped from a student's schedule by administrative authority for reasons such as academic suspension, student violations, or decisions made by the Student Academic Grievance Committee. Discontinuing class attendance without officially dropping or withdrawing from the University will be an unofficial withdrawal, and the student will retain financial obligation. Failure to drop a class via AP One Stop will result in the grade of "F" "FA" or "FN."

Reporting Grades for Courses Dropped

The grade awarded for a dropped course or for courses from which the student withdrew depends on the date the student withdrew from the course or from the University. The dates for awarding grades appear in the Official University Calendar.

1. A grade of "W" is awarded when the student drops or withdraws within the time period the University has established for awarding an automatic "W." The grade has no impact on the student's cumulative GPA.
2. A grade of "F", "WFA", "WFN" or "W" will be awarded if the student drops or withdraws between the automatic "W" date and the automatic "F" date. A grade of "W" will only be awarded if the instructor determines the student is passing at the time of withdrawal.
3. A grade which the course resides of "F" or "WFA" or "WFN" is awarded during the mandatory "F" period. Very limited exceptions are made and require the student to present to the Dean of the College, in which the course resides, acceptable reasons establishing the existence of extenuating circumstances. The dean's decision is communicated to the instructor.

Course Withdrawal Limitations

A student who earns **four (4) Withdrawals ("W"s)** will be placed on academic probation. If the student receives another "W" (\geq five (5) "W"s) he or she will be suspended for **one** academic semester. A student on academic suspension from the College of Graduate Studies may not be admitted to, or

continue in, any graduate program at APSU for credit or grade point average calculation. Students must adhere to the Academic Suspension appeal process for re-admittance.

8.

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Revision Dates

APSU Policy 2:010 – Issued: March 25, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file

Agenda Item: C.ii.

Date: November 30, 2018

Subject: Consideration of the October Revised Budget for Fiscal Year 2018-2019

Action Recommended: Approval by Roll Call Vote

Background Information:

Policy 1:022 Budget Principles and Control recognizes budgeting as the process whereby the plans of the University are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. In view of this, the University submits detailed budgets for approval three times each fiscal year.

The Board will consider the October 2018 revisions to the 2018-2019 budget for the University. The original budget for fiscal year 2018-2019 was developed by the University in the spring of 2018 and was submitted to the Tennessee Board of Regents in May 2018. As such, this budget included a variety of estimates. The University's budget submission was the basis for the Board's June 2018 approval of the initial FY 2018-2019 operating budget (the "Proposed Budget"). The October Revised Budget is based on more recent information, including recognition of the impact of fall enrollment, and includes the effect of revisions from the approved Proposed Budget.

Proposed Implementation Date: October 2018

Item Details: See attached

Austin Peay State University
Comparison of Proposed Budget and Revised Budget
Fiscal Year 2018-2019

Revenues

Education and General	Proposed Budget	Revised Budget
Tuition and Fees	\$ 84,101,700	\$ 85,429,900
State Appropriations	47,403,200	46,905,900
Grants and Contracts (IDC)	225,000	262,500
Sales and Services of Other Activities	7,202,400	7,199,500
Other Sources	445,900	445,900
Auxiliary Enterprises		
Sales & Services of Auxiliary Enterprises	14,017,500	14,072,500
Total Revenues	\$ 153,395,700	\$ 154,316,200

Expenditures and Transfers by Function

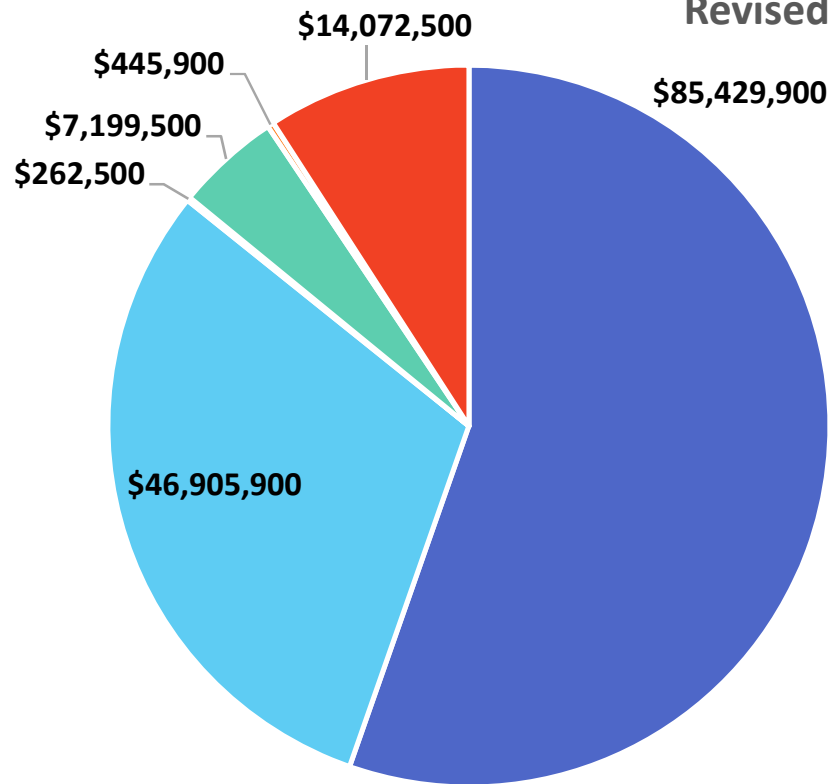
Education and General	Proposed Budget	Revised Budget
Instruction	\$ 62,941,400	\$ 63,675,100
Research	564,800	704,900
Public Service	554,100	534,800
Academic Support	9,847,800	9,529,500
Student Services	23,133,900	22,952,600
Institutional Support	13,096,000	13,570,800
Operation and Maintenance of Plant	14,483,300	14,444,900
Scholarships and Fellowships	11,425,500	11,903,500
<u>Transfers</u>		
Principal and Interest	3,496,400	3,496,400
Renewal and Replacement	235,000	235,000
Unexpended Plant	-	225,000
Other Funds	(400,000)	(400,000)
Auxiliary Enterprises		
Expenditures	7,388,000	7,518,000
<u>Transfers</u>		
Principal and Interest	4,511,700	4,511,700
Renewal and Replacement	1,717,800	1,642,800
Other Funds	400,000	400,000
Total Expenses*	\$ 153,395,700	\$ 154,945,000

Expenditures and Transfers by Natural Classification

Education and General	Proposed Budget	Revised Budget
Salaries	\$ 71,409,300	\$ 71,799,700
Employee Benefits	28,960,600	28,699,600
Operating Expenses	35,676,900	36,816,800
Transfers	3,331,400	3,556,400
Auxiliary Enterprises		
Salaries	1,750,300	1,875,200
Employee Benefits	497,700	497,700
Operating Expenses	5,140,000	5,145,100
Transfers	6,629,500	6,554,500
Total Expenses*	\$ 153,395,700	\$ 154,945,000

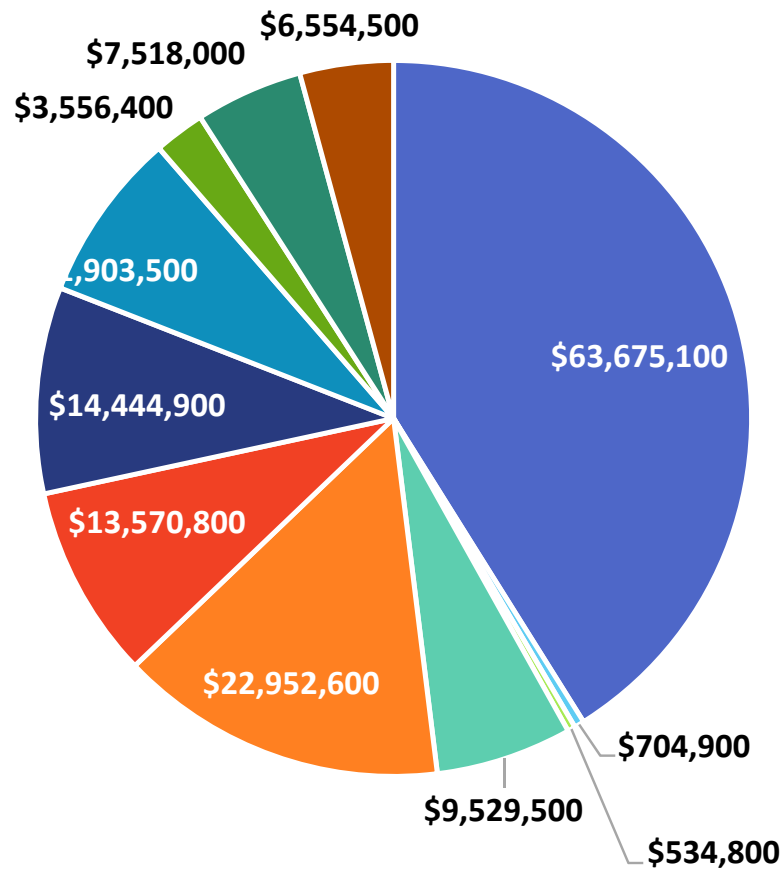
*Revised budget expenditures include funds for commitments made in fiscal year 2018 and other fund balance allocations.

Revenues Revised Budget



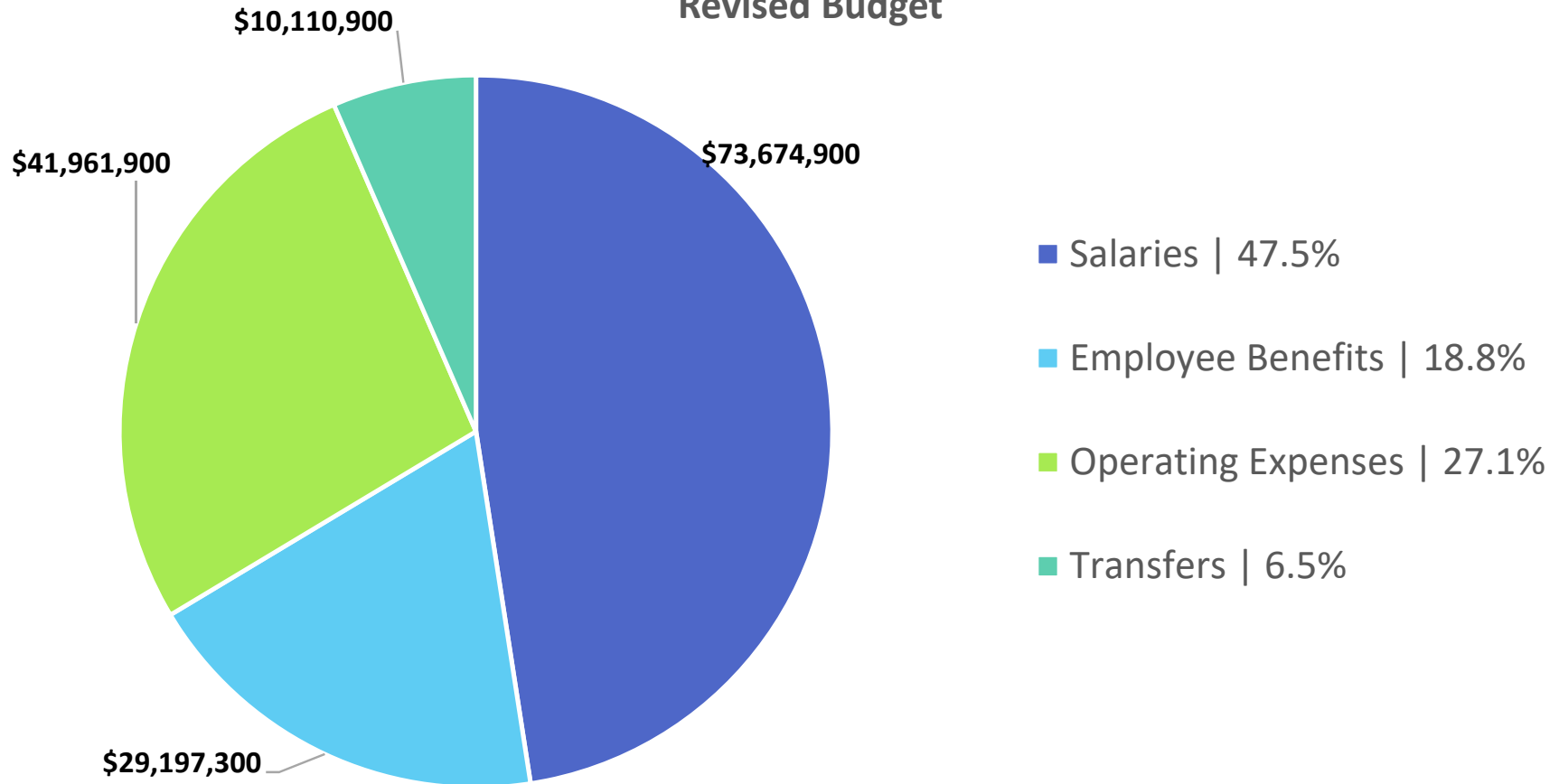
- Tuition & Fees | 55.4%
- State Appropriations | 30.4%
- Grants & Contracts (IDC) | 0.2%
- Sales & Services of Other Activities | 4.7%
- Other Sources | 0.3%
- Sales & Services of Auxiliary Enterprises | 9.1%

Expenditures by Function Revised Budget



- Instruction | 41.1%
- Research | 0.5%
- Public Service | 0.3%
- Academic Support | 6.2%
- Student Services | 14.8%
- Institutional Support | 8.8%
- Operation & Maintenance of Plant | 9.3%
- Scholarships & Fellowships | 7.7%
- E & G Transfers | 2.3%
- Auxiliary Enterprise | 4.9%
- Auxiliary Transfers | 4.2%

Expenditures by Natural Classification Revised Budget



Agenda Item: C.iii.

Date: November 30, 2018

Subject: Consideration of Revisions to Policy 1:021 Fees, Charges, Refund and Fee Adjustments

Action Recommended: Approval by Voice Vote

Background Information:

Policy 1:021 Fees, Charges, Refunds, and Fee Adjustments details the required fees of the University and the process for approving them. All fees are approved by the Board of Trustees unless the Board has delegated the approval to the President. The policy is being updated to comply with state legislation regarding refund procedures for active duty military personnel.

Proposed Implementation Date: November 29, 2018

Item Details: See attached.

**Austin Peay State
University**

Fees, Charges, Refund and Fee Adjustments

POLICIES

Issued: November 29, 2018

Responsible Official: Vice President for Finance and Administration

Responsible Office: Student Account Services

Policy Statement

It is the policy of Austin Peay State that fees be approved by the APSU Board of Trustees.

Purpose

The purpose of this policy is the establishment of a University policy regarding review and approval of fees and charges, refunds, and fee adjustments.

Contents

Procedures

- Establishment and Approval of Fees and Charges
 - Publishing Approved Fees and Charges
 - Appeals Process
 - Mandatory Fees
 - Out-of-State Tuition
 - Recruitment Focus Area Plan (250-R)
 - eRate
 - Specialized Academic Fees
 - Miscellaneous Course Fees
 - Incidental Fees and Charges
 - Deposits
 - Room and Board
 - Other Fee and Charge Considerations
 - Refunds and Fee Adjustments
-

Procedures

**Establishment and
Approval of Fees and
Charges**

- A. Establishment of Fees and Charges
1. The Board of Trustees must establish or approve all University fees and charges unless specific exceptions are

provided. The University Budget Office is charged with the responsibility of obtaining and coordinating data to be submitted to the Vice President for Finance and Administration in establishing those fees.

B. Approval of Fees and Charges

1. The Board of Trustees must approve specific fees as follows:
 - a. Mandatory Fees (In-state tuition and program service fees)
 - b. Out-of-State Tuition
 - c. Specialized academic course fees
 - d. Miscellaneous course fees
2. The President or designee is authorized to approve fees and charges not reserved for specific approval by the Board of Trustees.

Publishing Approved Fees and Charges

- A. Student Account Services is charged with the responsibility of maintaining a master fee list of all approved fees and publishing this information.
- B. The University will follow a general format in publishing information on fees and charges.

Appeals Process

- A. Any student may appeal the assessment, application, calculation, collection, or interpretation of any University fee, charge, deposit, or refund.
- B. Procedures for appealing a fee adjustment are available through the Office of Enrollment Management and are posted on the office web site.

Mandatory Fees

- A. Description of Fees
 1. Mandatory Fees include in-state tuition and program service fees.
 2. The Mandatory Fee is charged to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's) for the University for which the student enrolls. Fees are established by the Board of Trustees.
 3. The same fee is applicable to courses for which the student is enrolled on an audit basis.
- B. Rates

1. Rates are established by the Board and incorporated in a fee schedule that groups specific fees by type of institution and by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than 12 hours and graduate students in greater than 10 hours unless stated otherwise elsewhere in this policy.
 2. Because the University has multiple summer sessions, mandatory fees, including tuition, may be assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
 3. Mandatory fees may not be waived. However, specific exceptions are provided in the following instances:
 - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees. For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee and persons who have retired from state service with 30 or more years of service, regardless of age. For credit, a fee of \$70 per semester or \$60 per trimester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. (Note: This fee includes all mandatory fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees and parking fees.) This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.
 - b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law should be determined.
- C. Tuition Refunds for Activated Reserve and National Guard Personnel
(per Tennessee Higher Education Commission; Chapter 1540-1-6 and Tennessee Senate Bill 1925)

This policy applies to any activated Reserve or National Guard personnel ordered to active military service since August 1, 1990.

1. Students who have been ordered to active military service and seeking a tuition credit or refund must be absent in excess of thirty (30) days during the term due to active military service. Students absent less than thirty (30) days may receive a refund or tuition credit at the discretion of the institution.
2. Students seeking a tuition credit or refund must present to the Associate Provost of Enrollment Management and Academic Support from competent military authority of the dates active duty was actually performed. Determination of the adequacy of documentation presented or the necessity for additional material will be at the discretion of the institution.
3. These rules apply only to the refund of maintenance fees and out-of-state tuition. Refunds for other fee charges such as student activity fees, vehicle registration fees, and room and board charges will be reimbursed based upon the date of withdrawal.
4. A refund or credit for tuition may be provided only if the reserve or National Guard student did not receive a final grade in the class or the course which a refund or tuition credit is sought.
5. If a withdrawal occurs late in the term and one or more of the student's instructors deem that sufficient work has been completed to warrant awarding credit, fees will be assessed at the hourly rate for courses for which credit is granted, and a refund will be made in an amount equal to the difference between that assessment and the fees paid for all courses in which the student is enrolled.
6. Any refund or credit for tuition to which the student is entitled may be first applied to any of the student's outstanding balances as determined by the institution.
7. Students who are unable to withdraw from the institution at the time of military activation may withdraw within a reasonable timeframe upon completion of active duty without penalty to the student.

D. Appeal Procedures

Students seeking a tuition credit or refund should apply in a manner consistent with institutional procedures now in place for withdrawal from the institution. Please click on the following link, [Withdrawals](#), for instructions on Withdrawal from the University. Procedures for fee appeals can be found at www.apsu.edu/appeals.

E. Awarding a W (withdrawal) or I (incomplete) Grade for Service Members Called to Active Duty

Military reserve and national guard personnel who are called to active duty shall be allowed to withdraw, even if the deadline to withdraw from courses has passed, or to receive a grade of

incomplete in any course in which the service member is enrolled. The withdrawal or grade of incomplete shall be reflected on the service member's transcript.

F. Financial Aid Implications

1. Students receiving a tuition credit or refund will be responsible for repayment of financial aid where applicable.
2. A service member that is called to active duty and must withdraw from a course or receive a grade of incomplete, then the withdrawal or grade of incomplete that is related to the service absence shall not affect eligibility or continuing eligibility for state or institutional financial aid, including scholarships or grants, upon reenrollment at the institution.
3. The semester hours attempted for courses from which the military service member withdrew or received a grade of incomplete shall not count against any limitation or receipt of state or institutional financial aid, including scholarships or grants.
4. Future consideration for state or institutional financial aid, scholarship and grants shall not be affected by the withdrawal from a course or the receipt of a grade of incomplete due to mandatory service obligations.

Out-of-State Tuition

Description of Fee

1. This is an additional fee charged to students classified as non-residents who are enrolled for credit courses, including audit courses. This fee is in addition to the mandatory fees.
2. Out-of-state tuition fee rates are established by the Board of Trustees and are incorporated in the annual fee schedule.
3. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students.
 - a. While the per-hour rate for graduate students will be higher, the rates will be set so that a full-time graduate student and a full-time undergraduate student will pay approximately the same amount for out-of-state tuition.
 - b. A full-time student is defined as an undergraduate enrolled in 12 hours or a graduate student enrolled in 10 hours.
4. Applicability of out-of-state tuition is determined pursuant to APSU Policy 1:014. Student Account Services will collect fees based upon student classification as determined by the appropriate authority within the University.

**Recruitment Focus Area
Plan (250-R)**

Description of Fee

1. The 250-R rate is available to students who graduate from a high school located in a county within a 250 mile radius of APSU.
2. The out-of-state tuition rate charges to students eligible for 250-R will pay a reduced rate based on the state subsidy per full-time equivalent for the prior fiscal year. This rate will be capped at 12 hours for undergraduate and 10 hours for graduate students.
3. This plan does not impact students who otherwise qualify for the border county classification or other in-state residency qualifications.

eRate

Description of Fee

1. The eRate is available to students who enroll at APSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
2. The eRate is 150% of the University's approved undergraduate or graduate mandatory fees.
3. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than 12 undergraduate hours or 10 graduate hours.
4. To qualify for an eRate, students must:
 - a. Meet all University admission requirements and must be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution.
 - b. Qualify as out-of-state students in item 2 above refers to geographic location and does not include undocumented students living in Tennessee.
5. Students enrolled in any type courses other than online (on-ground, telecourse, hybrid, distance education, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges.
 - a. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the eRate.
6. The University enrolling eRate students as defined in this policy must provide a method to mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.

Specialized Academic Fees

- A. Certain academic programs require expensive maintenance/updating of equipment and software and the

employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria 1. High Cost of Instruction as defined below. Additionally, the program should document meeting criteria 2.-7., as applicable.

1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and not one duplicated in other State institutions and should be of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.

7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- B. The University must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.

Miscellaneous Course Fees All miscellaneous fees must be approved by the Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.

Incidental Fees and Charges Incidental fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at the University both as to the amount and condition of assessment. Charges are subject to approval by the President.

- Deposits**
- A. A deposit may be established by the University for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.
 - B. Pursuant to APSU Policy on Student Residence Regulations and Agreements (No. 3:004), the University is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

- Room and Board**
- A. All regular and special rental rates for student residence halls and student apartments will be approved by the Board of Trustees upon the recommendation of the University. All meal plan rates will be approved by the President. The University may recommend special rates for non-student

groups during summer periods, etc.

- B. Pursuant to APSU Policies on Student Resident Regulations and Agreements (No. 3:004) and this policy, rental for residence halls and student apartments shall be payable in full in advance of the beginning of a term. However, the University offers an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. Specific provisions for the payment plan must comply with those cited in Policy No. 3:004. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in either the deferred installment plan or the optional monthly housing payment plan. The University has the option of allowing students to participate in both the deferred installment plan and the optional monthly housing payment plan.

Other Fee and Charge Considerations

The University may submit for Board of Trustees approval fees and charges not specifically covered by this policy when the establishment of a fee or charge is justified by the University.

1. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. [Reference APSU Policy on Access to and Use of Campus Property and Facilities (No. 1:019).]
2. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds and conditions must be clearly stated.
3. Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
4. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
5. Students enrolled for six or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

Refunds and Fee Adjustments

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.

- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.
- C. Mandatory Fees Refunds and Adjustment procedures will be posted appropriately on the website.

Revision Dates

APSU Policy 1:021 – Rev.: November 29, 2018
APSU Policy 1:021 – Rev.: September 15, 2017
APSU Policy 1:021 (previously 4:011) – Rev.: March 30, 2017
APSU Policy 1:021 – Rev.: September 14, 2015
APSU Policy 1:021 – Rev.: May 23, 2011
APSU Policy 1:021 – Rev.: February 8, 2006
APSU Policy 1:021 – Rev.: June 28, 2001
APSU Policy 1:021 – Rev.: September 26, 1994
APSU Policy 1:021 – Issued: August 1, 1986

Subject Areas:

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

Approved

President: signature on file

**Austin Peay State
University**

Fees, Charges, Refund and Fee Adjustments

POLICIES

Issued: ~~September 15, 2017~~

Responsible Official: Vice President for Finance and Administration

Responsible Office: Student Account Services

Policy Statement

It is the policy of Austin Peay State that fees be approved by the APSU Board of Trustees.

Purpose

The purpose of this policy is the establishment of a University policy regarding review and approval of fees and charges, refunds, and fee adjustments.

Contents

Procedures

- Establishment and Approval of Fees and Charges
 - Publishing Approved Fees and Charges
 - Appeals Process
 - Mandatory Fees
 - Out-of-State Tuition
 - Recruitment Focus Area Plan (250-R)
 - eRate
 - Specialized Academic Fees
 - Miscellaneous Course Fees
 - Incidental Fees and Charges
 - Deposits
 - Room and Board
 - Other Fee and Charge Considerations
 - Refunds and Fee Adjustments
-

Procedures

**Establishment and
Approval of Fees and
Charges**

- A. Establishment of Fees and Charges
1. The Board of Trustees must establish or approve all University fees and charges unless specific exceptions are

provided. The University Budget Office is charged with the responsibility of obtaining and coordinating data to be submitted to the Vice President for Finance and Administration in establishing those fees.

B. Approval of Fees and Charges

1. The Board of Trustees must approve specific fees as follows:
 - a. Mandatory Fees (In-state tuition and program service fees)
 - b. Out-of-State Tuition
 - c. Specialized academic course fees
 - d. Miscellaneous course fees
2. The President or designee is authorized to approve fees and charges not reserved for specific approval by the Board of Trustees.

Publishing Approved Fees and Charges

- A. Student Account Services is charged with the responsibility of maintaining a master fee list of all approved fees and publishing this information.
- B. The University will follow a general format in publishing information on fees and charges.

Appeals Process

- A. Any student may appeal the assessment, application, calculation, collection, or interpretation of any University fee, charge, deposit, or refund.
- B. Procedures for appealing a fee adjustment are available through the Office of Enrollment Management and are posted on the office web site.

Mandatory Fees

- A. Description of Fees
 1. Mandatory Fees include in-state tuition and program service fees.
 2. The Mandatory Fee is charged to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's) for the University for which the student enrolls. Fees are established by the Board of Trustees.
 3. The same fee is applicable to courses for which the student is enrolled on an audit basis.
- B. Rates

1. Rates are established by the Board and incorporated in a fee schedule that groups specific fees; by type of institution; and by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than 12 hours and graduate students in greater than 10 hours unless stated otherwise elsewhere in this policy.
2. Because the University has multiple summer sessions, mandatory fees, including tuition, may be assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
3. Mandatory fees may not be waived. However, specific exceptions are provided in the following instances:
 - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees. For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee and persons who have retired from state service with 30 or more years of service, regardless of age. For credit, a fee of \$70 per semester or \$60 per trimester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. (Note: This fee includes all mandatory fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees and parking fees.) This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.
 - b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law should be determined.

C. Tuition Refunds for Activated Reserve and National Guard Personnel

(per Tennessee Higher Education Commission; Chapter 1540-1-6 and Tennessee Senate Bill 1925)

This policy applies to any activated Reserve or National Guard personnel ordered to active military service since August 1, 1990.

1. Students who have been ordered to active military service and seeking a tuition credit or refund must be absent in excess of thirty (30) days during the term due to active military service. Students absent less than thirty (30) days may receive a refund or tuition credit at the discretion of the institution.
2. Students seeking a tuition credit or refund must present to the Associate Provost of Enrollment Management and Academic Support from competent military authority of the dates active duty was actually performed. Determination of the adequacy of documentation presented or the necessity for additional material will be at the discretion of the institution.
3. These rules apply only to the refund of maintenance fees and out-of-state tuition. Refunds for other fee charges such as student activity fees, vehicle registration fees, and room and board charges will be reimbursed based upon the date of withdrawal.
4. A refund or credit for tuition may be provided only if the reserve or National Guard student did not receive a final grade in the class or the course which a refund or tuition credit is sought.
5. If a withdrawal occurs late in the term and one or more of the student's instructors deem that sufficient work has been completed to warrant awarding credit, fees will be assessed at the hourly rate for courses for which credit is granted, and a refund will be made in an amount equal to the difference between that assessment and the fees paid for all courses in which the student is enrolled.
6. Any refund or credit for tuition to which the student is entitled may be first applied to any of the student's outstanding balances as determined by the institution.
7. Students who are unable to withdraw from the institution at the time of military activation may withdraw within a reasonable timeframe upon completion of active duty without penalty to the student.

D. Appeal Procedures

Students seeking a tuition credit or refund should ~~so~~ apply in a manner consistent with institutional procedures now in place for withdrawal from the institution. Please click on the following link, **Withdrawals**, for instructions on Withdrawal from the University. Procedures for fee appeals can be found at www.apsu.edu/appeals.

E. Awarding a W (withdrawal) or I (incomplete) Grade for Service Members Called to Active Duty

Military reserve and national guard personnel who are called to active duty shall be allowed to withdraw, even if the deadline to withdraw from courses has passed, or to receive a grade of

incomplete in any course in which the service member is enrolled. The withdrawal or grade of incomplete shall be reflected on the service member's transcript.

F. Financial Aid Implications

1. Students receiving a tuition credit or refund will be responsible for repayment of financial aid where applicable.
2. A service member that is called to active duty and must withdraw from a course or receive a grade of incomplete, then the withdrawal or grade of incomplete that is related to the service absence shall not affect eligibility or continuing eligibility for state or institutional financial aid, including scholarships or grants, upon reenrollment at the institution.
3. The semester hours attempted for courses from which the military service member withdrew or received a grade of incomplete shall not count against any limitation or receipt of state or institutional financial aid, including scholarships or grants.
4. Future consideration for state or institutional financial aid, scholarship and grants shall not be affected by the withdrawal from a course or the receipt of a grade of incomplete due to mandatory service obligations.

- ~~4.—Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at the University and whose mobilization lasts more than six months shall be charged upon re-enrollment at the tuition, student activity fees and required registration or matriculation rates that were in effect when such student was enrolled prior to mobilization. After re-enrollment, no increase in tuition, student activity fees or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed. In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.~~
 - ~~a.—To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll in the University within six months of release from active duty.~~
 - ~~b.—A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution~~

~~before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.~~

Out-of-State Tuition

- ~~A.~~ Description of Fee
1. This is an additional fee charged to students classified as non-residents who are enrolled for credit courses, including audit courses. This fee is in addition to the mandatory fees.
 2. Out-of-state tuition fee rates are established by the Board of Trustees and are incorporated in the annual fee schedule.
 3. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students.
 - a. While the per-hour rate for graduate students will be higher, the rates will be set so that a full-time graduate student and a full-time undergraduate student will pay approximately the same amount for out-of-state tuition.
 - b. A full-time student is defined as an undergraduate enrolled in 12 hours or a graduate student enrolled in 10 hours.
 4. Applicability of out-of-state tuition is determined pursuant to APSU Policy 1:014. Student Account Services will collect fees based upon student classification as determined by the appropriate authority within the University.

Recruitment Focus Area Plan (250-R)

- ~~A.~~ Description of Fee
1. The 250-R rate is available to students who graduate from a high school located in a county within a 250 mile radius of APSU.
 2. The out-of-state tuition rate charges to students eligible for 250-R will pay a reduced rate based on the state subsidy per full-time equivalent for the prior fiscal year. This rate will be capped at 12 hours for undergraduate and 10 hours for graduate students.
 3. This plan does not impact students who otherwise qualify for the border county classification or other in-state residency qualifications.

eRate

- ~~A.~~ Description of Fee
1. The eRate is available to students who enroll at APSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.

2. The eRate is 150% of the University's approved undergraduate or graduate mandatory fees.
3. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than 12 undergraduate hours or 10 graduate hours.
4. To qualify for an eRate, students must:
 - a. Meet all University admission requirements and must be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution.
 - b. Qualify as ~~Q~~out-of-state students in item 2 above refers to geographic location and does not include undocumented students living in Tennessee.
5. Students enrolled in any type courses other than online (on-ground, telecourse, hybrid, distance education, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges.
 - a. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the eRate.
6. The University enrolling eRate students as defined in this policy must provide a method to mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.

- Specialized Academic Fees**
- A. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria 1. High Cost of Instruction as defined below. Additionally, the program should document meeting criteria 2.-7., as applicable.
1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
 2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
 3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized

academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.

4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
 5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
 6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and not one duplicated in other State institutions and should be of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.
 7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- B. The University must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.

Miscellaneous Course Fees

- A. All miscellaneous fees must be approved by the Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.

Incidental Fees and Charges

- A. Incidental fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at the University both as to the amount and condition of assessment. Charges are subject to approval by the President.

Deposits

- A. A deposit may be established by the University for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.
- B. Pursuant to APSU Policy on Student Residence Regulations and Agreements (No. 3:004), the University is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

Room and Board

- A. All regular and special rental rates for student residence halls and student apartments will be approved by the Board of Trustees upon the recommendation of the University. All meal plan rates will be approved by the President. The University may recommend special rates for non-student groups during summer periods, etc.
- B. Pursuant to APSU Policies on Student Resident Regulations and Agreements (No. 3:004) and this policy, rental for residence halls and student apartments shall be payable in full in advance of the beginning of a term. However, the University offers an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. Specific provisions for the payment plan must comply with those cited in Policy No. 3:004. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in either the deferred installment plan or the optional monthly housing payment plan. The University has the option of allowing students to participate in both the deferred installment plan and the optional monthly housing payment plan.

Other Fee and Charge Considerations

The University may submit for Board of Trustees approval fees and charges not specifically covered by this policy when the establishment of a fee or charge is justified by the University.

1. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. [Reference APSU Policy on Access to and Use of Campus Property and Facilities (No. 1:019).]
2. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds and conditions must be clearly stated.
3. Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
4. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
5. Students enrolled for six or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

Refunds and Fee Adjustments

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.
- C. Mandatory Fees Refunds and Adjustment procedures will be posted appropriately on the website.

Revision Dates

[APSU Policy 1:021 – Rev.:](#)

APSU Policy 1:021 – Rev.: September 15, 2017

APSU Policy 1:021 (previously 4:011) – Rev.: March 30, 2017

APSU Policy 1:021 – Rev.: September 14, 2015

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APSU Policy 1:021 – Rev.: September 26, 1994
APSU Policy 1:021 – Issued: August 1, 1986

Subject Areas:

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

Approved

President: signature on file

**RULES
OF
TENNESSEE HIGHER EDUCATION COMMISSION**

**CHAPTER 1540-1-6
TUITION REFUNDS FOR ACTIVATED RESERVE AND NATIONAL GUARD PERSONNEL**

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1540-1-6-.02	General	1540-1-6-.05	Precedence of the Act
1540-1-6-.03	Procedure for Application		

1540-1-6-.01 INTRODUCTION. These rules implement the provisions of Public Chapter 151 of the 1991 Public Acts (hereinafter called “Act”). The Act provides tuition refunds or tuition credit to military reserve and national guard personnel attending state colleges or universities when performing active military duty during a school term.

Authority: *Public Chapter 151 of the 1991 Public Acts.* **Administrative History:** *Original rule filed December 3, 1991; effective March 30, 1992.*

1540-1-6-.02 GENERAL.

(1) *Definitions.* As used in these regulations (Chapter 1540-1-6):

- (a) *state college or university* means any institution operated by the University of Tennessee or the Tennessee Board of Regents which offers courses of instruction beyond the high school level (hereinafter called “institution”).
- (b) *term* refers to the timeframe in which a course is offered by the institution and for purposes of these rules includes Fall, Spring, Summer and special session terms as defined by the individual institutions. For the technology centers, “term” refers to a three month reporting period. The four terms are:

July 1 - September 30
October 1 - December 31
January 1 - March 31
April 1 - June 30

- (c) *tuition* means maintenance fees and out-of-state tuition fees. “Maintenance fees” refers to a fee charge to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of student credit hours for which the student enrolls. “Out-of-state tuition” refers to an additional fee charge to students classified as non-residents and is in addition to the maintenance fee.

(2) These rules apply to any person ordered to active military service since August 1, 1990.

(3) Students seeking a tuition credit or refund must be absent in excess of thirty (30) days during the term due to active military service. Students absent less than thirty (30) days may receive a refund or tuition credit at the discretion of the institution.

(Rule 1540-1-6-.02, continued)

- (4) Students seeking a tuition credit or refund must present to the appropriate institution certification from competent military authority of the dates active duty was actually performed. Determination of the adequacy of documentation presented or the necessity for additional material will be at the discretion of the institution.
- (5) These rules apply only to the refund of maintenance fees and out-of-state tuition. Refunds for other fee charges such as student activity fees, vehicle registration fees, and room and board charges may be available based upon individual institution or governing board policies.
- (6) A refund or credit for tuition may be provided only if the reserve or national guard student did not receive a final grade in the class or course for which a refund or tuition credit is sought.
- (7) If a withdrawal occurs late in the term and one or more of the student's instructors deem that sufficient work has been completed to warrant awarding credit, fees will be assessed at the hourly rate for courses for which credit is granted, and a refund will be made in an amount equal to the difference between that assessment and the fees paid for all courses in which the student is enrolled.
- (8) Any refund or credit for tuition to which the student is entitled may first be applied to any of the student's outstanding balances as determined by the institution.
- (9) Students receiving a tuition credit or refund will be responsible for repayment of financial aid where applicable.

Authority: Public Chapter 151 of the 1991 Public Acts. **Administrative History:** Original rule filed December 3, 1991; effective March 30, 1992.

1540-1-6-.03 PROCEDURE FOR APPLICATION.

- (1) Students seeking a tuition credit or refund should so apply in a manner consistent with institutional procedures now in place for withdrawal from the institution.
- (2) Students who are unable to withdraw from the institution at the time of military activation may withdraw within a reasonable timeframe upon completion of active duty without penalty to the student.

Authority: Public Chapter 151 of the 1991 Public Acts. **Administrative History:** Original rule filed December 3, 1991; effective March 30, 1992

1540-1-6-.04 APPEAL PROCEDURES.

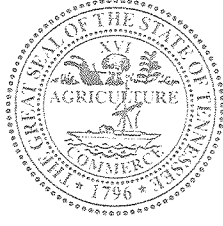
Appeals regarding the determination of eligibility of the student will be available in a manner consistent with institutional procedures now in place for student withdrawal from the institution or for student fee refunds.

Authority: Public Chapter 151 of the 1991 Public Acts. **Administrative History:** Original rule filed December 3, 1991; effective March 30, 1992.

1540-1-6-.05 PREDEEDENCE OF THE ACT.

These rules are subordinate to the Act and are intended to facilitate its implementation. Any portion of these regulations which are adjudicated as contrary to law are to be considered null and void. All other portions of these rules shall be severed therefrom and considered in full force.

***Authority:** Public Chapter 151 of the 1991 Public Acts. **Administrative History:** Original rule filed December 3, 1991; effective March 30, 1992.*



State of Tennessee

PUBLIC CHAPTER NO. 647

SENATE BILL NO. 1925

By Lundberg, Bowling, Kelsey

Substituted for: House Bill No. 2050

By Ragan, Hardaway

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 7; Title 49, Chapter 8 and Title 49, Chapter 9, relative to military service members enrolled in postsecondary education.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 7, Part 23, is amended by adding the following language as a new section:

Military reserve and national guard personnel who are students attending a state institution of higher education shall receive excused absences for classes missed for documented mandatory military service in the same manner as the institution would excuse attendance from a class for an official school function or other unavoidable event.

SECTION 2. Tennessee Code Annotated, Section 49-7-2301, is amended by designating the existing language as subsection (c) and by adding the following language as new subsections (a) and (b).

(a) A state institution of higher education shall permit military reserve and national guard personnel who are attending the institution and are called to active duty the option to withdraw, even if the deadline to withdraw from courses has passed, or to receive a grade of incomplete in any course in which a service member is enrolled. The withdrawal or the grade of incomplete shall be reflected on the service member's transcript. A service member who withdraws from a course shall be eligible for a tuition credit or refund under subsection (c).

(b) If a service member is called to active duty and must withdraw from a course or receive a grade of incomplete, then the withdrawal or grade of incomplete that is related to the service absence shall not affect eligibility or continuing eligibility for state or institutional financial aid, including scholarships or grants, upon reenrollment at the institution. The semester hours attempted for courses from which the military service member withdrew or received a grade of incomplete shall not count against any limitation or receipt of state or institutional financial aid, including scholarships or grants. Future consideration for state or institutional financial aid, scholarships, or grants shall not be affected by the withdrawal from a course or the receipt of a grade of incomplete due to mandatory service obligations.

SECTION 3. This act shall take effect upon becoming a law, the public welfare requiring it.

SENATE BILL NO. 1925

PASSED: March 26, 2018


RANDY McNALLY
SPEAKER OF THE SENATE


BETH HARWELL, SPEAKER
HOUSE OF REPRESENTATIVES

APPROVED this 9th day of April 2018


BILL HASLAM, GOVERNOR

Agenda Item: C.iv.

Date: November 30, 2018

Subject: Consideration of Factors for Tuition and Mandatory Fee Increases

Action Recommended: Approval by Roll Call Vote

Background Information:

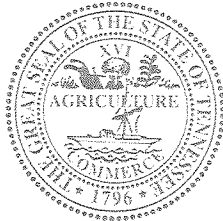
Public Chapter No. 614 requires the Board to develop a list of factors to consider when developing recommendations to increase tuition and mandatory fees by January 1, 2019. Three factors are mandated by the Act and are listed below as numbers two (2), three (3), and four (4).

Proposed Implementation Date: Immediately

Item Details:

Proposed factors to consider when developing recommendations to increase tuition and mandatory fees:

1. Tennessee Higher Education Commission (THEC) binding tuition and mandatory fee increase ranges;
2. Level of state support;
3. Total cost of attendance;
4. Efforts to mitigate the financial effect on students;
5. Higher Education Price Index (HEPI);
6. Other factors deemed appropriate by university administration such as:
 - Student demand;
 - Campus enrollment goals;
 - Market factors;
 - Cost factors related to general campus operations, programs of study, or individual courses.



State of Tennessee

PUBLIC CHAPTER NO. 614

SENATE BILL NO. 1665

By Dickerson, Gresham, Yarbrow

Substituted for: House Bill No. 1684

By Smith, Ragan, Daniel, Moody, Hardaway, Terry, Towns

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 11; Title 49, Chapter 7; Title 49, Chapter 8 and Title 49, Chapter 9, relative to higher education.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 7, is amended by adding the following language as a new part:

49-7-1601.

This part shall be known and may be cited as the "Tuition Transparency and Accountability Act."

49-7-1602.

As used in this part:

(1) "Board" means the trustees of the University of Tennessee or a state university board, as applicable;

(2) "Cost of attendance" means the combined cost of tuition, mandatory fees, room and board, books, and other educational expenses as determined by the financial aid office of the postsecondary institution;

(3) "Predictive cost estimate" means a non-binding estimated cost of attending an undergraduate program at the postsecondary institution based on a student's chosen field of study over a four-year period. A predictive cost estimate may include, but is not limited to, potential tuition and mandatory fee increases, projected increases in tuition based on a student's chosen field of study, and historical trend data; and

(4) "Tuition and mandatory fees" means the charges imposed to attend the relevant institution of higher education as an in-state undergraduate student and all fees required as a condition of enrollment as determined by the board. "Tuition and mandatory fees" does not include fees charged to out-of-state students by institutions of higher education, room and board, or other non-mandatory fees and charges.

49-7-1603.

(a) At least fifteen (15) days prior to holding a meeting to adopt an increase in tuition and mandatory fees, a board shall give public notice of the proposed tuition and mandatory fee increase as an action item on the board's meeting agenda. Individuals shall be permitted to provide comments during the fifteen-day period. The public notice of the proposed tuition and mandatory fee increase shall, at a minimum, include:

(1) An explanation for the proposed tuition and mandatory fee increase;

(2) A statement specifying the purposes for which revenue derived from the tuition and mandatory fee increase will be used; and

(3) A description of the efforts to mitigate the effect of the tuition and mandatory fee increase on students.

(b)(1) By January 1, 2019, each board shall develop a list of factors that shall be considered when developing recommendations to increase tuition and mandatory fees. The factors shall include, at a minimum, the level of state support; total cost of attendance; and efforts to mitigate the financial effect on students.

(2) Each state university and each campus in the University of Tennessee system shall post on its website a summary of the recommendations pursuant to subdivision (b)(1).

49-7-1604.

By February 1 of each year, each governing board shall provide a report to the office of legislative budget analysis, for distribution to the general assembly, with information regarding expenditures of revenues derived from any tuition and fees increase in the previous full academic year. The report shall include how revenues were used, the effect on student financial aid, and the effect on the average total cost of attendance per student.

49-7-1605.

Beginning August 1, 2019, each state university and each campus in the University of Tennessee system shall provide, with a student's letter of acceptance, a predictive cost estimate for students applying for undergraduate degree programs for the 2020-2021 academic year and for academic years thereafter.

SECTION 2. This act shall take effect July 1, 2018, the public welfare requiring it.


SENATE BILL NO. 1665

PASSED: March 19, 2018


RANDY McNALLY
SPEAKER OF THE SENATE


BETH HARWELL, SPEAKER
HOUSE OF REPRESENTATIVES

APPROVED this 2nd day of April 2018


BILL HASLAM, GOVERNOR

Agenda Item: D.ii.

Date: November 30, 2018

Subject: Consideration of the Board of Trustees evaluation

Action Recommended: Information Item

Background Information:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 4.2.g requires a governing board to define and regularly evaluate its responsibilities and expectations. Trustees completed the evaluations individually and the results were compiled into a report.

Proposed Implementation Date: N/A

Item Details:

Results of the Board of Trustees self-evaluation are attached.



Board of Trustees **SELF-ASSESSMENT**

FALL 2018



Austin Peay State University

Board of Trustees Self-Assessment Questions

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 4.2.g requires a governing board to define and regularly evaluate its responsibilities and expectations. The APSU Board of Trustees completed a self-assessment questionnaire in Fall 2018, and the responses are contained in this report.

Strongly Agree

Agree

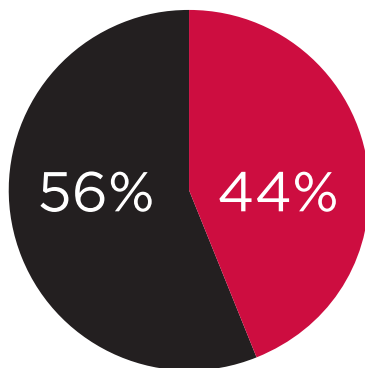
Neutral

Disagree

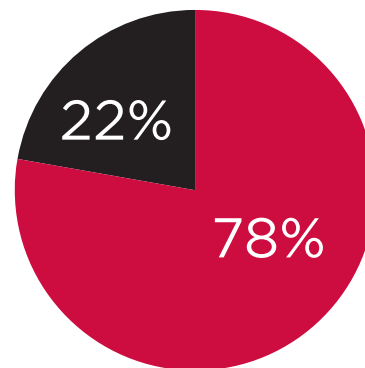
Strongly Disagree

These colors are used in the following pie charts to represent specific report data based on the responses ranging from strongly agree to strongly disagree.

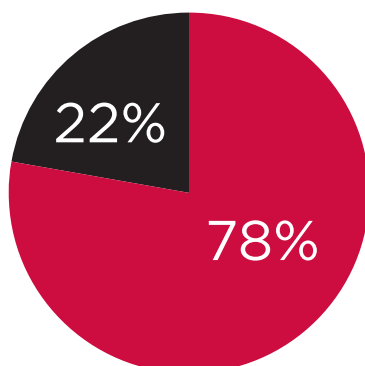
The policy-making process is clear, public and inclusive.



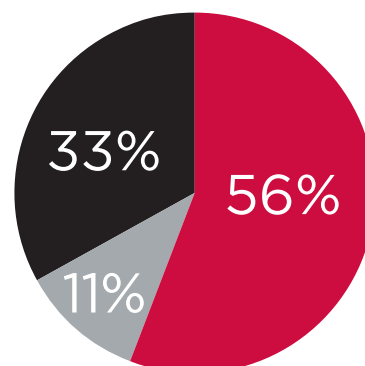
Board members support the concept that board policy and the board chair are its primary voices.



The board works to build positive relationships with all university and community stakeholders.



The board actively supports the University's foundation and fundraising efforts.



Strongly Agree

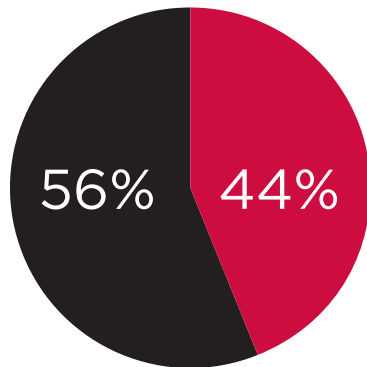
Agree

Neutral

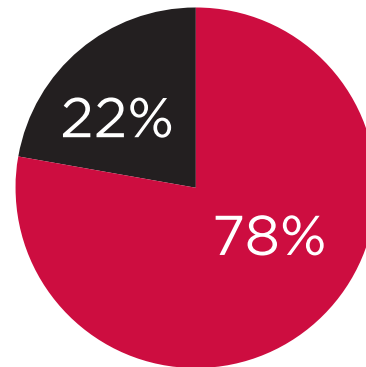
Disagree

Strongly Disagree

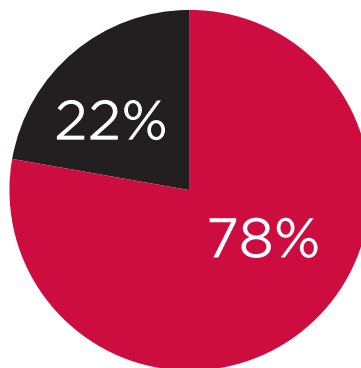
The board adequately studies issues prior to board action.



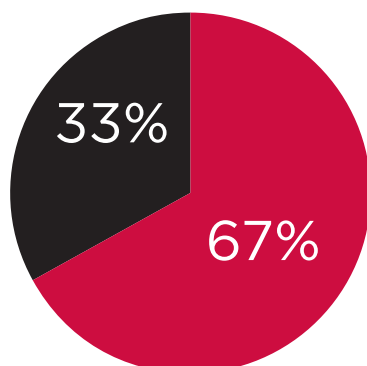
The board's time is appropriately spent on governance and not management.



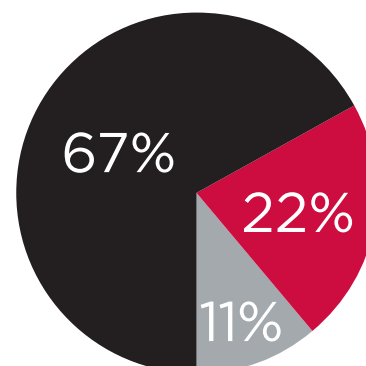
Appropriate advance materials are made available to trustees, in order for each trustee to adequately prepare for board meetings and meet their governance obligations.



The trustees fulfill their commitments to the board as delineated in board policy.



Board meetings have a good balance of information sharing, discussion and decision-making.



Strongly Agree

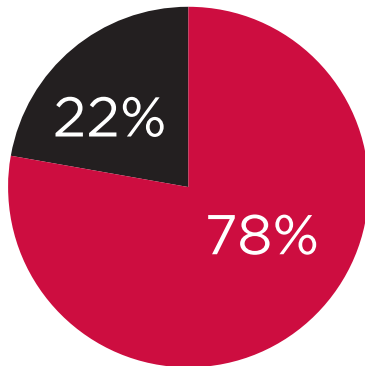
Agree

Neutral

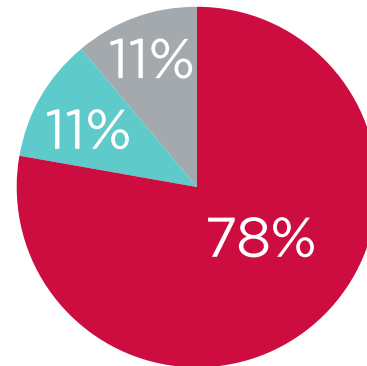
Disagree

Strongly Disagree

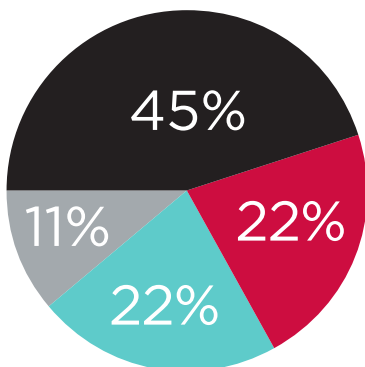
The board appropriately supports the president in her decision-making.



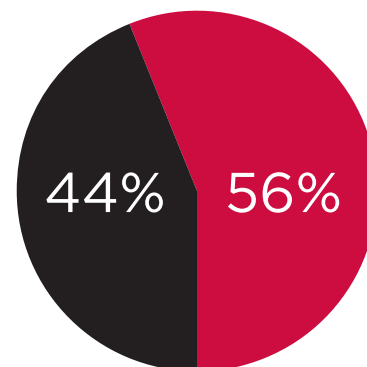
The board is appropriately involved in strategic planning.



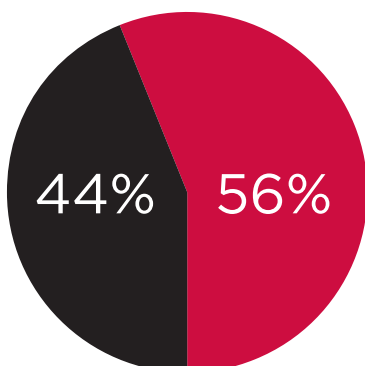
The board takes regular steps to keep informed about important trends in the larger environment that might affect the organization.



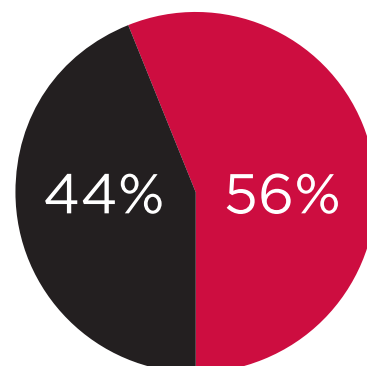
The board receives the appropriate amount of financial information to carry out its fiduciary and stewardship responsibilities.



There is an effective committee structure for the board.



Board leadership effectively perform their roles.



Strongly Agree

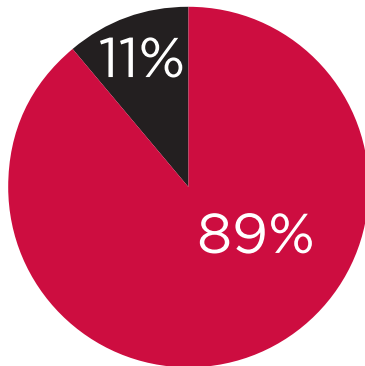
Agree

Neutral

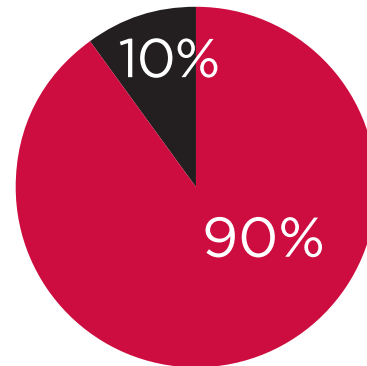
Disagree

Strongly Disagree

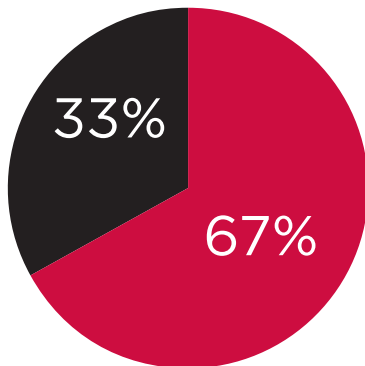
The board conducts its meetings in compliance with the Tennessee Open Meetings Act.



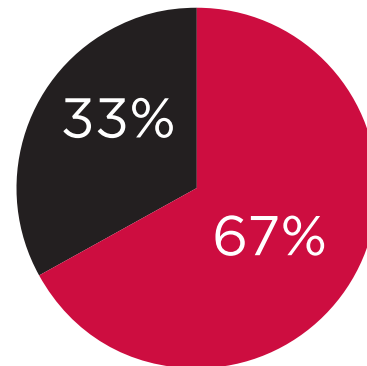
The board operates with a sense of cooperation and collegiality.



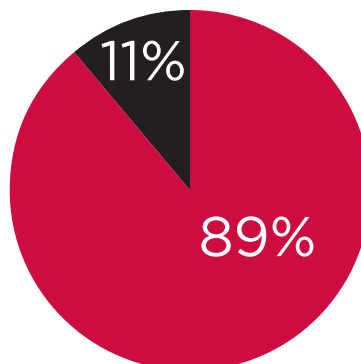
The board effectively evaluates the president.



The president's compensation is effectively determined and administered by the board.



My committee liaisons (i.e., Audit - Blayne Clements; Academic/Student Affairs - Rex Gandy and Greg Singleton; Business and Finance - Mitch Robinson; Executive Committee - Alisa White; Board of Trustees - Dannelle Whiteside) promptly and professionally provide me with the necessary information I need to carry out my governance responsibilities.



Written Responses:

1 Please comment on any “1” or “2” responses above.

- The staff support of the board is incredible.
- I marked “disagree” on having discussion on trends in society. I feel the board shys away from topics that could potentially be controversial regarding the longevity and inclusivity of the University.
- Great support from the entire staff, particularly Dannelle Whiteside, Carol Clark and President White.

2 What are the greatest strengths of the board?

- Our diversity in occupations and business acumen.
- The strength of cooperation and collegiality.
- Willingness to serve and desire to make Austin Peay the best it can be.
- We work well together in the supporting of President White.
- Cooperation.
- Diversity. Commitment to APSU.
- The quality of people on the board and the breadth of experience of its members.

3 What are the weaknesses of the board?

- We all have full time jobs but make every effort to be available for APSU.
- Not necessarily a weakness, but in assessing the divide between governance (what an organization does/strategic direction) vs. management (how we get there), I think the board could be more active vs. passive.
- We are still learning the higher education model.
- I feel many opinions are stifled or left unsaid.
- None, from my perspective.
- Our overall knowledge of the world of academia is growing but a lot of it is new to many of us.

4 How can the effectiveness of the board be enhanced?

- I think it is hitting on all 8 cylinders.
- Continue with training.
- Striving to bring new and innovative ideas to the discussions.
- I feel the student position would be a better advocate if given the opportunity to vote.
- Continue building trust and confidence within and amongst the board, as well as with the faculty and students.
- I think our experience with each quarterly meeting helps us to be more effective. We are learning and evolving as a board.

5

What do you as a trustee feel proud of in the past year, related to the work of the board?

- Increasing the president's compensation to be more competitive with other institutions.
- Team focus on APSU achieving strategic goals.
- I feel that we've come together as a team, despite our career backgrounds.
- I am proud of being able to help bring a level of knowledge regarding campus life to the board.
- Growth in attendance and the rise in the general respect in the academic community.
- Excellent execution relative to State of Tennessee criteria.
- How well we have worked together in concert with the president, the administration and faculty.

6

What thoughts do you have regarding your progress toward the strategic plan?

- I feel we make more progress every month. Great entrepreneurial atmosphere. APSU team members are stakeholders in the University's success.
- We have ambitious goals, a tremendous leader in Dr. White supported by dedicated faculty and staff, a team-focused board and we have met or exceeded our goals in transforming APSU for our students, the institution, the faculty and the surrounding community!
- Progress has been great in the short time of implementation. Also, the strategic plan helps put the importance of our job as trustees in perspective.
- APSU does great job in recruiting students of diverse backgrounds, but I feel more recruiting needs to be done regarding diverse faculty members.
- I really endorse recent efforts to strengthen our strategic thought, separating it from day to day and operational issues.
- APSU continues to make consistent progress toward the goals outlined in the plan.
- It is the focus for all of the board members, and we try to keep focused on the plan as we make decisions.



BOARD OF TRUSTEES



Austin Peay State University Contracts total value over \$50,000 Approved from August 1, 2018 through October 15, 2018

<u>Contractor</u>	<u>Description of Contract</u>	<u>Department</u>	<u>Yearly Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>
Demand Mechanical, LLC	APSU's Kimbrough Building Boiler Installation Project	University Design and Construction	\$146,103.00	9/27/2018	1/26/2019	Yes
Hughes Construction	APSU's Dunn Center Men's Locker Room Renovations	University Design and Construction	50,951.00	9/19/2018	11/15/2018	Yes
Admithub, Inc.	Enrollment Mascot Bot for text messaging for all admitted students with North American cell phone number through matriculation	Enrollment Management	63,000.00 *	9/17/2018	9/16/2021	Yes
Presbyterian College	Football Game Guarantee for September 8, 2018 APSU's Home Game	Athletics	125,000.00	9/8/2018	9/8/2018	No
Elsevier	Library Database	Library	53,358.09	9/4/2018	9/3/2023	No
ARMS Software, LLC	Compliance Software Subscription for APSU Athletics	Athletics	25,000.00	11/20/2018	11/19/2021	No
Triple S Contracting, Inc.	APSU's Dunn Center Academic Support Center Renovations	University Design and Construction	131,831.00	9/4/2018	10/4/2018	Yes

* First year cost \$63,000, \$43,000 years two (2) and three (3).



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



**Austin Peay State University
Summary of State Building Commissions Actions
August 1, 2018 through October 15, 2018**

<u>Date</u>	<u>SBC/Transaction Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
8/9/2018	373/003-03-2018	Dunn Center 201 Athletic Renovation	\$169,000	Approved a revision in project budget and funding in order to award a contract
9/13/2018	373/003-09-2018	Harvill Hall Fan Coil & Controls Upgrade	\$450,000	Approved project and utilizing a Campus Consultant for design

Summary of Executive Sub-Committee Actions

9/24/2018	373/003-06-2018	Hayes House Envelope Repairs	\$180,000	Approved Designer Selection
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