



Academic Policies and Programs/Student Life Committee

Meeting Agenda

Austin Peay State University

317 College Street

Clarksville, TN 37040

November 29, 2018

Call to Order

Roll Call/Declaration of Quorum

Action Items

- A. Policy 2:038 Undergraduate (and Graduate) Admissions
- B. Policy 2:010 Undergraduate (and Graduate) Academic Retention Standards

Information Items

- A. M.S. in Speech-Language Pathology - Letter of Notification to THEC to establish master's program
- B. Fall Census Enrollment

Adjourn

Agenda Item: A.

Date: November 29, 2018

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

Action Recommended: Approval by Voice Vote

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

- ~~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 of 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).

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

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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

Agenda Item: B.

Date: November 29, 2018

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

Action Recommended: Approval by Voice Vote

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 Official: 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" (> 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.

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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

Information Item: A.

Date: November 29, 2018

Subject: Master of Speech-Language Pathology - Intent to submit Letter of Notification to THEC to establish master's program

Action Recommended: Information only

Background Information:

Austin Peay State University intends to submit a Letter of Notification to the Tennessee Higher Education Commission (THEC) to develop a Master of Speech-Language Pathology (MSLP). The proposed graduate program will prepare students for successful careers in the profession of speech-language pathology. A speech-language pathologist has the knowledge and skills to manage communication disorders and swallowing disorders across the life span. Graduates with the MSLP will be eligible for Tennessee State Licensure by the Tennessee Board of Communication Disorders and Sciences. APSU will also prepare graduates for eligibility for the Certificate of Clinical Competence (CCC), the nationally recognized professional credential that represents a level of excellence in the field of speech-language pathology issued by the American Speech-Language-Hearing Association Council for Clinical Certification in Audiology and Speech-Language Pathology.

Proposed Implementation Date: Fall 2021

Item Details:

The MSLP will be housed in the Department of Health and Human Performance, within the College of Behavioral and Health Sciences. The program proposal is being led by Dr. Kelly Kleinhans, APSU faculty member and speech-language pathologist, and Dr. Marcy Maurer, Department Chair of Health and Human Performance.

The proposed MSLP is a 54 credit-hour graduate degree that will offer students an excellent academic and broad-based clinical education experience. This experience will link contemporary theories, current best practices and cutting edge technologies to prepare students for rewarding careers in speech-language pathology. In addition to traditional course work, students will earn 375 clock-hours of supervised clinical

experience in direct contact with individuals having communication disorders and their caregivers as they practice assessment, treatment and counseling.

There is an increasing need for the specialized services of speech-language pathologists to prevent, assess and treat the myriad of communication disorders that can arise across the lifespan. According to the American Speech-Language-Hearing Association, an estimated 40 million Americans have a communication disorder. APSU is positioned to help individuals with communication disorders in Tennessee with the addition of this new MSLP program, one of six across the state, by preparing graduates to help people acquire or restore the basic human need of communication. The proposed MSLP is well-aligned with the University's mission to develop "programs and services that address regional needs, and provide collaborative opportunities that connect university expertise with private and public resources" as the institution will produce graduates prepared to meet the needs of the individuals they serve in the context of a culturally diverse society. This proposed program supports APSU Strategic Plan Goal 1: Enrollment Growth.

Evidence of Labor Market and Student Demand

Employment of speech-language pathologists is projected to grow 21% from 2014 to 2024 nationally and more than 25% in Tennessee. Admission to speech-language pathology graduate programs is highly competitive. According to the American Speech-Language-Hearing Association 2017 survey, 253 accredited master's programs reported receiving 64,000 applications. However, these programs accepted only 18,119 applicants, an acceptance rate of 28 percent.

In addition to seeking APSU Board of Trustees and THEC approval in the coming months, the addition of the new graduate program in speech-language pathology represents a substantive change with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Thus, at the appropriate time, the university will submit a prospectus to SACSCOC. APSU will also seek accreditation of the Master of Speech-Language Pathology by the American Speech-Language-Hearing Association Council on Academic Accreditation (CAA). The CAA is recognized by the Council of Higher Education Accreditation and the Secretary of the U.S. Department of Education. The CAA is responsible for determining the knowledge and skills needed by speech-language pathologists and therefore provides guidelines for the development of an appropriate high quality graduate education at APSU. APSU's desire to seek accreditation demonstrates its commitment to providing adequate and appropriate resources to support the program and ensure positive student outcomes, including eligibility for certification which is contingent on graduating from a program that has earned CAA accreditation.

Information Item: B.

Date: November 29, 2018

Subject: Fall Census Enrollment

Action Recommended: Information Only

Background Information:

Austin Peay State University led the state in enrollment growth for Fall 2018. According to the institution's official Fall 2018 census, enrollment is 10,954. This number marks the highest enrollment in APSU's history and indicates a 4.7% increase from last year's enrollment of 10,463 and a 1% increase from the institution's previous high enrollment in 2011. The 4.7 percent increase is also the only enrollment increase among all of the state's Locally Governed Institutions (LGIs)* and is the highest rate of increase among all public four-year institutions in the state in Fall 2018.

Census is the date at which the "snapshot" of enrollment and student credit hours (SCH) is taken. The census date is defined as the 14th day of all terms in the fall and spring the seventh day for summer terms. This is a one-time snapshot based on who is enrolled on that date.

The official Census Enrollment Report for APSU includes the sum of all students enrolled on the three census dates in fall:

- one each for Fall I (the first short fall term at Fort Campbell that begins in late August);
- full term (the long term and the part of term A, a short term within fall that begins before the census date on Clarksville campus and other locations); and
- Fall II (the second short fall term at Fort Campbell that begins in October).

Therefore, official census enrollment numbers for APSU, unlike some other institutions, are not available until after the census date for Fall II.

Proposed Implementation Date: Not applicable

Item Details:

The Census Enrollment Report contains the *official* head count of students enrolled in credit-bearing courses, the full-time equivalent. APSU also disaggregates the head count by the following classifications or groups:

- level (undergraduate and graduate),
- full-time and part-time enrollment status,

- gender,
- race and ethnicity
- age (traditional and adult learner),
- classification (freshman, sophomore, etc.), and
- type (first-time college student, transfer student, dual enrolled student, etc.).

Although the University monitors enrollment on a daily basis, the Census Enrollment Report allows the institution to measure trends in enrollment based at the same exact point in the term (the 14th day of all terms, rather than the same *date* each year).

In addition, the Census Enrollment Report is the official number recognized by the Tennessee Higher Education Commission (THEC) and assists in consistently calculating the student progression and completion data for the THEC Outcomes-Based Funding Formula.

The following table compares the Fall 2017 and Fall 2018 Census Enrollment to other public universities in Tennessee.

According to the enrollment chart below, APSU was the only Locally Governed Institution (LGI) to reach positive enrollment growth from Fall 2017 to Fall 2018 among all of the LGIs.

Institution	Enrollment**		% Change 1 year (Fall 2017 - Fall 2018)
	Fall 2017	Fall 2018	
Austin Peay State University	10,463	10,954	4.7%
University of Tennessee, Martin	6,800	7,069	4.0%
University of Tennessee, Knoxville	28,321	28,894	2.0%
University of Tennessee, Chattanooga	11,587	11,638	0.4%
East Tennessee State University	13,764	13,725	-0.3%
University of Memphis	21,521	21,459	-0.3%
Middle Tennessee State University	21,913	21,630	-1.3%
Tennessee Technological University	10,504	10,186	-3.0%
Tennessee State University	8,461	7,780	-8.0%

*LGI's include Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and University of Memphis.

**Source: Institutional Research web reports from individual institutions