



Academic Policies and Programs/Student Life Committee Meeting Agenda

Austin Peay State University

317 College Street

Clarksville, TN 37040

November 30, 2017

Call to Order

Roll Call/Declaration of Quorum

Action Items

- A. Approval of Ed.D. in Educational Leadership Program/Level Change
- B. Executive Certificate in Healthcare Administration approval
- C. Approval of Graduate Certificate in Project Management
- D. Approval of Student Code of Conduct Rules

Information Items

- A. Fall Census Enrollment Data

Adjourn



Agenda Item: A.

Date: November 30, 2017

Subject: Ed.D. Program/Level Change Approval

Action Recommended: Approval of Ed.D. Program/Level Change

Background Information:

The Doctor of Education (Ed.D.) degree in Educational Leadership at Austin Peay State University (APSU) will focus on providing skills to a variety of leaders in public and private education at both the K-12 and higher education levels.

Supporting Area Needs: Since 2005, students, K-12 administrators from seven area school districts, current APSU employees, and community college administrators have requested that APSU establish a doctorate in educational leadership. The Ed.D. provides a way for individuals to expand their knowledge and training beyond a master's or Educational Specialist degree (Ed.S.), which APSU currently offers.

Job Market:

- Employment is projected to increase by 6% for elementary and secondary school administrators in the nation from 2014-2024. In Tennessee, the projected employment for administrators for elementary and secondary schools is 5,680 with average annual openings of 220 jobs with 1.6% annual growth.
- Employment is projected to increase by 8% for post-secondary administrators in the nation from 2014-2024 with a beginning salary of \$92,000. At the postsecondary level, the Bureau of Labor Statistics (BLS) projects 15 percent growth in administrator employment, producing around 23,500 new jobs in the same period.
- Currently, over 50 individuals have been identified who wish to participate in the initial Ed.D. cohort.

Estimated Enrollment: The cohort model will admit 20 students in first cohort (Fall 2018) and 15 each subsequent year.

Distinctiveness: The proposed program represents the first doctoral program offered by APSU, constituting a SACSCOC Level Change from Level IV to Level V. APSU will submit the Level Change Application to SACSCOC in February 2018.

In addition, the Ed.D. is designed to meet the needs of several groups of potential students.

- Current educational leaders in the K-12 environment who currently hold an administrative license.
- Classroom teachers who have earned master's or Ed.S. degrees who wish to acquire their administrative license while obtaining a doctorate.
- Classroom teachers who have earned master's or Ed.S. degrees who do not wish to be a school administrator but desire to become a teacher leader.
- Current educational leaders in the K-12 environment that need to earn the doctorate to either enhance their marketability or to improve their skills.
- Higher education employees who have earned master's or Ed.S. degrees who desire to earn the doctorate to advance in the administrative structure of their campus.
- Military personnel who desire to continue their education after the master's degree.

Alignment with College of Education Mission and APSU Strategic Plan: This proposed program supports APSU Goal 1: Enrollment Growth and Goal 2: Student Success: Retention, Completion and Workforce Preparedness

Proposed Implementation Date: Fall 2018

Item Details:

The Ed.D. degree consists of 60 hours beyond a master's degree. The Ed.D. degree will be housed in the Department of Educational Specialties, within the Martha Dickerson Eriksson College of Education. The program will be coordinated by Dr. Gary Stewart and will be under the supervision of Dr. Moniqueka Gold (Chair of Educational Specialties) and Dr. Prentice Chandler (Dean of the Martha Dickerson Eriksson College of Education).

The program consists of the following coursework:

- leadership theory and practice (12 credit hours),
- organizational analysis (9 credit hours),
- analysis of educational policy (6 credit hours),
- research and statistics (12 credit hours),
- 9+ credit hours of coursework related to the students' elective interests, and
- 12+ credit hours of dissertation work

Ed.D. Course Distribution

Curriculum Topics	Courses
Leadership Theory and Practice (12 hrs)	Education 7000 <u>Theories of Leadership</u> 3 hrs Education 7001 <u>Theories of Educational Leadership</u> 3 hrs Education 7002 <u>Technology Applications for Educational Leaders</u> 3 hrs Education 8003 <u>Team-Building & Group Dynamics</u> 3 hrs
Organizational Analysis (9 hrs)	Education 7004 <u>Organizational Development</u> 3 hrs Education 8005 <u>Strategic Planning & Decision-Making</u> 3 hrs Education 8006 <u>Program Planning & Evaluation</u> 3 hrs
Research, Inquiry, and Evaluation (12 hrs)	Education 7030 <u>Educational Statistics I</u> 3 hrs Education 7031 <u>Educational Statistics II</u> 3 hrs Education 7050 <u>Qualitative Research</u> 3 hrs Education 8050 <u>Quantitative Research</u> 3 hrs
Analysis of Educational Policy (6 hrs)	Education 7011 <u>Educational Policy</u> 3 hrs Education 7012 <u>Social, Political, & Legal Issues</u> 3 hrs
Electives (9 hours)	elective courses that will enhance the leadership skills of the candidate.
Dissertation (12+ hrs)	Education 8013: <u>Dissertation</u> 6 hrs Education 8014: <u>Dissertation</u> 6 hrs

The program proposal has received approvals from the Teacher Education Council, Department Chair, Dean, the Graduate and Research Council (now called Graduate Academic Council), the Academic Council (now called University Curriculum Committee), Provost and Vice President for Academic Affairs, and President.

Budget

- The largest expense expected will be the addition of five faculty members for the doctoral program during the first five years.
- Revenue from tuition and fees is expected to be approximately \$205,800 in the first year, 349,300 in the second year, and 454,600 in the third year.



Agenda Item: B.

Date: November 30, 2017

Subject: Executive Certificate in Healthcare Administration

Action Recommended: Recommend approval to establish an Executive Certificate in Healthcare Administration

Background Information:

The Executive Certificate in Healthcare Administration is a 12-hour graduate certificate providing an executive style education to healthcare professionals in the greater Nashville area. This program is designed for individuals who are working full time in healthcare and want to further their education. All courses will be offered in a hybrid format and the program is designed to be completed in two eight-week semesters.

The Executive Certificate in Healthcare Administration will expose students to four key functions of healthcare administration: accounting, finance, strategic planning and human resources, which will expand the scope of knowledge and skills for professionals in the healthcare field. Completion of the certificate program will enhance the marketability and functionality of professionals and clinicians, as well as fulfill four course requirements in APSU's Master of Healthcare Administration degree program, if the student applies to the Master's program.

- Supporting Information from the Nashville Health Care Council:
 - Nashville is home to a diverse health care cluster with leaders in a number of industry niches that impact the health care landscape locally, nationally and internationally.
 - The Nashville health care industry contributes an overall economic benefit of \$38.8 billion and more than 250,000 jobs to the local economy annually.
 - Globally, Nashville's health care industry generates more than \$84 billion in revenue and more than 500,000 jobs.
 - Nearly 400 health care companies have operations in Nashville and work on a multistate, national or international basis. Nashville is also home to more than 400 professional service firms (e.g., accounting, architecture, finance, legal) that provide expertise in the health care industry.

- The health care industry is Nashville's largest and fastest growing employer, directly employing 126,000, an increase of more than 10 percent from 110,000 jobs in 2010.
- Estimated enrollment: 15 students per cohort
- Alignment with APSU Strategic Plan:
 - Objective 1.2.2 – Create new graduate programs that meet current market demands or projected market needs.
 - Objective 2.1.1 – Expand quality program development and curriculum options for students

Proposed Implementation Date: Spring 2018

Item Details:

The Executive Certificate in Healthcare Administration is a 12-hour graduate certificate (4 courses) providing an executive style education to healthcare professionals in the greater Nashville area. The Executive Certificate in Healthcare Administration can be completed in two consecutive eight-week sessions in the Fall or Spring semesters. Students will enroll in two classes Session A and two classes Session B. Each session will start with a 3-4 day on-campus immersion where students will participate in lecture and group work with the faculty member.

Completion of the Executive Certificate in Healthcare Administration will allow the student to transition into the Master of Healthcare Administration (MHA) that is currently offered through the Department of Health and Human Performance. All four certificate classes will count toward the ten course MHA degree.

Courses

Session A Courses:

HHP 5530 Financial Accounting in Healthcare

HHP 5640 Human Resource Management

Session B Courses:

HHP 5630 Financial Management of Health Care Services

HHP 5860 Strategic Healthcare Management

Program Student Learning Outcomes:

1. The student will apply the concepts of accounting in financial analysis and decision-making.

2. The student will assess the financial condition of an organization using financial statements and other data.
3. The student will be able to construct management strategies for hiring, retention, training, compensation and communication with the workforce.
4. The student will be able to critique and improve existing strategic plans of healthcare organizations.



Agenda Item: C.

Date: November 30, 2017

Subject: Project Management Graduate Certificate

Action Recommended: Recommend approval to establish new graduate certificate

Background Information:

The Department of Leadership and Organizational Administration in the College of Behavioral and Health Sciences proposes a 9-credit hour online graduate certificate in Project Management. The proposed program is designed to serve students who wish to earn a graduate credential while preparing to apply for the Project Management Institute's (PMI) Project Management Professional (PMP)/Certified Associate in Project Management (CAPM) exams. The certification earned by passing these exams is highly desirable among hiring employers.

Proposed Implementation Date: Summer 2018

Item Details:

The Project Management Graduate Certificate will help students build their skills and credentials in project management, and prepare them to take the Project Management Professional (PMP) Exam. Students will complete this 9-credit hour online program by taking three courses, including one course in project management (LDSP 5420 Applied Project Management), and two of the following elective courses: LDSP 5300 Survey of Best Practices in Leadership; LDSP 5060 Communication Skills for Organizational Administration; LDSP 5105 Project Planning and Scheduling; LDSP 5110 Organizational Innovation; LDSP 5200 Organizational Culture, Politics and Change; LDSP 5560 Small Group Leadership; and/or LDSP 5700 Conflict Management and Negotiation.

Currently, APSU offers a PMP Exam preparation series through the Department of Continuing Education. Since many students who take this non-credit series have already earned a Bachelor's degree, many students have requested that this program be offered for credit at the graduate level. Some of these students are active duty and retired military service members. Graduate certificates are often covered by the Post 9/11 GI Bill, while non-credit Continuing Education courses are not covered. Creating this graduate

certificate will allow these students to obtain a graduate credential while using their military education benefits.

This certificate is designed to complement other APSU graduate degrees, especially the Master of Professional Studies (MPS) in Strategic Leadership. Students who complete the Project Management Graduate Certificate will be able to apply all three credit courses toward the MPS degree if they decide to continue as a graduate student and apply to the MPS program.

Students who complete the Project Management Graduate Certificate will be able to demonstrate several learning outcomes:

- Prepare and apply for the PMI PMP®/CAPM® Exam using key concepts, terms, formulas, and proven exam-taking skills
- Effectively apply information from the PMBOK® (Project Management Body of Knowledge) Guide to simulated projects
- Utilize proven project and general management methodologies on projects in various environments/industries



Agenda Item: D.

Date: November 30, 2017

Subject: Student Conduct and Disciplinary Sanctions Rule

Action Recommended: Approval by Roll Call Vote

Background Information:

State entities are required to promulgate rules and regulations when the subject of those rules and regulations affects the rights of third parties. At its May 19, 2017 Board meeting, the APSU Board of Trustees approved the Student Conduct and Disciplinary Sanctions Rule. After submission to the Attorney General's Office, the rules were returned with a few substantive changes. Once these changes are approved by the Attorney General, they will proceed to approval from the Secretary of State, and is subject to final approval by the Government Operations Committee of the Tennessee General Assembly. The promulgation process is enumerated in the Tennessee Uniform Procedures Act at T.C.A. § 4-5-201, et. seq.

Proposed Implementation Date: At the conclusion of the rule promulgation process.

Item Details: See attachment.

**Rules
of
Austin Peay State University**

**Chapter 0240-05-02
Student Conduct and Disciplinary Sanctions**

0240-05-02-.01	APSU Policy Statement
0240-05-02-.02	Disciplinary Offenses
0240-05-02-.03	Academic and Classroom Misconduct
0240-05-02-.04	Disciplinary Sanctions
0240-05-02-.05	Disciplinary Procedures

0240-05-02-.01 APSU Policy Statement.

- (1) Austin Peay State University (University) students are expected to conduct themselves as law-abiding members of each community at all times. Admission to APSU carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between APSU and the academic community which it seeks to serve, the APSU Board of Trustees (the Board) has authorized the President (the President) to take such action as may be necessary to maintain campus conditions and preserve the integrity of APSU and its educational environment.
- (2) Pursuant to this authority and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board of Trustees has developed the following regulations, intended to govern student conduct on the APSU campus. The University under the jurisdiction of the Board of Trustees is directed to implement policies subject to, and consistent with, these rules. In addition, students are subject to all federal, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects APSU's pursuit of its educational objectives, APSU may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these rules may subject a student to disciplinary measures by APSU whether or not such conduct simultaneously violates state, local or national laws.
- (3) For the purpose of these rules, a "student" shall mean any person who is admitted and/or registered for study at APSU for any academic period. This shall include, but not be limited to any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from APSU. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policies, rules, and regulations governing student conduct. Students are responsible for compliance with the Policies on Student Conduct and with similar APSU policies at all times.
- (4) Disciplinary action may be taken against a student for violation of the policies, rules, and regulations which occur on APSU owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any APSU activity or the mission, processes, and functions of APSU. The University may enforce their own rules regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.
- (5) These rules, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for

the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

- (6) Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) and/or the Tennessee Open Records Act, a student's disciplinary files are considered educational records and are confidential within the meaning of those Acts.

Authority: T.C.A. §§ 4-5-101 et seq., 49-8-203, and § 10-7-501 et seq..

0240-05-02-.02 Disciplinary Offenses.

- (1) Generally, through appropriate due process procedures, APSU disciplinary measures may be imposed for conduct which adversely affects APSU's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community or which endangers property or persons on APSU, or APSU-controlled property.
- (2) Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:
 - (a) Conduct dangerous to self or others. Any conduct, or attempted conduct, which poses a direct threat to the safety of others or where the student's behavior is materially and substantially disruptive of APSU's learning environment;
 - (b) Hazing. Violations of this section include any act of hazing on or off the Austin Peay State University campus or APSU controlled property, by an Austin Peay State University individual, group of individuals or registered student organization. Hazing means any intentional or reckless act on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organizations;
 - (c) Discrimination or Discriminatory Harassment. Any individual or group act against another individual or group in violation of Board of Trustee policies, as well as federal and/or state laws prohibiting discrimination and discriminatory harassment, including, but not limited to, APSU Policy 5:003;
 - (d) Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs or may reasonably provoke other groups or individuals (this may include, but not be limited to verbal abuse, nonverbal gestures and inappropriate behavior resulting from the use of being under the influence of alcohol or drugs), etc.;
 - (e) Obstruction of or Interference with APSU Activities or Facilities. Any intentional interference with or obstruction of any APSU program, event, or facility including, but not limited to the following:
 1. Any unauthorized occupancy of APSU or APSU-controlled facilities or blockage of access to or from such facilities,

2. Interference with the right of any APSU member or other authorized person to gain access to any APSU or APSU-controlled activity, program, event or facility;
 3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any University official in the performance of his or her duty;
 4. Any form of disruptive behavior in the classroom, during any campus event or;
 5. Activity or at any location on campus;
- (f) Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to APSU or property being used, rented, owned or leased by a student, group of students or officially registered student organization not owned by APSU;
- (g) Theft, Misappropriation, or Unauthorized Sale. Any act of theft, misappropriation, or unauthorized possession, use or sale of APSU property or any such act against a member or organization of the APSU community or a guest of APSU;
- (h) Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of APSU documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status at APSU; failure to carry the APSU ID card at all times or to show it upon proper request;
- (i) Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind on APSU property. Firearms or dangerous weapons include, but are not limited to: rifles, handguns, replica/toy guns, BB guns, pellet guns, stun guns, non-culinary knives with a blade greater than four (4) inches, martial arts equipment, paint ball guns, water guns, bows and arrows, etc., or other objects with the intent to cause bodily harm, including mace and/or pepper spray;
- (j) Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
- (k) Alcoholic beverages. The use and/or possession of alcoholic beverages and/or public intoxication on APSU-owned or controlled property, violation(s) of any local ordinance or state or federal law concerning alcoholic beverages, on or off campus, or a violation of the terms of the Austin Peay State University Drug-Free Policy Statement. It shall not be a violation for students twenty-one (21) years of age or older to consume alcohol within areas designated by the president where alcohol is permitted to be served. In addition, officially registered student organizations that sponsor events off campus, where alcoholic beverages are present and available for consumption, must adhere to all local, state and federal laws concerning alcoholic beverages and must follow APSU's Risk Management Guidelines for Student Organizations;

- (l) Drugs. The unlawful possession or use of any drug, controlled substance or drug paraphernalia (including, but not limited to, any prescription drug, stimulant, depressant, narcotic or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance, or a violation of any terms of the APSU Drug-Free Policy Statement;
- (m) Gambling. Participation in any gambling or gambling-related activities on campus or on APSU controlled property or property being used, rented or leased by a student, group of students or officially registered student organization not owned by APSU that have not been approved and/or administered in accordance with the laws and regulations of the State of Tennessee. Any permitted gambling or gambling-related activity, e.g. raffles, must also be operated under the auspices of the APSU's Foundation.
- (n) Financial Irresponsibility. Failure to promptly meet financial responsibilities to APSU including, but not limited to, knowingly passing a worthless check or money order in payment to APSU or to a member of the APSU community acting in an official capacity;
- (o) Unacceptable Conduct in hearings. Any conduct at an APSU hearing involving contemptuous, disorderly behavior, or the giving of false testimony or other evidence at any hearing;
- (p) Failure to Cooperate with University Officials. Failure to comply with directions of APSU officials acting in the performance of their duties;
- (q) Violation of general rules and regulations. Any violation of the general rules and regulations of the University as published in an official APSU publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- (r) Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the offenses listed in this document, or the aiding and abetting of the commission of any of the offenses (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);
- (s) Violations of state or federal laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;
- (t) Violation of imposed disciplinary sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by a APSU official or a constituted body including, but not limited to, sanctions contained herein;
- (u) Violations of APSU Residence Hall or Apartment policies or regulations. The violation of any policies or regulations which appear in printed materials distributed to resident students (i.e., housing license agreements, handbooks for resident students, etc.);
- (v) Sexual Battery/Rape. Any act of sexual battery or rape as defined by state law;

- (w) Sexual Misconduct. An offense including acts of sexual assault, domestic violence, dating violence and/or stalking as defined in APSU Policy 6:001. All matters involving allegations of sexual misconduct will be governed by the procedures set forth in APSU Policy 6:001;
- (x) Tobacco. Smoking, inclusive of electronic smoking devices and vapors, in all APSU buildings, grounds and state-owned vehicles is prohibited (except in otherwise designated areas as provided in APSU policy 99:022). Regardless of whether classes are in session, smoking is prohibited in all buildings, grounds and state-owned vehicles twenty-four (24) hours a day, year round. Students who want to use smoke-free tobacco products may do so thirty (30) feet from each building exit and entrances. Smoke-free tobacco product use is prohibited in APSU buildings and state-owned vehicles.
- (y) Pets. With the exception of service animals, emotional support animals, and animals used for academic research purposes, animals are prohibited on campus except in designated housing areas. Students are required to provide the Office of Disability Services with medical documentation in requesting an accommodation for an emotional service-support animal.
- (z) Filing a false complaint or statement. Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these regulations by a student or organization or APSU employee.
- (aa) Academic Misconduct. Plagiarism, cheating, fabrication or collusion. For purposes of this section the following definitions apply:
 - 1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution.
 - 2. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.
 - 3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
 - 4. Facilitation or Collusion. Assisting or attempting to assist another to violate a provision of APSU's student code of conduct regarding academic misconduct.
- (bb) Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for an APSU facility without proper authorization.
- (cc) Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
- (dd) Abuse of Computer Resources and Facilities. Misusing and/or abusing computer resources including, but not limited to the following:
 - 1. Distribution or use of a student and/or another person's identification to gain access to APSU computer resources,

2. Use of APSU computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
 3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
 4. Unauthorized transfer of a computer or network file,
 5. Use of computing resources and facilities to send abusive or obscene correspondence,
 6. Use of computing resources and facilities in a manner that interferes with normal operation of the APSU computing system,
 7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or APSU official,
 8. Violation of any published information technology resources policy,
 9. Unauthorized peer-to-peer file sharing;
- (ee) Unauthorized Access to APSU Facilities and/or Grounds. Any unauthorized access and/or occupancy of APSU facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
- (ff) Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
- (gg) Rollerblading/Skateboarding. Rollerblading/skateboarding and other coasting devices must comply with APSU Policy 4:013.
- (3) Disciplinary action may be taken against a student for violations of the foregoing rules which occur on APSU owned, leased or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any APSU activity or the missions, processes and functions of APSU. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus which violates local, state or federal laws, which violate APSU policies for student organizations, or which poses a substantial threat to persons or property within the APSU community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at APSU, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from APSU with disciplinary action or

academic misconduct action pending, the student's record may be encumbered by the appropriate APSU office until the proceedings have been concluded.

Authority: T.C.A. §§ 4-5-101 et seq., 49-7-123(a)(1), 49-8-203, and 10-7-501.

0240-05-02-.03 Academic and Classroom Misconduct.

- (1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of APSU. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures established by the Division of Student Affairs.
- (2) Academic dishonesty may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to, a grade of "F" on the work in question, a grade of "F" in the course, reprimand, probation, suspension and expulsion. The student will be advised of his/her rights. The student may accept the instructor's finding, grade reduction, and/or other sanction and waive his/her hearing right. In the event a student believes he/she has been erroneously accused of academic misconduct, he/she may request a hearing. Hearings will be conducted pursuant to the procedures set forth at Part 5, Disciplinary Procedures, below. If the student is found responsible for the allegation(s) of academic misconduct, the grade as assigned by the instructor will stand. Should the hearing source absolve the student of the allegations of academic misconduct, the faculty member will reassess the student's grade based upon the hearing source's finding. When necessary, grade changes will be made administratively.
- (3) Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary action, through appropriate APSU academic grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
- (4) Disruptive behavior in the classroom may be defined, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, the presence of non-enrolled visitors in the classroom [see APSU Policy No. 3:032, Minors on Campus Policy], etc.), the continued use of any electronic or other noise or light emitting device which disturbs or interrupts the concentration of others (e.g., disturbing noises from beepers, text messaging, cell phones, palm pilots, laptop computers, games, etc.).
- (5) Class attendance and punctuality requirements are established by the faculty through the printed syllabus for each course. Students are expected to attend class regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which student(s) are unable to make

immediate contact with faculty, the student may contact the Central Student Affairs office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for possible completion of coursework requirements, if feasible.

Authority: T.C.A. §§ 4-5-101 et seq. and 49-8-203.

0240-05-02-.04 Disciplinary Sanctions.

- (1) Austin Peay State University (APSU) shall adopt and publish a policy, providing notice of potential disciplinary sanctions applicable to both individuals and organizations. The policy may include any appropriate sanction subject to prior review by the APSU Office of Legal Affairs and approval by the Board of Trustees. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these rules, disciplinary policies, or the general policies, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate school officials. (Note: Final results of disciplinary proceedings for violations that include violent acts or non-forcible sex offenses, as defined by Tennessee law, may be released without permission of the student perpetrator.)
- (2) Definition of Sanctions. The following provides a non-exhaustive list of possible sanctions with corresponding definitions:
 - (a) Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
 - (b) Warning. The appropriate APSU official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
 - (c) Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these rules and provides notice that any further violation(s) may result in more serious penalties;
 - (d) Restriction. A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, but is not limited to, the following: denial of the right to represent APSU in any way, denial of the use of APSU facilities and/or parking privileges, restriction of participation in extracurricular activities, restriction of organizational privileges including registration, and restriction of the transfer of academic credit from another institution;
 - (e) University Probation. Continued enrollment of a student or student organization on probation may be conditioned upon adherence to these rules. Any student or organization placed on probation will be notified of such in writing, either in hard copy or electronic, and will also be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student or organization. Any conduct in violation of these rules while on probationary status

or the failure to comply with the terms of the probationary period may result in the imposition of a more serious disciplinary sanction;

- (f) Suspension. If a student or student organization is suspended, he/she or the organization is separated from APSU for a stated period of time with conditions for readmission stated in the notice of suspension;
- (g) Expulsion. Expulsion entails a permanent separation from APSU. The imposition of this sanction is a permanent bar to the student's readmission, or a student organization's recognition to APSU. A student or organization that has been expelled may not enter APSU property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
- (h) Interim or Summary Suspension. As a general rule, the status of a student or student organization accused of violations of these rules should not be altered until a final determination has been made in regard to the charges. Interim or Summary suspension may be imposed upon a finding by the appropriate APSU official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the APSU community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
- (i) Housing Probation. A resident or student organization placed on housing probation is deemed not to be in good standing with the housing community, and his/her continued residence is conditioned upon adherence to these rules and the Housing Contract. Any resident placed on probation shall be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s). Any conduct of a similar or more serious nature in violation of the probation shall result in suspension from housing;
- (j) Housing Suspension and Forfeiture. A resident or student organization suspended from housing may not reside in, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing deposit). A suspended resident must vacate the housing unit within forty-eight (48) hours. Housing suspension shall remain a part of the student's disciplinary record;
- (k) Service to the University. A student or student organization may be required to donate a specified number of service hours to APSU, by way of performing reasonable tasks for the appropriate APSU office or official. This service shall be commensurate to the offense the student is guilty of violating (i.e., service to maintenance staff for defacing APSU property);
- (l) Special Educational Program. A student or student organization may be required to participate in any special educational programs relevant to the offense, to attend special seminars or educational programs or to prepare a project or report concerning a relevant topic;
- (m) Smoking and Clean Air Policy Violation. There will be graduated fines imposed for violation of the Smoking and Clean Air policy:

1. First Offense- \$25.00
 2. Second Offense- \$50.00
 3. Third Offense or more- \$100.00 and for additional Disciplinary Charges;
- (n) Interim or Summary Suspension from Campus Housing. Though as a general rule, the status of a student or student organization accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, interim suspension from campus housing may be imposed upon a finding by the appropriate APSU official that the continued presence of the accused in Austin Peay State University housing constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the APSU community or its guests, or the destruction of property. A final determination of the charges against any student or student organization summarily suspended from campus housing shall be made through appropriate hearing procedures within seven (7) class days of such housing suspension during which time the accused shall forfeit the right to reside in or visit campus housing facilities. The accused student shall be permitted to attend classes during this interim period.
- (o) Referral for Intervention, Assessment and/or Counseling. The student is mandated to visit the appropriate APSU official for an initial intervention and assessment which may be followed by required participation and a prescribed plan of action or treatment plan. Parents or legal guardians may be notified;
- (p) Fines. Penalties in the form of fines may be enforced against a student or an organization whenever the appropriate hearing officer(s) or hearing body deems necessary. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines to the Business Office within two weeks of the decision will result in further disciplinary action;
- (q) Letter of Apology. A student or student organization may be required to write a letter of apology to APSU or its guests, another student or student organization, faculty or staff member, or any other constituent affected by the behavior for which the student or student organization has been found responsible. The letter shall be written and sent within seven (7) class days of notification of sanction and copies to the appropriate hearing body or official;
- (r) Revocation of Admission, Degree, or Credential; and,
- (s) Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

Authority: T.C.A. §§ 4-5-101 et seq. and 49-8-203.

0240-05-02-.05 Disciplinary Procedures.

- (1) Hearing Procedures:
- (a) Procedures conforming to the Uniform Administrative Procedures Act. All cases which may result in (i) suspension or expulsion of a student or student organization

from APSU for disciplinary reasons, or (ii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA) T.C.A. 4-5-301 et seq. and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Trustees, unless the student or student organization waives those procedures in writing and elects to have his or her case heard by either the University Hearing Board or an Administrative Hearing.

- (b) Cases which are not subject to the contested case procedures under the Uniform Administrative Procedures Act and cases in which a student or student organization has waived the contested case procedures in writing shall be processed in accordance with APSU Hearing Procedures. APSU has established two (2) alternate APSU Hearing Procedures:
 - 1. A hearing conducted by one (1) or more Student Affairs Administrators; or
 - 2. A hearing conducted by the University Hearing Board. (Note: This option shall be available until the final ten (10) class days of each semester, or the final five (5) class days of the second summer term, during which time all disciplinary hearings will be conducted by appropriate Student Affairs Administrators, except those subject to UAPA procedures as selected by the accused student or student organization.)
- (c) Cases which are not subject to the contested case procedures under the Uniform Administrative Procedures Act and which involve very minor first offenses by students or student organizations may be discussed informally with students or student organizations. In such cases, no formal record will be maintained in the judicial records of APSU. The Dean of Students or other designee, appointed by the Vice President for Student Affairs, shall note the name of the student or student organization involved in his/her personal records. The purpose of this notation is only to determine a student's or student organization's prior involvement in a minor offense, when and if a second offense occurs at a later date. If the student or student organization is subsequently involved in another violation of regulations, at the discretion of the hearing body, this Informal Record will become a part of the student's or student organization's Formal Disciplinary Records.
- (d) Alternative resolution methods may include, but are not limited to, mediation, diversion programs and/or negotiated resolutions.
- (e) Jurisdiction of Cases to be heard by Student Affairs Administrators:
 - 1. All formal cases involving incidents which occur in APSU residence halls and/or apartments and which involve on-campus residents shall be heard by the Residence Life staff or designee.
 - 2. All other formal cases shall be heard by the Dean of Students for Student Affairs, or appropriate designee, except in cases where such staff member is unavailable or has a bias toward either party in the pending case. In such cases the Senior Student Affairs Officer shall assign one (1) or more Student Affairs Administrators to hear the case.

(2) Commencement of Disciplinary Proceedings.

- (a) A student or student organization accused of violating APSU disciplinary policies shall be called before the Dean of Students or designee, appointed by the Vice President for Student Affairs, for a preliminary conference at which the student or organization will be orally advised of the following:
 - 1. The charges against him/her/or organization;
 - 2. The rights afforded to him/her/or organization by the hearing procedures which are available;
 - 3. The hearing procedure options available; and
 - 4. The responsibilities of the accused student or organization in the disciplinary procedures.
 - (b) A student or organization may waive the right to a preliminary conference and an oral explanation of the items listed in (2) (a) above.
 - (c) Once advised of the hearing options, the accused student or organization may elect to accept the finding and sanction from the Dean of Students or designee, or elect a hearing pursuant to UAPA (where appropriate), or a hearing before the University Hearing Board.
 - (d) The election must be made within three (3) class days of receipt of notice of pending charges against him/her /or organization by completing, and signing, and Election of Procedure form and/or waiver form. Once the election is made, the decision is final and may not be changed during the course of the hearing.
 - (e) All matters involving allegations of impermissible discrimination, harassment, or retaliation will be governed by the procedures outlined in an APSU policy that reflects the requirements of that Guideline.
 - (f) All matters involving allegations of sexual misconduct and/or stalking will be governed by the procedures outlined in APSU policy 6:001: Sexual Violence and Stalking.
- (3) APSU Hearing Rights. These rights shall be afforded the accused student/organization in all APSU Hearings before the appropriate Student Affairs administrator or the University Hearing Board.
- (a) The right to choose the appropriate hearing option. (This right must be exercised within three (3) class days of the presentation of charges. Note: This option shall be available until the final ten (10) class days of each semester, or the final five (5) class days of the second summer term, during which time all discipline hearings will be conducted by appropriate Student Affairs administrators, except those subject to UAPA procedures.)
 - (b) The right to written notice, by hard copy or email, of the time and place of the hearing at least three (3) days in advance of the hearing. A justified delay may be granted. (This right may be waived in writing by the accused student/organization.)
 - (c) The right to a written statement of the charges in time and detail sufficient to enable the student/organization to prepare a defense.

- (d) The right to be accompanied by an adviser of the student's/organization's choice, but such advisor participation shall be limited to advising the student/organization.
 - (e) The right to a statement of the possible sanctions that may be imposed as a result of a finding of a violation of the Code, at least three (3) days in advance of the hearing.
 - (f) The right to present witnesses in the student's/organization's behalf and to question any witnesses presented against the student. The student/organization is responsible for the attendance of any witnesses to be present in the student's /organization's behalf.
 - (g) The right to be informed in writing, delivered either by mail, in person or via email, of:
 - 1. The final administrative decision in the case.
 - 2. The proper procedure for appeal.
 - (h) The right to be provided copies, upon request and in accordance with APSU Policy, of all complaints, reports, witness statements and other written materials used in determining the charges.
- (4) Rights of Complainant and/or Victim.
 The APSU member (student, faculty or staff) who authors "complaints" or "statements" as a victim in the alleged violation shall have the following rights:
- (a) To be notified of his/her rights prior to making a statement.
 - (b) To be informed that any written statement made or signed will be shared with the accused student/organization and that the accused student/organization may request a copy of the statement.
 - (c) To attend the hearing.
 - (d) To have an advisor present during the hearing.
 - (e) To be given the opportunity to question all witnesses and the accused during the hearing.
 - (f) To be provided a copy of any statement he/she has written or dictated to others.
 - (g) To be able to submit a list of witnesses to be called to the hearing.
 - (h) To be permitted to drop the charges only up to the date of the hearing.
 - (i) To be notified of the outcome of the hearing, including the finding concerning responsibility and any sanctions taken.
- (5) APSU Hearing Procedures.

- (a) Hearings before a Student Affairs Administrator. The appropriate Student Affairs Administrator shall act as hearing officer in the hearing, shall determine students/organization's innocence or guilt and shall apply sanctions as appropriate.
- (b) Hearings before the University Hearing Board. Procedures for the Board include the following:
 - 1. The University Hearing Board shall be composed of nine persons: five students, (two (2) automatically selected from the Student Tribunal Justices of the Student Government Association, and three (3) selected at large from the student body who meet the same qualifications and are selected via the same procedures as those for Student Tribunal Justices as listed in the APSU SGA Constitution), two (2) faculty and two (2) administrators, all appointed by the President, for a term of one (1) academic year. Additionally, student, faculty and administrator alternate members shall be selected to serve in the absence of regular members and shall be appointed by the President for a term of one (1) academic year.
 - 2. The Chair of the Board shall be appointed by the President.
 - 3. A minimum of five (5) members of the Board are required to hear a disciplinary case, composed of at least two (2) students, one (1) faculty member, and one (1) administrator.
 - 4. The Dean of Students shall train and advise all regular and alternate members of this Board in appropriate disciplinary procedures.
 - 5. The hearing shall be conducted consistent with the rights described above in paragraphs (3) and (4) of this rule.
 - 6. All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing.
 - 7. Formal rules of evidence shall not be applicable. The adjudicating body may exclude evidence which in its judgment is immaterial, irrelevant, or unduly repetitious.
 - 8. The standard of proof required to overturn a finding of violation of the Student Discipline Policy made by the Dean of Students, or designee, shall be the preponderance of the evidence and the charged student bears the burden of proof.
 - 9. The hearing source shall issue a written decision within three (3) class days after the conclusion of the hearing.
 - 10. The student will be advised in writing via ASPU email (and USPS mail if requested by the student) of the University Hearing Board or Student Affairs Administrator decision and all sanctions imposed as a result of the disciplinary hearing.
 - 11. Any sanction imposed as a result of a hearing conducted under the Code shall be effective immediately upon written notification of the

student/organization unless the hearing authority deems a stay of such sanction desirable pending appeal.

12. In any case where the decision results in separation from APSU, the decision shall be reviewed by the Senior Student Affairs Officer prior to notifying the Office of the Registrar and the Academic Department in which the student has been enrolled.

(6) Appeals.

- (a) The student may appeal a decision of the University Hearing Board or the Student Affairs Administrator to the Senior Student Affairs Officer, or designee.
- (b) An appeal in writing setting forth grounds for the appeal and addressed to the appropriate appellate authority must be received in the Office of the Senior Student Affairs Officer within three (3) class days after the student/organization is notified of the sanction imposed at any hearing or appellate level.
- (c) Appeals shall be limited to the following grounds on the following issues:
 1. Were procedures properly followed in the hearing?
 2. Was the evidence presented at the hearing determined by "preponderance"?
 3. Was the sanction imposed proportional to the violation?
 4. New information, not available at the time of the original hearing, has become available which would substantially alter the outcome of the hearing.
- (d) Review shall be based solely on a consideration of the record generated through the hearing together with the written appeal document and relevant attachments filed by the student.
- (e) Appellate Authority. The Senior Student Affairs Officer, or designee, shall have the authority to do any of the following upon review of an appeal:
 1. Sustain the previous decision including the penalty imposed,
 2. Sustain the previous decision but impose a greater or lesser penalty,
 3. Remand the case for further consideration, or
 4. Reverse the previous decision.
- (f) The Senior Student Affairs Officer shall issue a written decision within ten (10) class days after the appeal is filed by the student.
- (g) The decision of the Senior Student Affairs Officer is final.

(7) Student Organization Disciplinary Procedures.

Sanctions against Student Organizations. Any registered student organization may be given a warning, reprimand, placed on probation, suspension, or restriction or may have its registration withdrawn by the Dean of Students, or by a Student Affairs Administrator appointed by the Senior Student Affairs Officer. Such actions may be taken after having a hearing conducted in accordance with the procedures outlined in these rules for disciplinary procedures. In the case of Withdrawal of Registration of an organization, the procedures to be used will be the contested case provisions of the Tennessee Uniform Administrative Procedures Act, unless those provisions have been waived in writing by an authorized representative of the student organization. Such action may be taken for any one of the following reasons:

- (a) The organization fails to maintain compliance with the initial requirements for registration.
- (b) The organization ceases to operate as an active organization.
- (c) The organization requests withdrawal.
- (d) The organization operated or engaged in any activity in violation of the policies, rules, and regulations of APSU, of any governing body of federal or state laws.

Authority: T.C.A. §§ 4-5-101 et seq. and 49-8-203.



Information Item: A.

Date: November 30, 2017

Subject: Fall 2017 Census Enrollment

Action Recommended: Information Only

Background Information:

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 7th 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 3 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 displays the Fall 2015, Fall 2016, and Fall 2017 comparisons of APSU Census Enrollment to other public universities in Tennessee.

Institution	Enrollment			% change	% change
	Fall 2015	Fall 2016	Fall 2017	1 year (Fall 2016-Fall 2017)	2 year (Fall 2015-Fall 2017)
Austin Peay State University	10,099	10,344	10,463	1.2%	3.6%
East Tennessee State University	13,727	13,419	13,764	2.6%	.3%
Middle Tennessee State University	22,511	22,050	21,913	-.6%	-2.7%
Tennessee State University	9,169	8,753	8,461	-3.3%	-7.7%
Tennessee Technological University	10,901	10,491	10,504	.1%	-3.6%
University of Memphis	20,585	21,301	21,521	1%	4.5%

Data Source: TBR file – Headcount 10 Year Enrollment Trends, 2006 to 2016