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**Go to OneStop [onestop.apsu.edu](http://onestop.apsu.edu) and click on the web self service tab to view classes offered this Fall, or you can go directly to AP Self Service at [webss.apsu.edu](http://webss.apsu.edu). The online class listing is updated automatically with closures, opening, additions and cancellations as they happen.**

## FALL 2009 OFFICIAL CALENDAR

April 6 – 17	Priority advising and preregistration for currently enrolled students for Fall 2009
July 24 - Friday	Priority Application deadline. Civilian conditionally admitted students will <u>not</u> be allowed to register late.
July 27 – Monday	Fee information will be available via AP Self Service for Fall semester.
July 27 – August 21	Preregistered students may pay fees in the Business Office, Browning Building, from 8:00 a.m. – 4:30 p.m., Monday – Friday, by mail, or by credit card (MasterCard, Visa, and American Express) via AP Self Service. Students with zero or credit balances must confirm via AP Self Service or in person at the Cashier's windows in the Browning Building. <b>Installment Plans are now available via AP Self Service. Fee discounts or waiver forms may be faxed (931-221-6171), emailed (bursar@apsu.edu) or mailed to our office at any time prior to payment of fees.</b>
July 29 - Wednesday	Fee statements will be electronically sent.
August 19 - Wednesday	Last day for the Business Office to receive direct deposit sign up forms from students who have not previously submitted forms and want their financial aid/scholarship balances sent to their banks.
August 21 - Friday	Last day for students who preregistered to pay fees at cashier windows 8:00 a.m. – 6:00 p.m. or mailed payments must be received by this date in the Business Office.
August 23 - Sunday	Last day for students who preregistered to pay fees at via AP Self Service until 7:00 p.m. Mailed payments must be received by the Business Office by August 21, 2009. <b>CLASSES WILL BE DROPPED FOR STUDENTS WHO REGISTERED BUT HAVE NOT PAID AND/OR CONFIRMED THEIR CLASSES BY 7:00 p.m.</b>
August 28 - 29	<b>Freshman Orientation:</b> Required as part of APSU 1000 (all first-time, full-time freshmen and students who enter with fewer than 12 credit hours).
August 28 – Friday	Last day for students who preregistered August 24 – 28, 2009 to pay fees at cashier windows 8:00 a.m. – 4:30 p.m. or via AP Self Service until 7:00 p.m. Mailed payments must be received by the Business Office. <b>CLASSES WILL BE DROPPED FOR STUDENTS WHO REGISTERED BUT HAVE NOT PAID AND/OR CONFIRMED THEIR CLASSES BY 7:00 p.m.</b>
<b>August 30-Sunday</b>	<b>LAST DAY FOR 100 PERCENT FEE ADJUSTMENT.</b>
August 29 – Saturday	Classes begin.
August 29 – September 4	<b>Late registration</b> (\$50 late fee charged). Fee payments can be made at the Cashier's window, 8:00 a.m. – 4:30 p.m., Monday - Friday or through AP Self Service.
August 31 - Monday	Refunds by direct deposit will be available at student's banks.
September 3 – Thursday	Balance checks will be mailed to students.

## FALL 2009 OFFICIAL CALENDAR (continued)

September 4 – Friday	Last day to add a class. Last day to declare Audit or Pass/Fail grading. Last day to submit fee waiver or discount from to the Business Office to receive credit for Fall.
September 6 - Sunday	<b>CLASSES WILL BE DROPPED FOR LATE REGISTERED STUDENTS WHO HAVE NOT PAID AND/OR CONFIRMED BY 7:00 p.m.</b>
September 7 – Monday	<b>Labor Day Holiday – University Closed</b>
September 11 – Friday	14 <sup>th</sup> day of classes. Last day to drop a class without record. <b>LAST DAY TO RECEIVE A 75 PERCENT FEE ADJUSTMENT.</b>
September 18 - Friday	Last day to apply for December 2009 graduation.
<b>September 25 – Friday</b>	<b>LAST DAY TO RECEIVE A 25 PERCENT FEE ADJUSTMENT.</b>
October 9 – Friday	Last day to drop a class with an automatic “W”.
October 17 – Saturday	First session classes end.
October 19 – 20	<b>Fall Break – No classes</b>
October 21 – Wednesday	Second session classes begin.
November 9 – Monday	Last day to drop a class with a “W”, “F”, or “FA”. <b>Instructor’s signature required.</b>
November 10 – Tuesday	Mandatory “F” Period begins. <b>Instructor’s and Dean’s signatures required to drop.</b>
November 9 – 20	Priority Advising and preregistration for Spring 2010.
November 11 – Wednesday	<b>Veteran’s Day – No classes</b>
November 26-29	<b>Thanksgiving Holiday – No classes</b>
December 9 – Wednesday	Last day of classes
December 10 – Thursday	Study day
December 11 – 17	Final Exams
December 18 – Friday	Winter Commencement, Dunn Center.
December 24 - Thursday	Final grades available on AP Self Service

## REGENTS ONLINE DEGREE PROGRAM CALENDAR

July 24 - Friday	Final day to apply for admission.
August 28 – Friday	Last day to register. Last day for 100 percent fee adjustment.
August 29 – Saturday	Classes begin.
September 11 – Friday	Last day for 75 percent fee adjustment. 14 <sup>th</sup> day of classes. Last day to drop without record.
September 25 – Friday	Last day for 25 percent fee adjustment.
October 9 – Friday	Last day to drop with an automatic “W”.
October 6 – 9	Midterm Exams
December 10 -15	Final Exams
December 24 - Thursday	Final Grades Available on AP Self Service.

- You may drop a RODP course via AP Self Service through October 9, 2009. After October 9<sup>th</sup>, please e-mail your request to [rodp@apsu.edu](mailto:rodp@apsu.edu).
- If you are dropping all courses, you may do so through AP Self Service until classes begin.
- If you are dropping all courses after classes begin, you will need to process an Official Withdrawal form. This form can be found online at <http://www.apsu.edu/records/forms.htm>.



# ADMISSIONS

## APPLYING FOR ADMISSION

(931) 221-7661

800-844-2778 toll-free number

File an application for admission with the Office of Admissions in the lobby of the Ellington Building or online at <http://go.apsu.edu>. All Army active duty military must apply for admission at <http://www.GoArmyEd.com>.

Transient students are required to have a letter of good standing or an official transcript from their current college or university and are urged to get assurance from their institution that APSU credit will transfer.

All new students and readmits (students returning after being out one or more regular terms) must reapply for admission and clear the admissions process.

Complete all admission requirements before the application deadline.

## TESTING

(931) 221-6269

### COMPASS TESTING DATES

COMPASS is a computerized test used to place you in courses most appropriate for you. It is an untimed, adaptive test that measures skills in reading, writing and mathematics. The test provides you and your academic advisor with important information about your individual skills, your preparation for the program or degree you wish to pursue and your unique educational needs.

Students older than 21 who enter APSU without valid ACT scores (taken more than three years prior to admission) must complete the COMPASS in the Testing Center (Main Campus), Ellington 202, or at Austin Peay Center @ Fort Campbell. Students must make an appointment with the Testing Center.

Students who require COMPASS assessment include:

- Prospective students 21 and older who are applying to Austin Peay and who cannot provide valid ACT/SAT scores must complete the entire COMPASS assessment before being admitted.
- International students without valid ACT or SAT scores must complete the entire COMPASS battery or follow the guidelines for testing.
- Transfer students who lack a high school unit in English or algebra (regardless of ACT scores) must complete the *reading* and *writing* subtests or *mathematics* subtest as appropriate
  - Transfer students 21 or older with 11 or fewer hours who cannot provide proof of valid ACT/SAT scores must complete the entire COMPASS assessment.
  - Transfer students from a regionally accredited college or university who do not submit valid ACT or SAT and have not earned college-level algebra-based mathematics or English composition credits must complete the COMPASS assessment in the appropriate areas.

COMPASS scores are used for placement in English, mathematics and reading. Students whose mathematics and English subscores document insufficient preparation for college-level courses must complete additional assessments and must enroll in enhanced (E) sections of English and/or mathematics. Students whose scores place them in remedial classes or in developmental reading do not require the additional assessment.

Prior to testing, an Application for Admission must be completed. You must bring a photo ID and your APSU ID number in order to test.

### COMPASS - Main Campus

8:30/10:30/1:30

May 4, 2009

June 1, 2009

July 6, 2009

May 11, 2009

June 8, 2009

July 20, 2009

May 18, 2009

June 15, 2009

July 27, 2009

May 27, 2009

June 29, 2009

## ADMISSIONS (continued)

### ACT RESIDUAL

If you are younger than 21 and did not take the national ACT while still in high school, you must take the ACT. Call the Testing Center at (931) 221-6269 to schedule the ACT Residual on one of the dates listed below.

May 7, 2009	June 30, 2009
May 28, 2009	July 16, 2009
June 17, 2009	July 25, 2009

## REGISTRATION

Education Rights and Privacy Act of 1974

Please see the "Confidentiality of Student Records" section of the STUDENT HANDBOOK.

### AP SELF SERVICE

<https://webss.apsu.edu> or [onestop.apsu.edu](https://onestop.apsu.edu)

Several options are available through AP Self Service: Information about admissions, fee payment, financial aid, registration, grades, transcripts and more.

Just visit AP Self Service. Enter your student ID and PIN number.

An Alternate PIN number is required for registration - see your academic advisor.

### PREREGISTRATION

#### **PRIORITY REGISTRATION FOR CURRENTLY ENROLLED STUDENTS, INCLUDING APSU CENTER @ FORT CAMPBELL STUDENTS**

To preregister follow the outlined procedure:

- Consult your advisor regarding your class schedule and obtain the Alternate PIN. **The Alternate PIN is required to register through AP Self Service.**

- Know your Alternate PIN number. It is required to register on AP Self Service. Register or log on to AP Self Service at <https://webss.apsu.edu> or [onestop.apsu.edu](https://onestop.apsu.edu)

### PRIORITY REGISTRATION SCHEDULE

<b>Earned Hours</b>	<b>1<sup>st</sup> Date to Register</b>	<b>Earned Hours</b>	<b>1<sup>st</sup> Date to Register</b>
Graduate Students .....	April 6, 2009	40-54 .....	April 13, 2009
120 and above .....	April 6, 2009	25-39 .....	April 14, 2009
100-119 .....	April 7, 2009	13-24 .....	April 15, 2009
85-99 .....	April 8, 2009	1-12 .....	April 16, 2009
70-84 .....	April 9, 2009	Readmit Students .....	April 17, 2009
55-69 .....	April 10, 2009		

**Students may continue to register until classes begin.**

### PREREGISTRATION FOR READMIT STUDENTS

Readmit students who have completed all readmission requirements can preregister beginning April 17, 2009. To preregister:

- Consult your advisor and obtain the Alternate PIN. The Alternate PIN is required to register through AP Self Service.
- Know your Alternate PIN number. It is required to register on AP Self Service.
- Register on AP Self Service at <https://webss.apsu.edu> or [onestop.apsu.edu](https://onestop.apsu.edu).

## REGISTRATION (continued)

### PREREGISTRATION/REGISTRATION FOR SOLDIERS RECEIVING TUITION ASSISTANCE

Please visit <http://www.GoArmyEd.com>.

#### GO ARMY ED

- Log onto <http://www.GoArmyEd.com> and create your account.
- Complete the Common Application.
- Print the Statement of Understanding (SOU) and take it to the ACES counselor (you only need to do this one time).
- See your APSU advisor.
- Log on to <http://www.GoArmyEd.com> and register for classes.

#### SUMMER WELCOME

The **First-Year Experience** is a series of events that focuses on success in the first year of university life at APSU. For additional information on these preregistration programs, please contact the Office of Admissions at (931) 221-766. The primary focus is to introduce you to a faculty advisor who will help you develop an appropriate schedule of classes for the spring semester based on your major interest. Once you have developed your schedule, you will register for classes at this time. Student leaders will be able to assist you and to answer questions from a student perspective. **All new freshmen and transfer students are required to attend Summer Welcome to register for classes.**

All incoming freshmen and transfer students must attend one of the Summer Welcome programs.

#### SUMMER WELCOME DATES

##### NEW FRESHMEN (BY RESERVATION ONLY)

The orientation, advisement and preregistration program will be held on June 11<sup>th</sup> and 12<sup>th</sup>; July 10<sup>th</sup>, 11<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>; August 6<sup>th</sup>.

##### TRANSFER (BY RESERVATION ONLY)

The orientation, advisement and preregistration program for new transfer students will be July 13<sup>th</sup> and August 7<sup>th</sup>.

**Freshmen Orientation** will be August 28<sup>th</sup> and 29<sup>th</sup>. Orientation is designed to increase your confidence regarding the start of classes on Saturday, August 29, 2009. You will be meeting with your APSU 1000 class, as well as getting acquainted with the APSU campus and fellow students. **All freshmen are required to attend the Summer Welcome and Orientation events.**

**APSU 1000, Liberal Arts and University Life**, is a one hour course required for all freshmen or any student who enters APSU with fewer than twelve credit-hours earned in regular college or university classes. You will begin the course with an orientation to APSU and the university's expectations of you as a student. You will engage in academic and career planning, use the tools for information literacy, develop habits for a successful academic experience, and become involved in university life. You must pass the course with a grade of "C" or better.

#### DROP AND ADD

Drop and add or any schedule adjustment may be done to your schedule after you preregister through AP Self Service. You will need your PIN number and Alternate PIN number to drop and add through AP Self Service. For drop and add dates, refer to "Important Dates" for details.

If you change your enrollment status after classes begin, your financial aid and Lottery Scholarship will be adjusted accordingly, and you possibly may be billed.

#### LATE REGISTRATION

##### (\$50 fee)

Students who applied for admission after July 24, 2009, students who did not preregister, and those who have not registered by August 28, 2009, must go through Late Registration, **August 29, 2009 – September 4, 2009.**

The late registration fee will apply to those students whose courses were dropped for nonpayment or who did not confirm their classes and must re-register for classes. This fee is nonrefundable except for where a 100 percent fee adjustment is applicable. Conditionally admitted students **WILL NOT** be allowed to register late.

Consult with your academic advisor and then register via AP Self Service or go to the Ellington Building, Room 308 to late register.

## REGISTRATION (continued)

### WITHDRAWALS

#### **WITHDRAWAL FROM THE UNIVERSITY**

Complete withdrawal from the University is defined as dropping ALL classes during a given semester. After the automatic “W” period, your grade is determined by your professor. This grade is based on his or her assessment of your progress at the time of withdrawal and may be a “W”, “F” or “FA.” Please consult your advisor before making the decision to withdraw.

Any student who wishes to withdraw officially from the University and drop all courses must complete the Withdrawal from the University form and submit it to the Office of the Registrar. The Withdrawal from the University form can be found at <http://www.apsu.edu/records/forms.htm>. Refunds will be based on the published schedule and date the withdrawal process is complete.

If you receive federal student financial aid such as Federal Pell Grant and Federal Stafford loans, you may owe a repayment when you withdraw from the University. For additional information, contact your financial aid counselor. If you receive VA educational benefits, you may owe a repayment when you withdraw from the University. For additional information, contact your VA counselor.

## ACADEMIC POLICIES AND PROCEDURES

### PREREQUISITES AND CO-REQUISITES

It is the student’s responsibility to check for satisfactory completion of prerequisites and necessary co-requisites as listed in the appropriate Bulletin. To register for a class with prerequisites, the student must have passed the prerequisite course(s) or be enrolled currently in it.

### STUDENT CLASSIFICATION AND CREDIT LOAD

•Undergraduates: To be classified a regular, full-time undergraduate, students must enroll in a minimum of 12 credit- hours. Students requesting more than the maximum regular load of 18 credit-hours must complete an Overload Form.

•Graduates: To be classified a regular, full-time graduate, students must enroll in a minimum of 9 credit-hours. Graduates requesting more than the maximum regular load of 15 credit-hours must complete an Overload Form.

**NOTE:** Your total credit load includes ALL course registrations on campus, off campus, at the APSU Center @ Fort Campbell, and at all other colleges and universities.

### OVERLOAD

To register for additional hours over the maximum allowable for the semester:

- Get Overload Forms online at <http://www.apsu.edu/records/forms.htm>.
- Obtain approval from your academic advisor, dean, director or designee.
- Bring completed form to the Office of the Registrar for processing.

### COURSE REPEATS

Students repeating courses with grades other than “A” or “B” must complete and file with the Office of the Registrar a Course Repeat Card. Students must file the cards the first week of classes. The form is available online at <http://www.apsu.edu/records/forms.htm>. Approval to repeat courses with grades of “A” or “B” may be granted only by the provost and vice president for Academic and Student Affairs.

It is the student’s responsibility to ensure they are not repeating a course for which they previously have received a grade of “A” or “B.”

## **ACADEMIC POLICIES AND PROCEDURES (continued)**

### **PASS/FAIL OR AUDIT**

For a detailed description of the Pass/Fail and Audit processes and the limitations that apply, please refer to the current Undergraduate Bulletin.

- The Pass/Fail or Audit form is available online at <http://www.apsu.edu/records/forms.htm>.
- Complete the form and obtain permission from the instructor.
- Register for the course through AP Self Service.
- Bring Pass/Fail or Audit form to the Office of the Registrar.
- Financial aid is not available for auditing classes.

**NOTE:** Please refer to “Important Dates” for the last day to convert a class to Pass/Fail or Audit.

### **PROBATION AND SUSPENSION**

For a description of the regulations and conditions associated with academic probation and suspension, please refer to the appropriate Bulletin.

### **CLASS ATTENDANCE**

Regular class attendance is expected of all students. Specific class attendance policies are determined by the teaching faculty who will inform you of their requirements at the beginning of the term. Title IV and Veterans Benefit recipients are required to attend class regularly.

### **CHANGE OF MAJOR/MINOR/ADVISOR**

A Change of Major and Minor Form is required when you make any change(s) to your major, minor or Bulletin. Forms are available online at <http://www.apsu.edu/records/forms.htm>. If you want to change your advisor, please see your academic department.

### **REGISTERING WITH OTHER SCHOOLS**

If you are planning to take classes with other schools, before you register you are required to do the following:

- Get a Coursework Approval form from the Office of the Registrar or online at <http://www.apsu.edu/records/form.htm>.
- Get all required signatures before you register for the course.

Students who have remedial/developmental (R/D) courses may not register for courses that require skills in which he/she is currently deficient. Any student with R/D requirements who registers in college-level courses will be required to complete, with APSU or other TBR schools, the courses in which he/she is deficient before transfer credit is awarded. Until said requirements have been satisfied, in accordance with TBR policy, college-level transfer credit will not be awarded.

# FEE PAYMENTS AND ADJUSTMENT SCHEDULE

**FEES** (Fees not available for 2009-2010 academic year) Fees below are from 2008-2009.

**CLASS FEES**

***In-state and exempt students:***

Undergraduate.....	\$189 per credit hour
RODP Undergraduate .....	\$265 per credit hour
Graduate .....	\$305 per credit hour
RODP Graduate .....	\$381 per credit hour

***Out-of-state students:***

Undergraduate.....	\$662 per credit hour
RODP Undergraduate .....	\$738 per credit hour
Graduate .....	\$778 per credit hour
RODP Graduate .....	\$854 per credit hour

**Austin Peay State University reserves the right to cancel any course that does not have adequate minimum enrollment and adjust 100 percent of fees.**

**REQUIRED FEES**

**The following fees are required of all students regardless of hours enrolled:**

Debt Service Fee .....	\$12 per credit hour, maximum \$137
General Access Fee .....	\$34.75 per credit hour, maximum \$347.50
Student Government Association Fee .....	\$5
Sustainable Energy Fee .....	\$10
Technology Access Fee .....	\$11.25 per credit hour, maximum \$112.50

**ADDITIONAL FEES**

**APSU Online Course Fee:**

Undergraduate .....	\$23 per credit hour
Graduate.....	\$37 per credit hour

P.O. Box rental (dorm residents only).....	\$9
Late Registration Fee .....	\$50
Returned Check Fee .....	\$30
Residence Hall (per semester) .....	\$1,820 - \$3,060
Meal Plans.....	\$735 and greater
Books (average amount).....	\$500

**Graduation Fee:**

Associate.....	\$25
Baccalaureate .....	\$30
Master's.....	\$35

Deferred Service Fee.....	\$25
New Student Fee (all new students).....	\$75
Applied Music Fee (1 credit-hour per week) .....	\$150
Nursing Clinical Fee.....	\$90/semester
Science Consumable Fee.....	\$15/per lab

**Business Course Fee:**

Upper Division Undergraduate.....	\$20 per credit hour
Graduate.....	\$20 per credit hour

## **FEE PAYMENTS AND FEE ADJUSTMENT SCHEDULE (continued)**

### **FEE WAIVERS AND DISCOUNTS FOR FALL 2009**

To receive credit for Fall 2009, any student eligible for a fee waiver or discount must submit the appropriate form to the Business Office by September 4, 2009. A student whose fees are paid with financial aid, scholarship or other educational assistance and whose registration is confirmed by Student Financial Aid must submit any applicable fee waivers or discount forms to the Business Office by September 8, 2009. Forms include APSU and non-APSU Spouse/Dependent Discount, Dependent of Public School Teacher, Dependent of State Employee or Retired State Employee discount and State Employee fee waiver. A new form is required for each term.

### **STUDENTS 60 YEARS OF AGE OR OLDER**

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 a maximum tuition of \$70 and all applicable fees. 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 with the Office of the Registrar a birth certificate. If you continue your enrollment in subsequent semesters, you will need to notify the Office of the Registrar at 2221-6448 on your intent to re-enroll.

### **STUDENTS WITH DISABILITIES**

A Tennessee resident who is permanently and totally disabled may register in courses for credit on a space available basis and pay a 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 that you are considered 100% disabled through Social Security or other appropriate state or federal agency. To request tuition reduction for disability, you must submit this documentation for each term of enrollment. Requests must be submitted prior to the last day of registration.

**Students with disabilities who need special assistance should contact the Office of Disability Services (931) 221-6230 Voice or (931) 221-6278 TTY.**

Disabled parking decals are issued to qualified students/faculty/staff in lieu of any other decal. Decals are obtained from public safety/campus police upon the presentation of a license or placard issued by any state specifically to the person requesting the decal. Decals may be obtained by visiting public safety/campus police at the Shasteen Building, 133. Temporary disabled permits are issued under the authority of the director of Health Services and entitle the bearer to the same parking privileges for short periods of time. Temporary disabled permits may be obtained by visiting Boyd Health Services, Ellington 104.

**Austin Peay State University reserves the right to cancel any course that does not have adequate minimum enrollment and adjust 100 percent of fees.**

The P.O. box, SGA fee, Sustainable Energy fee and late registration fee are nonrefundable except in cases where a 100 percent fee adjustment is applicable.

### **DIRECT DEPOSIT**

For students who previously have not signed up and who want their credit balances/refunds to be deposited to their banks, see Accounts Receivable Web site (Direct Deposit Information) for instructions on enrolling. Forms are only required for students who previously have not submitted them. Submit form by August 19, 2009.

### **1098-T TAX RELIEF ACT OF 1997**

The Tax Relief Act of 1997 provides tax benefits for those who are paying higher education costs for themselves and/or members of their families. These benefits include the Hope Scholarship and The Lifetime Learning Credit. To get more information about these credits, Publication 970-Tax Benefits for Higher Education is available from any IRS office or on the Web at

**<http://www.irs.ustreas.gov>.**

Form 8893 is used to file for the credit. To assist in completing this form, higher education institutions are required to issue a 1098-T form. The 1098-T forms are sent at the end of January to all students enrolled at any time in the previous calendar year. The following information is included on the form 1098-T:

Box 2 - Amounts billed in the calendar year for qualified tuition and related expenses.

Box 4 - Adjustments to qualified expenses B scholarships, grants and fee waivers which cannot be used to claim the credit.

## FINANCIAL AID, SCHOLARSHIPS, AND VETERANS AFFAIRS

### **Financial Aid**

All financial aid paperwork must be completed with the Student Financial Aid Office prior to fee payment. Estimated federal aid (including student loans that have been guaranteed) will be on the fee statement if you have completed the entire application/award loan process. Please refer to the online 2009-2010 Financial Aid Calendar at <http://www.apsu.edu/financialaid/> for important dates and deadlines.

**If you have a zero balance or a credit balance (CR beside “pay this amount”) on your fee statement, you may use AP Self Service to confirm your classes. You must confirm your classes by August 23, or your classes will be canceled.**

Types of financial aid awards that **WILL NOT** appear on the fee statement are the following:

- Federal Work Study Program (funds are earned during the term and are not available at registration)
- Most scholarships awarded from sources other than APSU
- Vocational rehabilitation (VA and state)

As of **July 1, 2007**, eligible students may obtain only one financial aid fee deferment. **If you have received a financial aid fee deferment since July 1, 2007, you are not eligible for another fee deferment.**

If you are in violation of federally mandated Satisfactory Academic Progress Guidelines, your federal financial aid award and most state funded assistance will be canceled and removed from your account. If you wish to appeal for reinstatement, you should submit a completed appeal form, with supporting documentation, to the Student Financial Aid/Veterans Affairs Office. Appeals submitted during late registration will not be reviewed until after late registration. Once a student is in violation of Satisfactory Progress Guidelines, he/she will not be able to confirm classes using federal student financial aid or receive a federal financial aid balance check unless an appeal has been approved.

Our office may be required to refund portions of or all federal financial aid received for students receiving an FA (failure to attend class) or an FN (never attended) grades and for those students who totally withdraw. You may have to repay part, or all, of federal and/or state aid received.

**Students are responsible for having sufficient funds to purchase books.**

Per federal regulations (34 CFR 668.20), a student may receive financial aid for developmental/remedial (DSP) courses. However, a student only can receive financial aid for a maximum of 30\* *attempted hours* in developmental/remedial coursework. Once this limit is reached, a student's financial aid may be affected. (\**Attempted hours* are all developmental/remedial coursework that has been passed (P), failed (F), incomplete (I) and withdrawn (W, FA, FN)).

**NOTE: If a student borrows his/her maximum loan eligible in fall and spring, there will be no eligibility for any loans during the summer terms.**

Please visit our Web site at: <http://www.apsu.edu/financialaid/> for forms, applications and details regarding various aspects of federal and state assistance. AP Self Service is a great source of information about your personal financial aid status. It is recommended that students access their APSU personal webmail address on a regular basis. It will be the primary source for communication.

## FINCANCIAL AID AND VETERANS AFFAIRS (continued)

### SCHOLARSHIPS

Academic scholarships are awarded to in-coming freshman from his/her admissions application. Candidates for scholarships should go online at <http://www.apsu.edu/secure/scholarships/> to view all scholarships and to complete the online application.

### VETERANS AFFAIRS

Main Campus 931-221-7907 Toll Free number 1-877-508-0057

Fort Campbell Campus (931) 221-1462

OVA Web site address: <http://www.apsu.edu/vaoffice>

All VA students are required to complete a Certification Request Form (CRF) each semester. Listed below are the CRF deadline dates. By meeting the CRF priority deadline date, OVA will assure that your enrollment certification will be processed and sent to DVA prior to the beginning of the term. DVA in St. Louis, Mo., will process the enrollment certifications to award the VA student monthly entitlements.

#### **Fall 2009**

CRF priority deadline date ..... July 10, 2009

CRF final deadline date ..... August 31, 2009

OVA closed for Fall 2009 certification processing..... September 8 – 9, 2009

Advance Payment request for Spring 2010 ..... October 19, 2009 – November 20, 2009

CRF and other OVA forms are available online at [http://www.apsu.edu/vaoffice/online\\_forms.htm](http://www.apsu.edu/vaoffice/online_forms.htm).

### **VA VOCATIONAL REHABILITATION**

**Effective immediately!** You must have all Web-based courses **prior approved** by your VA Vocational Rehabilitation counselor. The OVA must receive the prior approval in writing prior to the registration of the Web-based courses and the submission of your Certification Request Form (CRF). If you **fail** to receive prior approval from your counselor, you will be billed for the courses.

**Effective Spring 2004 and thereafter!** You have a **\$50 limit** per term for routine supplies. Any supplies that exceed **the \$50 limit must be prior approved** by your VA Vocational Rehabilitation counselor.

\*\* After the 14<sup>th</sup> day of class, you may check your OVA certification status by using AP Self Service for students.

\*\* Accelerated courses may affect your VA monthly entitlement.

### **Eligibility for deferment of payment of tuition and fees by certain eligible students receiving U.S. Department of Veterans Affairs or other governmentally funded educational assistance benefits.**

Service members, veterans and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested.

Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

**\*NOTE:** Students who have a DVA educational benefits overpayment are not eligible for a deferment.

## SPECIAL ACADEMIC PROGRAMS

### ACADEMIC SUPPORT

(931) 221-6550

Academic Support programs are available for students who need additional academic assistance as evidence by performance on ACT or COMPASS or by performance in classes.

- Mathematics and English. Structured learning assistance is required for students who earn an ACT sub-score less than 19 or a COMPASS less than 50 (algebra) and below 75 (English). Students must enroll in MATH 1010E or MATH 1530E during the first 24 hours of enrollment and in ENGL 1010E during the first semester of enrollment.
- Developmental and remedial. Developmental and remedial courses are offered by Nashville State Community College on the APSU campus for students whose test scores demonstrate reading, writing or mathematics deficiencies requiring remedial studies.
- Academic Support Center provides peer tutoring, a writing lab and online tutoring.

For additional information, contact the Academic Support Center or visit <http://www.apsu.edu/academic%5Fsupport%5Fcenter/>.

### FIRST-YEAR EXPERIENCE

(931) 221-7045

All first-time, full-time freshmen are required to participate in the First-Year Experience. Events include Winter Welcome, Freshmen Orientation and APSU 1000 - a weekly seminar with enrollment limited to 20 students per section. For further information, contact the Office of New Student Programs or visit [http://www.apsu.edu/academic\\_support](http://www.apsu.edu/academic_support).

### HONORS PROGRAM

(931) 221-7714

The Honors Program is for academically talented students who would like to pursue an interdisciplinary curriculum in the humanities. For more information, see the coordinator of the Honors Program.

### INTERDISCIPLINARY MINORS

Interdisciplinary minors consist of classes from a number of different departments. APSU offers a number of these minors, including African-American studies, astronomy, English writing, ethical studies, international studies and women's studies. For more information, please refer to the Undergraduate Bulletin.

### STUDY ABROAD AND EXCHANGE PROGRAMS

Contact the following faculty member for information on the study abroad or exchange programs.

Japan .....	Dr. Aleeta Christian, 221-7612	United Kingdom.....	Dr. Carlette Hardin, 221-7697
Sweden .....	Dr. Inga Filippo, 221-7381	(Ireland, et al.)	
Spain .....	Dr. M. Ruiz-Aviles, 221-7855	Ghana .....	Dr. Andrew Smallwood, 221-7106
Germany and France.....	Dr. Dewey Browder, 221-7924	Austria (music) .....	Dr. Thomas King, 221-6391
Taiwan and China.....	Dr. Chin-Zue Chen, 221-1472	Germany.....	Dr. Norbert Puszkar, 221-6391
Greece.....	Dr. Timothy Winters, 221-7118	(German language program)	
Quebec, Canada.....	Dr. Karen Sorenson, 221-6246		
Orleans, France .....	Dr. Culley Carson-Grefe, 221-7596		

### EXTENDED AND DISTANCE EDUCATION

(931) 221-7743

The Center for Extended and Distance Education enables the University to reach beyond the traditional campus through various methods of delivery. Courses are available online via the Web, through interactive television (two-way compressed video), videotape and with on-site instructors. Graduate and undergraduate courses are available. For more information, call the Center for Extended and Distance Education at (931) 221-7743.

## SPECIAL ACADEMIC PROGRAMS (continued)

### ONLINE LEARNING

<http://www.apsu.edu/online/>

APSU online learning offers the convenience of classroom accessibility 24 hours a day, seven days a week, from virtually anywhere in the world. Because you do all your classroom work when it is convenient for you, your schedule is very flexible. You simply access your virtual classroom through the Web. If you have a busy schedule, APSU online is the ideal way to earn your degree.

At APSU, there are two sources for online course offerings: online courses offered through APSU and online courses offered through the Regents Online Degree Program (RODP). While all courses offered are online, there is a difference in cost for online courses offered through RODP.

If you have questions regarding online learning through APSU, contact Mike Dunn at [online@apsu.edu](mailto:online@apsu.edu) or call (931) 221-6484, or toll free 1-877-861-2778, ext. 6484.

If you have any questions or would like more information on online learning through RODP, contact the RODP coordinator at [RODP@apsu.edu](mailto:RODP@apsu.edu), or (931) 221-1373, or toll-free at 1-877-861-2778, ext. 1373.

To connect to your online class, go to <http://www.apsu.edu/online/>.

### APSU ONLINE

<http://www.apsu.edu/online/>

All core courses required for the Bachelor of Science are available online. For a complete listing of our online programs, please visit the following Web site: <http://www.apsu.edu/online>.

If you are considering taking an APSU online course, please visit the online orientation at

<http://www.apsu.edu/online/orientation/>. This orientation will help you decide if you have the necessary skills and equipment for online learning.

State and TBR employees entitled to a fee waiver still are required to pay the online per credit-hour fee of \$23 undergraduate and \$37\* graduate. The fee is considered a special course fee.

\*(Fees not available for 2009-2010 academic year) Fees listed are from 2008-2009.

### REGENTS ONLINE DEGREE PROGRAM (RODP)

<http://www.apsu.edu/regentsdegree/degrees.htm>

For a complete listing of our online programs, please visit the following Web site: <http://www.apsu.edu/online>.

All courses completed in the Regents Online Degree Program (RODP) are completely transferable among all the participating institutions. This is not a self-paced program. Courses begin and end on specific dates, and class work is assigned deadlines. To connect to your RODP class, go to <http://webct.rodop.org/webct/public/home.pl>.

**Regents' degree courses are charged tuition and fees per credit-hour and viewed separately from APSU courses.**

State and TBR employees entitled to a fee waiver are not required to pay the RODP Online per credit-hour fee of \$76\* undergraduate, \$76\* graduate. The fee is considered a special course fee.

\*(Fees not available for 2009-2010 academic year) Fees listed are from 2008-2009.

### RODP IMPORTANT DATES

April 6 - 17.....	Advising and preregistration	October 9.....	Last day to drop with automatic "W"
July 24 .....	Final Day to apply for admission	October 6 - 9.....	Midterm Exams
August 28 .....	Last day to register	December 10 - 15 .....	Final Exams
August 28 .....	Last day for 100 percent fee adjustment	December 9 .....	Last day of classes
August 29 .....	Classes begin	December 24 .....	Final grades available
September 11.....	Last day for 75 percent fee adjustment		
September 11.....	Last day to drop without record		
September 25.....	Last day for 25 percent fee adjustment		

•You may drop a RODP course via AP Self Service through October 9, 2009. After October 9, please e-mail your request to Loretia Duncan at [RODP@apsu.edu](mailto:RODP@apsu.edu).

•If you are dropping all courses, you may do so through AP Self Service until classes begin.

•If you are dropping all courses after classes begin, you will need to fill out a "Withdrawal from the University" form. The form can be found online at <http://www.apsu.edu/records/forms.htm>.

## **SPECIAL ACADEMIC PROGRAMS (continued)**

### **PRIOR LEARNING ASSESSMENT/EXPERIENTIAL LEARNING**

(931) 221-6487

Austin Peay State University offers The Experiential Learning Program for assessing college-level knowledge gained through work and life experience. Prior learning may be evaluated through a variety of assessment tools. Each department may determine whether it will participate in the experiential credit process or accept credits earned via the portfolio process. For more information, please see the 2007-08 Undergraduate Bulletin, e-mail [exted@apsu.edu](mailto:exted@apsu.edu), or call 931-221-6487.

## **GRADUATION**

### **ON COURSE TRACKING**

#### **DECEMBER 2009 GRADUATES**

Students planning to graduate December 2009 must complete the following steps:

- Application for Degree - Forms are available online at <http://www.apsu.edu/records/forms.htm> and must be submitted by September 18, 2009. Log in, choose the Degree Application option under Online Forms, follow the instructions and submit.
- Graduation fee - Ranges from \$25-35 and must be paid at the Cashier's Windows in the Browning Administration Building during your final semester.
- Commencement – December 18, 2009, Dunn Center. The 10:00 a.m. ceremony will be for the College of Arts and Letters, College of Science and Mathematics and the School of Technology and Public Management. The 2:00 p.m. ceremony will be for the College of Professional Programs and Social Sciences.

### **SENIOR EXIT EXAM**

Senior Exit Exam - Participation in the Senior Exit Exam and any major testing is a requirement for all students receiving a bachelor's degree. Major testing will be scheduled by the department. Unless otherwise stated by your individual program, no minimum score is required for graduation. There is no charge for taking this test. For more information, please contact the Office of Institutional Research at 221-6184.

## **STUDENT SERVICES**

### **BOOKSTORE**

<http://www.apsubookstore.com>

The APSU Bookstore is located in the Catherine Evans Harvill Building. Regular hours for the store are 7:30 a.m. - 4 p.m. Monday – Friday.

RODP Students should check for required textbooks through the Tennessee Regents Online Degree Program at <http://rodp.bkstr.com>. These books are not stocked in the University Bookstore.

A receipt is required for all refunds and exchanges. Textbooks and merchandise can be ordered by visiting our Web address listed above.

## STUDENT SERVICES (continued)

### CHILD LEARNING CENTER

Telephone (931) 221-6234

Child care for children ages 2 1/2 years to 5 years throughout the year, and drop-in care based on space availability. School-age during summer only. Hours: 6:30 a.m. - 5 p.m. For enrollment or additional information, contact the Child Learning Center or stop by for a visit at the Sexton Building.

### DINING SERVICES

(931) 221-7474

Freshmen students living on campus are required to purchase a 10-meal plan or higher. All resident students are required to purchase a meal plan or a declining balance account. The meal plan is priced per semester and includes the accompanying amount of Plus Dollars. If you have questions or need further information, please contact Dining Services at 221-7474.

### GOVS ID CARD CENTER

(931) 221-6474

All new students are required to have an APSU ID card. As soon as you complete the registration process, have your identification card made.

### HOUSING INFORMATION

Miller Hall, Room 121

Telephone (931) 221-7444

Residence Hall/Apts Check-in/Check-out Dates:

Summer Welcome Move in August 27 (Freshman and Transfers) .....	Check-in 8:00 a.m. – 3:00 p.m.
August 28, 2009 .....	Check-in 1:00 p.m. – 9:00 p.m.
August 29, 2009 .....	Check-in 1:00 p.m. – 9:00 p.m.
August 30, 2009 .....	Check-in 1:00 p.m. – 6:00 p.m.
December 14, 2009 .....	Check-out 7:00 p.m. – 9:00 p.m.
December 15, 2009 .....	Check-out 7:00 p.m. – 9:00 p.m.
December 16, 2009 .....	Check-out 4:00 p.m. – 9:00 p.m.
December 17, 2009 .....	Check-out 1:00 p.m. – 9:00 p.m.
December 18, 2009 .....	Check-out 8:00 a.m. – 10:00 a.m., 12:00 p.m. – 2 p.m. and 4:00 p.m. - 9:00 p.m.
December 19, 2009 .....	Check-out 8:00 a.m. – 10:00 a.m. (Graduating Seniors Only)

### PARKING DECAL

(931) 221-7786

All students who plan to park on campus must have a parking decal. Students who pay the general access fee may pick up a decal at the Public Safety Office, Shasteen Building, 7 a.m. to 7 p.m., Monday through Friday. Decals are valid to Aug. 31, 2010.

### POST OFFICE

(931) 221-6161

Students who live in residence housing (except Emerald Hills) will have a \$9 Post Office box fee included with tuition. Once classes are paid and validated, students must come to the Post Office to be assigned a P.O. Box if they are a new student. Returning students can use the same P.O. Box from the prior term.

Students who do not live in residence housing but would like a P.O. Box must pay the \$9 fee at the Business Office Cashiers' window and bring the receipt to the Post Office for verification and P.O. Box assignment.

To receive your box number and combination, visit the campus Post Office in the Morgan University Center, Room 119.

## REPORTING FRAUD, WASTE OR ABUSE

State law requires all public institutions of higher education to provide a means by which students, employees or others may report suspected or known improper or dishonest acts. In addition, Austin Peay State University is committed to the responsible stewardship of our resources.

Whether you are part of departmental management, a faculty or staff member, a student or an interested citizen, we encourage you to report know or suspected dishonest acts by employees, outside contractors or vendors.

### ***What should I report?***

Dishonest acts, either known or suspected, should be reported, such as the following:

- Theft or misappropriation of funds, supplies, property or other University/college resources.
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and wasteful activity
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of Austin Peay State University's conflict of interests policy
- Authorization or receipt of compensation for hours not worked

### ***Think before you speak!***

Before making allegations of dishonesty, be reasonably certain of any claims. Such allegations can seriously and negatively impact the accused individual's life and adversely affect the working environment of the department.

### ***Reporting options***

Several options are available to all Austin Peay State University employees, students and others for reporting known suspected dishonest acts. You may report your concerns in the following manner:

- To your supervisor or department head
- To an official at your campus or institute
- To Austin Peay State University Internal Audit, (931) 221-7466
- To the Tennessee Board of Regents by email at [ReportFraud@tbr.state.tn.us](mailto:ReportFraud@tbr.state.tn.us)
- To the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454

If you are a supervisor, department head or campus official and you receive a report of a dishonest act, contact Internal Audit at (931) 221-7466 for further assistance.

### ***Investigations***

When Internal Audit receives allegations of dishonesty or other irregularity by an employee, outside contractor or vendor, they are required to conduct an investigation.

Department management should not attempt to conduct investigations or alert suspected employees of an impending investigation.

In an investigation, objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility and recommending corrective actions to help ensure that similar actions do not occur in the future.

### ***Protection under state law***

As Internal Audit investigates allegations of dishonesty, the reporting individual's confidentiality is protected under Tennessee Code Annotated Title 10, Chapter 7 (subject to court action requiring disclosure). Also, state law prohibits discrimination or retaliation of any kind against employees who report allegations of dishonest acts.

### ***Reporting responsibility***

Internal Audit has reporting responsibility to the Audit Committee of the Tennessee Board of Regents through the director of System-wide Internal Auditing. This reporting relationship enables them to review independently and objectively matters involving any level of administration at Austin Peay State University.

## **REPORTING FRAUD, WASTE OR ABUSE (continued)**

### ***Preventing fraud, waste and abuse***

Austin Peay State University management is responsible for establishing and implementing systems and procedures to prevent and detect fraud, waste and abuse.

The basic elements of a proper control system include the following:

- Creating a culture of honesty and high ethics
- Evaluating risks and implementing processes, procedures and controls to prevent, deter and detect fraud, waste and abuse.
- Developing an appropriate oversight process

Management at all levels of Austin Peay State University should review the information that is available from the American Institute of Certified Public Accountants in the document, Management Antifraud Programs and Controls: Guidance to help Prevent and Deter Fraud, at the Web site <http://www.aicpa.org/download/antifraud/SAS-99-Exhibit.pdf>.

Please contact Internal Audit at (931) 221-7466 if you need assistance in reviewing risks, processes, procedures or controls or in providing internal control training.

# COLLEGE AND DEPARTMENT DIRECTORY

## College of Arts and Letters

	<b>Dr. Dixie Webb, Dean</b>	<b>Harned 127</b>	<b>221-6445</b>
African-American Studies	Dr. Robert Butler		
Art	Dr. Greg Schlanger, Interim Chair	Trahern 203	221-7333
Center Excellence Creative Arts	Dr. Dixie Webb		
Communication and Theatre	Dr. Mike Gotcher, Chair	MM Comm. 173	221-7378
History and Philosophy	Dr. Dewey Browder, Chair	Harned 339	221-7919
Honors	Dr. Linda Barnes, Coordinator	Harned 215	221-7891
International Studies	Dr. Matthew Kenney, Coordinator		221-6424
Languages and Literature	Dr. David Guest, Chair	Harned 115	221-7891
Music	Dr. Gail Robinson-Oturu, Chair	MM Comm. 212	221-7818
Theatre and Dance Program	Dr. Leni Dyer, Coordinator		221-6767
Women's Studies	Dr. Jill Eichhorn, Coordinator		221-6314

## College of Graduate Studies

**Dr. Charles Pinder, Dean** **Kimbrough 203** **221-7414**

## College of Professional Programs and Social Sciences

	<b>Dr. David Denton, Dean</b>	<b>McCord 114</b>	<b>221-6380</b>
	<b>Dr. Rebecca Glass, Interim Associate Dean</b>		
Business, School of	Dr. William Rayburn, Director	Kimbrough 104	221-7674
Education, School of	Dr. Carlette Hardin, Interim Director	Claxton 106B	221-7696
Global Security Studies	Greg Kaufmann, Director	Browning 205	221-7911
Health and Human Performance	Dr. Marcy Maurer, Interim Chair	Dunn 267	221-6111
Leadership	Dr. James Hallums	Clement 143D	221-6398
Military Science	Lt. Col. Samuel Ligo, Chair	Memorial Health	221-6155
Nursing, School of	Dr. Francisca Farrar, Director	McCord 218	221-7737
Political Science and Sociology	Dr. David Kanervo, Chair	Clement 143	221-7515
Psychology	Dr. Samuel Fung, Chair	Clement 205	221-7233
Social Work and Sociology	Joyce Hargrove, Chair	Clement 143	221-7730

## College of Science and Mathematics

	<b>Dr. Jaime Taylor, Interim Dean</b>	<b>Harned 132</b>	<b>221-7964</b>
	<b>Dr. Cindy Taylor, Interim Associate Dean</b>		
Allied Health Sciences	Dr. Robert Robinson, Chair		221-6455
Biology	Dr. Don Dailey, Chair	SSC D123	221-7781
Center for Excellence Field Biology	Dr. Steven Hamilton, Director	SSC D105	221-7781
Chemistry	Dr. Robin Reed, Chair	SSC A308	221-7626
Computer Science	Dr. Bruce Myers, Chair	Claxton 304A	221-7840
Math	Dr. Larry Hoehn, Chair	Claxton 304B	221-7833
Physics	Dr. Allyn Smith, Interim Chair	SSC B323	221-6116
School of Agriculture/Geosciences	Dr. Robert Sirk, Interim Director	McCord 203B	221-7454

## Center for Extended and Distance Education

	<b>Julia McGee, Interim Dean</b>	<b>106 Public Square</b>	<b>221-7743</b>
Extended and Distance Programs	Julia McGee, Director	106 Public Square	221-7816
Regents Online Programs	Loretia Duncan, Coordinator	Clement 109	221-1373

## Austin Peay Center at Fort Campbell - School of Technology and Public Management

	<b>William Cox, Exec. Director</b>	<b>AP Center @ FC</b>	<b>221-1400</b>
Engineering Technology	Dr. Adel Salama, Chair	Bldg 202	221-1470/1427
Professional Studies	Dr. Robyn Hulsart, Chair	Bldg 604	221-1439
Public Management	Dr. Waheeduzzaman, Chair	Bldg 604	221-1480

## Enrollment Management and Academic Support

**Dr. Harriet McQueen, Dean** **EL 207** **221-6540**