

## ACADEMIC

### Academic Affairs, Browning 109, 221-7676

The Office of Academic Affairs, led by the provost and vice president for Academic and Student Affairs, is committed to student, faculty and staff advancement. The office oversees the University's colleges and academic programs including College of Arts and Letters, College of Behavioral and Health Sciences, College of Business, College of Education, College of Graduate Studies, College of Professional Programs and Social Sciences, College of Science and Mathematics, APSU Center @ Fort Campbell — School of Technology and Public Management, F. G. Woodward Library, Enrollment Management and Academic Support and Extended and Distance Education. Student Affairs includes African American Cultural Center, Child Learning Center, Dean of Students, Disability Services, Hispanic Cultural Center, Housing, Residence Life and Dining Services, Student Counseling and Health Services, Student Life and Leadership, Student Publications and University Recreation. Student Affairs also provides oversight for the Code of Student Conduct and Student Government Association.

### Academic Alert, Marks 127, 221-6555

Academic Alert is a web-based early alert system used to notify students of problems they may be having in class. Alerts are submitted by faculty members who are concerned that a student is in academic jeopardy due to issues such as poor class attendance, tardiness, lack of participation, incomplete assignments and/or poor performance on quizzes and tests. Alerted students are notified through APMail and AP Self Service, and are asked to contact the Office of Academic Alert to discuss the alert; students who do not contact that office can expect to receive a letter, a phone call or additional emails from the Academic Alert staff. Typical recommendations to support and enhance the opportunity for academic success of alerted students include tutoring, improvement of study skills and/or personal counseling.

### Academic honesty

A successful student is an honest student. Sometimes it might be tempting to take shortcuts in academic work, but it's not worth it.

APSU's Student Code of Conduct indicates that academic dishonesty can include any of the following practices:

- Copying, in part or in whole, another's test or other evaluation instrument
- Plagiarizing, copying sentences, phrases or passages from an uncited source while writing a paper or doing research
- Submitting work previously presented in another course
- Using or consulting, during an examination, sources or materials not authorized by the instructor
- Altering or interfering with grading or grading instructions
- Allowing anyone else to see your paper during an examination, test or quiz.

Students can be suspended or dismissed from the University for any form of academic dishonesty. Students also can lose the credit for the class involved. Academic dishonesty deprives students of the knowledge they have come to Austin Peay to attain, and can jeopardize their entire academic future.

If students are not certain a practice would be acceptable, they should ask their instructors.

## Academic Honors and Awards Ceremony

This ceremony, produced by the Honors and Awards Committee, recognizes all students holding a 3.65 GPA for undergraduates fully enrolled (12 units or more in all classes except freshmen, for whom a minimum of 16 units are required) and a 3.85 GPA for graduate students fully enrolled (eight hours or more). The student must be fully enrolled in the previous fall term and fully enrolled per the criteria for the current spring term. It is a yearly program given in the month of April. The ceremony also showcases recipients of departmental awards, senior student awards and outstanding faculty awards culminating in a reception.

## Academic Support Center, Marks 124, 221-6550

Peer tutoring and academic workshops are offered to enrolled students through the Academic Support Center. In addition, the University provides a writing lab in the center to assist students in improving their writing skills. These services are available in person at the center or online through the Virtual Academic Support Center in Desire2Learn.

## Appeals

The purpose of the University's Student Grade Appeal policy is to hear students' grievances about the final grade awarded in a course or the method of evaluation. Students may appeal course grades in accordance with the Student Grade Appeal Policy, <http://www.apsu.edu/policy/pdf/3033.pdf>. Once a degree has been posted to the transcript, the academic record is deemed complete and changes will not be made on grades earned prior to the posted degree.

The purpose of the University's Non-Academic Grievance policy is to hear students' grievances and complaints about the action and performance of University personnel in non-academic matters, to determine the validity of the grievance or complaint and to recommend resolution. Visit <http://www.apsu.edu/policy/pdf/3008.pdf> for the Non-Academic Grievance Policy.

## Book and Supply Store, Catherine Evans Harvill Building, 221-7655

The Book and Supply Store's function is to provide the books and materials needed in the educational process for students, faculty and staff. Students are able to charge their textbooks and supplies to their financial aid balance. The store is operated by Validis Resources. Items sold or ordered at the Book and Supply Store include textbooks (new and used), APSU gifts (sweatshirts, T-shirts, baseball caps, class rings) and graduation regalia. The bookstore also buys back students' textbooks when they are finished with them. For more information on the APSU Bookstore, please visit [www.apsubookstore.com](http://www.apsubookstore.com).

## Cancellation and withdrawal

Not attending class does not relieve students from their financial obligations or entitle them to a refund. Charges remain the student's obligation unless he or she properly withdraws from the University. If you withdraw before the first day of class, you will not incur tuition liability. On or after the first day, students will be responsible for charges in accordance with the refund schedule (see "Important fee payment dates" in this handbook).

Students who confirmed their registration must withdraw officially from the University if they decide not to attend APSU. Official withdrawals are handled by the Office of the Registrar. That office can be reached at (931) 221-7121.

Students who reside in campus housing who wish to withdraw from the University during the fall or spring semesters and summer term must completely vacate their assigned housing before a University withdrawal form is signed. Specifically, the student must remove all personal belong-

ings and complete a proper checkout with hall staff. Please follow the steps to complete a proper withdrawal checkout:

- Remove all personal belongings from the room, bathroom and kitchen and restore the room/apartment to the original condition at check-in.
- Clean your room/apartment by properly disposing of trash, removing any and all personalization, sweeping and mopping the floors, cleaning bathrooms and, if applicable, kitchen appliances.
- Have a RA complete your check-out or express checkout through the main office in Miller 121.
- Bring your University Withdrawal Form to Housing Office for signature, with copy of checkout form or key to express checkout.

In the case of illness or other situations whereby a student cannot personally complete a checkout, their proxy may initiate a withdrawal through the Office of the Registrar and checkout with residence hall staff and/or express checkout. Upon request, residence hall staff will inventory and store all belongings for a maximum of 30 days. A daily rate is charged for storage.

**Career and Advisement Center, Morgan University Center 210, 221-7896**

The Career and Advisement Center provides academic advisement for students who have an undeclared major and/or have been conditionally admitted. Services include assistance with meeting core requirements and choosing a major.

**Career Services, Morgan University Center 112, 221-6544**

Career services assists students in each stage of the career development process. Services include writing a resume and/or cover letter, searching for a job and applying to graduate school. Career Services posts current full- and part-time job openings and sponsors an annual career fair and on-campus recruiting. Additional information about Career Services can be found at [www.apsu.edu/careers](http://www.apsu.edu/careers).

### **Class attendance**

Students are expected to attend class regularly, to participate in class and to be prepared with assignments. The University requires all faculty to report students who have never attended or who stopped attending class. The impact of class attendance on the final grade is at the discretion of the teaching faculty, and faculty will inform class members of their attendance policies through a course syllabus distributed at the beginning of the semester or term. Irregular attendance may result in referral to the Office of Academic Alert.

Students who miss an exam due to extenuating circumstances must request approval from the faculty member. Unless the student is officially representing the University off-campus, the discretion of the faculty member determines the action regarding missed exams or work. To view the University Excused Absences for Students policy, visit <http://www.apsu.edu/policy/pdf/3034.pdf>.

Class absenteeism that results in the grade of "FA" (failure — stopped attending) or "FN" (failure — never attended) may affect the student's enrollment status, financial aid repayment and/or veteran's benefits.

### **Class load**

The basic unit of all college work is the "semester credit-hour." For undergraduate students, 12 semester hours for fall or spring semester is a full-time load in determining such things as veteran status, financial aid and insurance eligibility.

However, the usual load for a full-time undergraduate student is at least 15 semester hours in

order to graduate in four years. Because the summer term is approximately one-third the length of the semester, the workload for one course is three times as heavy. APSU strongly recommends that students register for no more than six semester hours in each summer term. Graduate students who enroll for nine hours during the semester are considered full time.

### Computer labs

For a listing of computer labs and their hours of operation, visit <http://www.apsu.edu/labinfo> or the listing at the end of this section.

### Dean's List

At the end of each specific semester or term, a list of honor students, known as the Dean's List, is published. To qualify for this distinction, the main campus student must earn at least 12 credits (university-level courses only) and meet the listed GPA for the semester or term. Courses taken on the Pass-Fail grading system and Remedial and Developmental Studies will not be included in hours earned for purposes of the Dean's List.

### Graduation

Students who will complete all degree requirements must apply for graduation by the application deadline date for the semester in which they intend to graduate. No late applications are accepted.

Students must meet specific requirements before they are approved to graduate. Visit <http://www.apsu.edu/records/graduation/gradinfoL.htm> for detailed information about graduation.

### Honors Program, Harned Hall 215, 221-6445

The Honors Program is designed to challenge students and provide opportunities for creative exploration and intellectual development. The program allows motivated students to fulfill fifteen hours of core requirements in a more challenging, interdisciplinary environment. Additionally, the Honors Program offers a four-year option for students who wish to continue in the program during their junior and senior years.

Generally, a student should rank in the top 10 percent of his or her high school class, have a minimum ACT composite score of 26 and have a commendable high school record. These requirements are flexible, however, and any student with a strong academic background and an interest in more challenging, creative courses should apply.

The principal benefit comes from experiencing the courses themselves. Honors students have close interaction with the Honors faculty and enjoy the atmosphere of being in courses with other Honors students.

Additionally, students who successfully complete 15 hours of credit in the Honors Program will receive an Honors Certificate and a notation of this achievement on official transcripts. Furthermore, students will receive the designation of Honors Scholar upon graduation. Students who complete the four-year program will be designated as four-year scholars on their certificates and transcripts, and will be recognized at graduation as Honors Scholars with Special Distinction.

Applications are available in the office of the Honors Program Director, Dr. Linda Barnes, in Harned 215. Information about the program will be posted on the Honors bulletin board beside the door. You may contact the director by e-mailing [honors@apsu.edu](mailto:honors@apsu.edu) or calling 221-7119 or 221-7891.

Austin Peay State University International Education prepares students to be knowledgeable about the world, experienced with intercultural communication and equipped with an international skill set necessary to support our future community needs in an increasingly global society.

APSU supports international education both at home and abroad by providing services to international students and scholars and offers study-abroad and exchange programs in host countries around the world.

APSU Study Abroad programs include the following:

- Cooperative Center for Study Abroad programs, Dr. Carlette Hardin
- Learn German in Austria, Dr. Norbert Puszkar
- Kyungpook National University Exchange (Korea), Dr. Kathy Lee Heuston
- Université d'Orléans Exchange program (France), Dr. Culley Carson-Grefe
- European Studies and Holocaust Seminar (France & Germany) , Dr. Dewey Browder
- Study Abroad Greece, Dr. Tim Winters
- Study Abroad Japan, Dr. David Nelson and Dr. David Majors
- Study Abroad Quebec, Mid-Continent Consortium, Dr. Karen Sorenson
- Study Abroad Russian Federation, Dr. Sergei Markov
- Mid-Sweden Exchange Program (Sweden), Inga Filippo
- National Changhua University Exchange (Taiwan), Dr. Chin-Zue Chen
- Tennessee Consortium for International Studies (Brazil & South Africa), Tina Rousselot de St. Céran
- Study Abroad Mexico, Mid-Continent Consortium, Tina Rousselot de St. Céran

The following countries are covered in the programs: Australia, Austria, Belize, Brazil, England, France, Germany, Ghana, Greece, Hong Kong, India, Ireland, Japan, Korea, Quebec, Russia, Scotland, South Africa, Spain, Sweden, and Taiwan.

Find out more about APSU Study Abroad & Exchange Programs, Global Learning Scholarships and the experiences of other student participants by visiting the Study Abroad & Exchange Program homepage: [http://www.apsu.edu/study\\_abroad](http://www.apsu.edu/study_abroad).

Library, Circulation Desk: 221-7346; Research Assistance Desk: 221-6186

The library provides one-stop shopping at the Woodward Library and online for all your information needs. Librarians at the Research Assistance Desk (RAD) can help you find, evaluate and use information necessary for completing papers and research assignments. Research assistance is available in person, via online chat and e-mail and on the phone. The library provides access to a wealth of print and electronic information via the library Web site at <http://library.apsu.edu>. Student instruction is a major focus of the library's services that include LILT (an informational literacy tutorial), library instruction classes and one-on-one instruction. Students have access to 23 computers in the LIR (Library Instruction Room) when not in use for instruction and 89 computers in the Library Information Commons.

Additionally, the library has a wireless network and 12 laptops for use in the building. Other services available are free book check-out, reserves and e-reserves, group study rooms and study space for approximately 400 people, interlibrary loan, document delivery, self-service photocopiers, microfilm/fiche copiers and specialty collections, such as the Dorothy Dix Collection and Clarksville Photographs.

The Registrar's Office maintains student academic records (courses, grades, GPA, transcripts, etc.) and coordinates registration. The office also offers a variety of student services including registration assistance, verification of enrollment, transcript services, address and official name changes, course transfer equivalency, and graduation.

### Registration and advisement

Currently enrolled students may use this checklist as a brief summary of registration requirements. During or before the designated pre-registration period:

- Students will receive priority registration information by e-mail. The student should then schedule an appointment with his or her adviser. Students who have not selected a major and do not have an assigned adviser will be advised in the Career and Advisement Center, where opportunities are available to learn about majors and careers while selecting classes. Contact the Career and Advisement Center by visiting MUC Room 210, calling 221-7896 or e-mailing [cac@apsu.edu](mailto:cac@apsu.edu).

- Students must obtain alternate PIN numbers from their advisers. This is the number required to make any adjustments to a schedule. Alternate PIN numbers change each semester. Graduate students have their numbers e-mailed to them.

- Prior to pre-registration, students should check AP OneStop (<http://onestop.apsu.edu>) for any registration holds. All registration holds must be removed prior to pre-registration. The types of holds that can prevent a student from pre-registering include, but are not limited to:

- Financial Aid debt
- Graduate maximum hours
- Health Services fees due
- Library fines/overdue books
- Traffic fines

- Students should access AP OneStop (<http://onestop.apsu.edu>) to register in accordance with their first registration dates as indicated in the priority preregistration e-mail.

- After pre-registration, students may make adjustments to their schedules through AP OneStop. Any adjustment to a schedule made after the date fee statements are printed will not appear on the statement, but for verification, students may check their current schedules in AP OneStop.

- After registering, students must meet the fee payment deadlines and confirm their classes. For more information, see the Confirmation of classes, Important fee payment dates and Payment information sections in this handbook.

### AP Self Service, <http://webss.apsu.edu>

Students may apply, register, pay fees, add or drop classes, obtain grades, order student transcripts and obtain information on admissions, financial aid, veteran services, housing and testing by accessing AP Self Service at <http://webss.apsu.edu>. Students may also access AP Self Service by logging into OneStop at <http://onestop.apsu.edu> and selecting the "Web Self Service" tab.

### Testing Services, Ellington 202, 221-6269

The center offers a variety of tests which includes COMPASS, ACT-Residual, CLEP, DANTES and MAT. Exams also are administered for courses taken through other universities. Testing information about PRAXIS, GRE and the national ACT is available at the testing center. For more information or to schedule a testing session, call 221-6269.

## Transcripts, Ellington 120, 221-7121

Transcript requests may be made online through AP OneStop (<http://onestop.apsu.edu>), by mail, by fax or in person to the Office of the Registrar. For more information, visit <http://www.apsu.edu/records/transcripts/TransReq.htm>.

## TRiO Student Support Services, Ellington 337, 221-6142

Student Support Services is a federally funded TRiO program established to assist eligible low-income and first-generation college students in making a connection with the various campus resources.

In order to participate in TRiO Student Support Services, one or more of the following must be met based on the legislative requirements of the U.S. Department of Education:

- Family income meets published federal guidelines (low income, Pell grant eligible)
- Neither parent earned a four-year college degree (first generation)
- Referred by the Office of Disability Services (disabled)
- Additionally, the student must demonstrate an academic need for services and must have the potential to benefit from the services.

Application forms are available in Ellington, Room 337 or visit <http://www.apsu.edu/sss> to download an application. All services of TRiO SSS are free to eligible participants.

## FINANCIAL

### Business Office, Browning 134, 221-7671

The Business Office is responsible for handling student accounts, which include fee payments, placing charges and credits on accounts, answering inquiries about accounts, preparing and disbursing student refund/balance checks and disbursing student pay checks. The office also prepares bills for student accounts and is responsible for the collection of past due accounts. The office writes all vendor checks, sets up new accounts, manages security for financial reporting system and prepares all financial reports for the University. The responsibilities of the office include accounting and reporting functions for grants and foundation accounts and Perkins Loans.

APSU's Business Office provides and maintains the official University accounting records and related systems of internal control in accordance with accounting principles, University policies and the requirements of the Tennessee Board of Regents, the federal government and external funding sources.

### Confirmation of classes

Confirmation is necessary to prevent students' classes from being dropped. Even if a student's account shows a zero or credit balance, he or she must complete the confirmation process to retain his or her classes. Students may confirm their classes by logging on to AP OneStop at <http://onestop.apsu.edu>. Confirmation of classes must occur every semester. Instructions for confirming classes:

- After logging into the student account on OneStop, select the "Web Self Service" tab.
- Click on "Student" tab.
- Then will choose "Student Account" from the listing.
- Then choose "Account Detail for Term/Confirm Enrollment/Credit Card Payment" or "Electronic Check Payment".
- Choose the term to confirm from the drop-down box (e.g. Fall 2009 or Spring 2010) and click submit.