

Policy Revision Checklist for Policy

1. **Start** Group preparing the revision

2. **To** Legal Affairs and Strategic Planning
Request the Word version of a policy.

3. **To** Initiating Authority of the Policy
Provost
Vice President for Student Affairs
Director of Affirmative Action
Vice President for Finance and Administration
Executive Director for University Advancement
Inform the Initiating Authority of the request to revise the policy.

4. **To** Group preparing the revision
Revise the policy following policy 0:001 for format.

Not academic
For information only



5. **If the policy is academic, then**

To Faculty Senate Executive Committee
Review the policy.

To Faculty Senate
Vote on the policy.

To Deans' Council
Vote on the policy.

To Academic Council
Vote on the policy.

6. **To** Legal Affairs and Strategic Planning
Prepare the policy for the next Policy Committee meeting.

7. **To** University Policy Committee
First Reading
Review the policy.
Second reading
Review an academic policy for information.
Vote on implementation, revision, or revocation of a non-academic policy.

8. **To** Legal Affairs and Strategic Planning
If the policy is approved, prepare the policy for the President to approve and sign.

9. **To** President
Approve and sign the policy.
Reject the revision.
Return the policy to Step 4 (or to Faculty Senate Executive Committee) for final revision.

10. **To** Legal Affairs and Strategic Planning
Post the policy to the web, send an electronic copy to the library, post it in The Gov, and keep the original on file along with any back-up material.

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3:032	Supersedes Policy Number: 3:032
Date: January 25, 2005	Dated: August 30, 2004
Subject: Minors on Campus	Mandatory Review Date: January 25, 2010
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference:
Approved: President: Signature on File	

Preamble:

Austin Peay State University has an obligation to its students, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. There may be occasions when brief visits by minors under the age of 18 of faculty, staff, and students may be necessary. Minors are subject to the same conditions as any other visitor to the College. Regular, repeated visits by children are not permitted unless a minor is an affiliated minor. Except as may be provided for in this policy, minors are not permitted on university premises.

Definition of Terms:

1. **Minor** – Any non-student under the age of eighteen (18).
2. **Supervised Minor** – Any minor under fourteen (14) years of age and in the supervised care of an adult is permitted on campus. Supervised minors are not restricted from any facility, however, each minor must be accompanied at all times by an adult, except as otherwise stated within this policy.
3. **Affiliated Minor** – Any minor invited, or affiliated with an approved program at Austin Peay State University. Affiliated minors may be restricted from selected facilities and areas of the campus as may be solely determined by university officials.
4. **Registered Minor** - A high school student, age fourteen (14) and older, who is the child or legal ward of an Austin Peay State University student, faculty or, staff who has officially applied for recognition and been designated by the university as a “registered minor” under such procedures as the university may hereafter adopt. The university reserves the right to restrict, limit and revoke the privileges that may be granted to any “registered minor.”

Allow supervised minors 14-18

Delete Registered Minor category?
Create a Registered Minor ID card?

Policy Provisions:

1. **Classrooms** - Minors accompanying staff, faculty, students, or, visitors on campus are not permitted in classrooms. However, affiliated minors may utilize classrooms designated for use by a program approved by the university in which they are a participant. (*Course syllabus should reflect this classroom policy.*)
2. **Academic Support facilities** (i.e. Computer Labs, Language Labs, Academic Support Centers, Science Labs or Art Studios, etc.) and Maintenance and Workshops - Minors are not permitted in any Academic Support or Maintenance and Workshops Facilities. However, affiliated minors may utilize academic support facilities designated for use by a program approved by the university in which they are a participant
3. **General Use Facilities (Athletic Fields, Dunn Center, University Recreation/Memorial, Morgan University Center, Library, Food Service Areas, Academic Building Public Spaces, Road and Green Spaces, etc.)** – Affiliated and registered minors are permitted in these facilities but may be restricted from certain areas or from utilizing certain equipment. Other minors are permitted in these facilities if they are accompanied by an adult, but may be restricted from certain areas or from utilizing certain equipment. (*High School students ages 14-17 will be permitted to obtain temporary entry into the Library.*)
4. **Staff and Faculty Offices** – Minors are permitted in staff and faculty offices only while supervised by the parent or legal guardian. Minors are not routinely permitted in offices during scheduled work times.
5. **Austin Peay Center at Fort Campbell** - The Army Education Services Officer and his/her staff set the policy regarding minors at the Army Education Center.
6. **Events open to the public** – Minors are permitted at these events. However, the university reserves the right to determine, in its sole discretion, if selected events or venues are appropriate for unaccompanied minors (whether affiliated, registered or otherwise.)

Frequently Asked Questions

Minors on Campus

- 1. Why was this policy developed?**
After several complaints about minors disrupting the day-to-day operations and the risk of injury to a minor, this policy was developed to minimize these disruptions and to protect the health and welfare of minors.
- 2. Where can I go to register my minor?**
Minors between the ages of 14-17 can be registered. Registration of Minors can be completed at the University Center Information Desk.
- 3. If I register my minor, can I bring them to class?**
Only minors affiliated with a specific and approved program are permitted in the classroom.
- 4. Can I bring my minor to open events/activities on campus?**
Minors are permitted at events open to the public but must be accompanied by an adult at all times.
- 5. Is my minor allowed to be with me in the Library?**
Affiliated and registered minors are permitted in these facilities but may be restricted from certain areas or from utilizing certain equipment. Other minors are permitted in these facilities if they are accompanied by an adult, but may be restricted from certain areas or from utilizing certain equipment. High school students ages 14-17 are permitted in the library on a temporary basis.
- 6. If the school system is closed, will there be exceptions to this policy?**
No, except as may be provided for in this policy, minors are not permitted on university premises. Faculty are not permitted to allow minors in the classroom.
- 7. Can I bring my minor to the computer lab, academic support center, tutoring lab, etc?**
Only affiliated minors are allowed in any Academic Support facility, including all labs, studios, etc.
- 8. Are there any childcare services on campus in those instances that I need assistance with my minor?**
The Child Learning Center offers limited drop in care, if space is available. Contact them directly for specific information.

Note: Certain university facilities may have regulations regarding access to minors that are more restrictive.