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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 Spring semester. The online class listing is updated automatically with closures, opening, additions and cancellations as they happen.**

## SPRING 2012 OFFICIAL CALENDAR - 1<sup>ST</sup> EIGHT WEEKS

January 12, 2012 – March 10, 2012

December 9 – Friday	Application Deadline
January 11 – Wednesday	Last day to receive 100% fee adjustment
January 12 – Thursday	Classes begin
January 17 – Tuesday	Last day to add or drop classes
January 19 – Thursday	Last day to receive 75% fee adjustment
January 25 – Wednesday	Last day to drop without record Last day to receive 25% fee adjustment
February 1 - Wednesday	Last day to drop classes with automatic “W”
February 17 – Friday	Last day to drop classes with a “W”, “F” or “FA”
February 18 - Saturday	Mandatory “F” period begin
March 10 – Saturday	Last day of classes

## SPRING 2012 OFFICIAL CALENDAR – 2<sup>ND</sup> EIGHT WEEKS

March 11, 2012 – May 4, 2012

March 10 – Saturday	Last day to receive 100% fee adjustment Last day to add or drop classes
March 11 – Sunday	Classes begin
March 17 - Saturday	Last day to receive 75% fee adjustment
March 24 – Saturday	Last day to drop without record Last day to receive 25% fee adjustment
March 31 – Saturday	Last day to drop classes with an automatic “W”
April 16 – Monday	Last day to drop classes with a “W”, “F” or “FA”
April 17 – Tuesday	Mandatory “F” period begins
May 4 – Friday	Last day of classes

## SPRING 2012 OFFICIAL CALENDAR

January 12, 2012 – May 4, 2012

**After the 14<sup>th</sup> day of classes, January 25, 2012, classes will be dropped every Saturday at 9:00 p.m. for non-payment/non-confirmation. Students may pay fees and/or confirm in the Office of the Bursar from 8:00a.m. – 4:30p.m., Monday – Friday, or by credit card via AP OneStop.**

November 14 – 25	Priority advising and preregistration for currently enrolled students for Spring 2012
December 5 – Monday	Fee information will be available via AP OneStop for Spring semester; Fee statements will be sent to students' APSU email account
December 5 – January 8	<p>Preregistered students may pay fees in the Office of the Bursar, 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 OneStop; students with zero or credit balances must confirm via AP OneStop or in person at the cashier window in the Browning Building.</p> <p>Installment Plans are now available via AP OneStop. Fee discounts or waiver forms may be faxed (931-221-6171), emailed (bursar@apsu.edu) or mailed to the Office of the Bursar at any time prior to payment of fees (deadline: January 17).</p> <p><b>Classes will be dropped for non-payment and/or non-confirmation at 9:00 p.m., January 8, 2012.</b></p> <p><b>AP OneStop/Self Service for Spring will not be available beginning 9:00 p.m. and will reopen January 9, 2012 at 8:00 a.m.</b></p>
December 9 – Friday	Application deadline.
December 12 – 16	Fee deferments for Veteran Affairs, Room 135, Ellington, 9:00 a.m. – 3:30 p.m.
January 3 – Tuesday	Last day for the Office of the Bursar 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.
January 3 – 11	Fee deferments for Veteran Affairs, Room 135, Ellington, 9:00 a.m. – 3:30 p.m.
January 11 – Wednesday	<p><b>Last day to receive 100% fee adjustment;</b> Last day to pay fees and/or confirm classes by 9:00 p.m. or classes will be dropped.</p> <p><b>AP OneStop/Self Service for Spring will not be available beginning 9:00 p.m. and Will reopen January 12 at 8:00 a.m.</b></p>
January 12 – Thursday	<p>Classes begin</p> <p>Refunds by direct deposit will be available at student's bank</p>
January 12 – 17	<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 OneStop.
January 16 – Monday	Martin Luther King Holiday – University Closed

## SPRING 2012 OFFICIAL CALENDAR (continued)

January 17 – Tuesday	Last day to pay fees and/or confirm classes by 9:00 p.m. or classes will be dropped; Last day to add a class; Last day to declare audit or pass/fail grading; Last day to submit fee waiver or discount form to the Office of the Bursar to receive credit for Spring 2012; Last day for students who registered from January 12 – 17, 2012 to pay fees at cashier windows 8:00 a.m. – 4:30 p.m. or via AP OneStop until 9:00 p.m. and/or confirm classes by 9:00 p.m. or classes will be dropped; Mailed payments must be received by this date in the Office of the Bursar. <b>AP OneStop/Self Service for Spring will not be available beginning 9:00 p.m. and will reopen January 18 at 8:00 a.m.</b>
January 18 - Wednesday	Balance checks will be mailed to students.
January 25 - Wednesday	14 <sup>th</sup> day processing of classes; Last day to drop without record; Students who have not paid fees and/or confirm classes by 9:00 p.m. will be dropped. AP OneStop/Self Service for Spring will not be available beginning 9:00 p.m. and will reopen January 26 at 8:00 a.m. <b>Last day to receive a 75% fee adjustment</b>
February 2 - Thursday	Last day to apply for May 2012 graduation
February 6 - Monday	<b>Last day to receive a 25% fee adjustment</b>
February 22 - Wednesday	Last day to drop with an automatic “W”
February 27 - Monday	Grad Finale, 2:00 – 6:00 p.m.
February 28 - Tuesday	Grad Finale, 10:00 a.m. – 2:00 p.m.
March 4 - 10	Mid-semester <b>Spring Break – No classes</b>
March 10 - Saturday	First session classes end
March 11 - Sunday	Second session classes begin
March 25 – Sunday	Last day to drop a class with a “W”, “F”, or “FA”
March 26 - Monday	Mandatory “F” period begins

## SPRING 2012 OFFICIAL CALENDAR (continued)

April 2 – 13	Priority advising and preregistration begins for currently enrolled students for Summer and Fall 2012
April 6 – Friday	Good Friday – University Closed
April 25 - Wednesday	Last day of classes
April 26 - Thursday	Study day
April 27 – May 3	Final Exams
May 4 – Friday	Commencement in Dunn Center
May 11 – Friday	Final grades available on AP OneStop

## REGENTS ONLINE DEGREE PROGRAM CALENDAR

December 9 – Friday	Application deadline. Civilian conditionally admitted students <u>Will NOT</u> be permitted to register late
January 11 - Wednesday	Last day to receive 100% adjustment
January 12 – Thursday	Classes Begin
January 17 – Tuesday	Last day to register
January 25 - Wednesday	Last day to receive 75% fee adjustment 14 <sup>th</sup> day of classes Last day to drop without record
February 8 – Wednesday	Last day to receive 25% fee adjustment
February 22 – Wednesday	Last day to drop with an automatic “W”
February 27 – March 3	Midterm Exams
April 25 – Wednesday	Last day of classes
April 27 – May 3	Final Exams
May 11 – Friday	Final Grades Available on AP OneStop

- If you are dropping all courses, you may do so through AP OneStop until classes begin.
- If you are dropping all courses after classes begin, you will need to process an Official Withdrawal which is located as a link called “Withdraw from APSU” in AP OneStop.

## SPRING 2012 IMPORTANT DATES - 1<sup>ST</sup> EIGHT WEEKS

### Fee Payment

Last day to pay by mail (must be received in Office of Bursar) .....	January 11, 2012
Last day to pay by credit card through AP OneStop by 9:00 p.m.....	January 11, 2012
Last day to confirm registration through AP OneStop (if zero or credit balance) by 9:00 p.m. ....	January 11, 2012
Last day to pay in person at the cashier window in Browning 8:00 a.m. – 4:30 p.m., Wednesday.....	January 11, 2012

### Fee Adjustment

Last day for 100 percent fee adjustment.....	January 11, 2012
Last day for 75 percent fee adjustment.....	January 19, 2012
Last day for 25 percent fee adjustment.....	January 25, 2012

### Late Registration

Last day to drop or add a class.....	January 17, 2012
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### Withdrawal Dates

Last day to drop a class without record .....	January 25, 2012
Last day to drop with an automatic "W" .....	February 1, 2012
Last day to drop with "W", "F" or "FA" .....	February 17, 2012
Mandatory "F" period begins .....	February 18, 2012

### Graduation Information

Last day to apply for May 2012 graduation.....	February 2, 2012
Spring Commencement .....	May 4, 2012

**1<sup>st</sup> Eight Week grades available on AP OneStop .....** May 11, 2012

## SPRING 2012 IMPORTANT DATES - 2<sup>ND</sup> EIGHT WEEKS

### Fee Payment

Last day to pay by mail (must be received in Office of Bursar) .....	January 11, 2012
Last day to pay by credit card through AP OneStop by 9:00 p.m.....	January 11, 2012
Last day to confirm registration through AP OneStop (if zero or credit balance) by 9:00 p.m. ....	January 11, 2012
Last day to pay in person; at the cashier window in Browning, 8:00 a.m. – 4:30 p.m., Friday.....	January 11, 2012

### Fee Adjustment

Last day for 100 percent fee adjustment.....	March 10, 2012
Last day for 75 percent fee adjustment.....	March 17, 2012
Last day for 25 percent fee adjustment.....	March 24, 2012

**SPRING 2012 IMPORTANT DATES – 2<sup>ND</sup> EIGHT WEEKS (continued)**

**Late Registration**

Last day to drop or add a class ..... March 10, 2012

**Withdrawal Dates**

Last day to drop classes without record..... March 24, 2012  
 Last day to drop classes with an automatic “W” ..... March 31, 2012  
 Last day to drop classes with “W”, “F” or “FA” ..... April 16, 2012  
 Mandatory “F” period begins ..... April 17, 2012

**Graduation Information**

Last day to apply for May 2012 graduation ..... February 2, 2012  
 Spring Commencement ..... May 4, 2012

**2<sup>nd</sup> Eight Week grades available on AP OneStop ..... May 11, 2012**

**SPRING 2012 IMPORTANT DATES**

**Fee Payment**

Last day to pay by mail (must be received in Office of Bursar) ..... January 11, 2012  
 Last day to pay by credit card through AP OneStop by 9:00 p.m..... January 11, 2012  
 Last day to confirm registration through AP OneStop (if zero or credit balance)  
 by 9:00 p.m. .... January 11, 2012  
 Last day to pay in person; at the cashier’s windows in Browning  
 8:00 a.m. – 4:30 p.m., Wednesday. .... January 11, 2012

**Fee Adjustment**

Last day for 100 percent fee adjustment..... January 11, 2012  
 Last day for 75 percent fee adjustment..... January 25, 2012  
 Last day for 25 percent fee adjustment..... February 6, 2012

**Late Registration**

Last day to drop or add a class ..... January 17, 2012

**Withdrawal Dates**

Last day to drop classes without record..... January 25, 2012  
 Last day to drop classes with an automatic “W” ..... February 22, 2012  
 Last day to drop classes with “W”, “F” or “FA” ..... March 25, 2012  
 Mandatory “F” period begins ..... March 26, 2012

**Mid-semester ..... March 4 – 10, 2012**

**Graduation Information**

Last day to apply for May 2012 graduation ..... February 2, 2012  
 Spring Commencement ..... May 4, 2012

**Spring semester grades available on AP OneStop ..... May 11, 2012**

# FINAL EXAMINATION SCHEDULE

## UNDERGRADUATE AND DAY CLASSES: April 27 – May 3, 2012

### Friday, April 27, 2012

8:00 a.m. – 10:00 a.m. ....All MWF classes which meet at 9:05 a.m.  
10:30 a.m. – 12:30 p.m. ....All TR classes which meet at 11:10 a.m.  
1:30 p.m. – 3:30 p.m. ....All MWF classes which meet at 12:20 p.m. and all MW classes which meet at 12:40 p.m.

### Monday, April 30, 2012

8:00 a.m. – 10:00 a.m. ....All TR classes which meet at 8:00 a.m.  
10:30 a.m. – 12:30 p.m. ....All MWF classes which meet at 2:30 p.m. and all MW classes which meet at 2:20 p.m.

### Tuesday, May 1, 2012

8:00 a.m. – 10:00 a.m. ....All TR classes which meet at 9:35 a.m.  
10:30 a.m. – 12:30 p.m. ....All MWF classes which meet at 1:25 p.m.  
1:30 p.m. – 3:30 p.m. ....Open

### Wednesday, May 2, 2012

8:00 a.m. – 10:00 a.m. ....All MWF classes which meet at 6:55 a.m.  
10:30 a.m. – 12:30 p.m. ....All TR classes which meet at 12:45 p.m.  
1:30 p.m. – 3:30 p.m. ....All MWF classes which meet at 10:10 a.m.

### Thursday, May 3, 2012

8:00 a.m. – 10:00 a.m. ....All MWF classes which meet at 11:15 a.m.  
10:30 a.m. – 12:30 p.m. ....All MWF classes which meet at 8:00 a.m.  
1:30 p.m. – 3:30 p.m. ....All TR classes which meet at 2:20 p.m.

## GRADUATE AND EVENING CLASSES:

Graduate students will take final exams at the designated time period during exam week. If taking a class at 3:30 p.m. on TR or 3 p.m. on MWF and/or MW or later, the final exam is during the time the class normally meets during the exam week. If the class meets two evening per week, the final exam is scheduled for the first day it is offered during exam week.

# ADMISSIONS

## APPLYING FOR ADMISSION

(931) 221-7661  
800-844-2778 toll-free number

The Application for Admission filed with the Office of Admissions in the lobby of the Ellington Building or online at [www.apsu.edu/admissions](http://www.apsu.edu/admissions) is the first step in the admissions process. All Army active duty military, National Guard and Reservists must apply for admission at [www.GoArmyEd.com](http://www.GoArmyEd.com).

Transient students are admitted for one semester only; transient student applicants must submit with their application a letter documenting good standing or an official transcript from the college or university in which they are currently enrolled. Prospective transient students should seek assurance from their home institutions APSU credit will transfer back to the home institution.

International students from non-English speaking countries must submit proof of proficiency in the English language; satisfactory TOEFL exam scores are required with the application.

All new freshmen students and students applying for readmission (students returning after being out one or more regular terms) must apply for admission and clear the admissions process. New students who are under 21 must present ACT or SAT scores taken within three years of the first day of the first term of their first enrollment; new students 21 and over who do not have ACT or SAT scores must complete the COMPASS assessment before they can be admitted. Active duty military are exempt from submitting ACT or SAT scores if valid scores are not available; COMPASS assessment must be taken in its place.

## ADMISSIONS (continued)

Prospective students must complete all admissions requirements before the published deadline stated in the University Bulletin. Those who do not complete these requirements by the stated deadline may be asked to delay enrollment until the following semester or term.

### **TESTING**

(931) 221-6269

COMPASS is a computer-based assessment used to place students in appropriately in courses. It is an untimed, adaptive assessment that measures skills in reading, writing and mathematics. The results provide the student and the academic advisor with important information about the student's individual skills, preparation for the program or degree sought, and the student's unique educational needs. COMPASS scores are used in admissions decisions.

New freshmen students 21 and older who enter APSU without ACT or SAT scores taken within three years of the first day of the first term of their first enrollment 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 (931-221-6269.) On-line students who are unable to complete the COMPASS assessment at APSU may complete the assessment at another testing center.

Students who require COMPASS assessment include:

- Prospective freshmen students 21 and older who are applying to Austin Peay who cannot provide ACT/SAT scores taken within three years of the first day of their first term of enrollment must complete the entire COMPASS assessment in order to be considered for admission.
- International students without ACT or SAT scores must complete the entire COMPASS assessment.
- Transfer students 21 or older who have earned fewer than 12 hours of transferrable college credit and who cannot provide ACT/SAT scores taken within 3 years of the first day of their first term of enrollment at APSU must complete the entire COMPASS assessment.
- Transfer students with 12 or more hours who are unable to document reading proficiency and transferable college-level English and Mathematics courses from a regionally accredited college or university must complete appropriate COMPASS assessments.

COMPASS scores are used to determine appropriate placement in English, and mathematics and to document reading proficiency. Students whose mathematics and English scores indicate insufficient preparation for college-level courses will enroll in *enhanced* (E) sections of English and/or mathematics. Students with a COMPASS documented reading deficiency must complete a non-university credit reading course. Prior to testing, an Application for Admission must be completed and submitted to the Office of Admissions. Prospective students must bring a photo ID and APSU ID number in order to test. Dates for the COMPASS assessment can be found at [www.apsu.edu/testing/schedule](http://www.apsu.edu/testing/schedule).

### **ACT RESIDUAL**

Freshman under 21 years of age must provide ACT scores. Applicants who did not take the national exam while in high school, may take the ACT Residual. Applicants under 21 years of age cannot be considered for admission without ACT or SAT scores. Dates for the ACT-Residual can be found at [www.apsu.edu/testing/schedule](http://www.apsu.edu/testing/schedule). Call the Testing Center at (931) 221-6269 to schedule the ACT Residual on one of the dates listed below.

# REGISTRATION

Education Rights and Privacy Act of 1974

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

## **AP OneStop**

**onestop.apsu.edu**

You will access AP OneStop by entering your user name and password.

Information about admissions, fee payment, financial aid, registration, grades, transcripts are options are available through **AP OneStop**. You will no longer be required to enter an Alternate PIN to register or drop courses. If you have already been advised and received an Alternate PIN you will need to enter your Alternate PIN when registering or dropping courses.

## **PREREGISTRATION**

### **PRIORITY REGISTRATION FOR ALL CURRENTLY ENROLLED STUDENTS**

To preregister follow the outlined procedure:

- Schedule an appointment with your academic advisor or Career and Advising Center for undeclared majors.
- To begin the registration process, log in to AP OneStop at onestop.apsu.edu.

### **PRIORITY REGISTRATION SCHEDULE**

Earned Hours	1 <sup>st</sup> Date to Register	Earned Hours	1 <sup>st</sup> Date to Register
Graduate Students.....	November 14, 2012	37-49.....	November 21, 2012
120 and above.....	November 14, 2012	25-36.....	November 22, 2012
99-119.....	November 15, 2012	13-24.....	November 23, 2012
82-98.....	November 16, 2012	0-12.....	November 24, 2012
66-81.....	November 17, 2012	Readmit Students.....	November 25, 2012
50-65.....	November 18, 2012	Open Registration.....	November 26, 2012

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

### **PREREGISTRATION FOR READMIT STUDENTS**

Readmit students who have completed all readmission requirements can preregister beginning November 25<sup>th</sup>. To preregister:

- Seek advisement. You will no longer be required to enter an Alternate PIN to register or drop courses. If you have already been advised and received an Alternate PIN you will need to enter your Alternate PIN when registering or dropping courses.
- Register through AP OneStop at onestop.apsu.edu.

### **PREREGISTRATION/REGISTRATION FOR SOLDIERS RECEIVING TUITION ASSISTANCE**

Please visit **www.GoArmyEd.com**.

Soldiers (Active Duty, National Guard, Reservist) utilizing TA must register through the GoArmyEd portal.

## **GO ARMY ED**

- Log onto **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 will need to do this once a year)
- Consult with your APSU advisor
- Log on to **www.GoArmyEd.com** and register for classes
- **Soldiers receiving tuition assistance must register through GoArmyEd.**

## REGISTRATION (continued)

### **WINTER 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) 221-7661. The primary focus is orientation to the university, academic advising, and registration for spring classes. Students meet with academic advisors who assist them in developing an appropriate schedule of classes. Student leaders are available to answer questions from a student perspective. **All new freshmen and new transfer students are required to attend Winter Welcome to register for classes.**

### **WINTER WELCOME DATES**

#### **UNCONDITIONALLY ADMITTED NEW FRESHMEN (BY RESERVATION ONLY)**

The advisement and preregistration program will be held on various dates. Correspondence will be sent by the admissions office to all students providing available dates and instructions on how to register for a Winter Welcome Session. Students are advised to sign-up for the earliest possible session.

**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 after graduation from high school. APSU 1000 includes an orientation to APSU and the University's expectations of its students. Students 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. Students must pass APSU 1000 with a grade of "C" or better.

### **DROP AND ADD**

Dropping and adding classes or any schedule adjustment may be done during preregistration through the AP OneStop. 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 may possibly be billed.

### **LATE REGISTRATION**

#### **(\$50 fee)**

Students who applied for admission after December 9, 2011, students who did not preregister, and those who have not registered by January 11, 2012 may enroll during Late Registration, **January 12, 2012 – January 17, 2012.**

The late registration fee will also 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 permitted to register late. Consult with your academic advisor and then register via AP OneStop.

### **WITHDRAWALS**

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

Complete withdrawal from the University is defined as dropping ALL classes during a given semester. During the "W", "F", "FA" period your grade is assigned by your professor. This grade is based on the faculty member's assessment of your progress at the time of withdrawal. Please consult your academic advisor or your financial aid counselor before making the decision to withdraw.

Any student who wishes to withdraw officially from the University and drop all courses must complete the process through AP OneStop. The link is found under the registration link on the Student tab. Fee adjustments will be made only when the withdrawal is completed within the dates published in this schedule. Freshmen must consult with the Academic Alert coordinator before withdrawing; athletes must consult with the athletic department; military using tuition assistance (TA) must withdraw through the GoArmyEd portal.

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**

The University Bulletin lists the prerequisites and co-requisites that academic departments have determined to be necessary for success in certain courses. Students are expected to enroll only in those courses for which they have satisfactorily completed all prerequisites and to enroll in necessary co-requisites as listed in the appropriate University Bulletin. Students who are currently enrolled in a prerequisite course may enroll in the subsequent course during priority registration. If you fail the prerequisite you will be dropped from the course prior to the term beginning.

## **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 student a minimum of 9 credit hours enrollment is required. 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, at Dickson, 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 [www.apsu.edu/Registrar/forms.aspx](http://www.apsu.edu/Registrar/forms.aspx)
- Obtain approval from your academic advisor, dean, director or designee
- Bring completed form to the Office of the Registrar for processing

## **COURSE REPEATS**

Students should not repeat a course for which they previously have received a grade of "A" or "B." 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.

## **PASS/FAIL OR AUDIT**

For a detailed description of the pass/fail and audit processes and the limitations that apply, please refer to the **2010-2012 Undergraduate Bulletin**.

- The pass/fail or audit form is available online at [www.apsu.edu/Registrar/forms.aspx](http://www.apsu.edu/Registrar/forms.aspx)
- Complete the form and obtain permission from the instructor
- Register for the course through AP OneStop
- Bring pass/fail or audit form to the Office of the Registrar
- Financial aid is not available for auditing classes

**NOTE:** Please refer to the Official Calendar 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 **University Bulletin**.

## **CLASS ATTENDANCE**

Students are expected to attend and participate in all class meetings. Specific class attendance policies are determined by the faculty who teach the courses. They will inform you of their requirements at the beginning of the term. Title IV and Veterans Benefit recipients are required to attend class regularly and may lose benefits for not doing so. Students who do not attend classes and who are not prepared for classes and thus place themselves in academic jeopardy may expect to be referred through the university's Academic Alert online academic referral system.

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

You must complete the online *Change of Major and Minor* when you make any change(s) to your major, minor or Bulletin under which you intended to graduate. This form is found in AP OneStop under the student tab. Changes in majors most likely will result in a change of academic advisor. You may check for your new advisor in AP OneStop. Please see your academic department of your major for advisor assignment questions.

## **REGISTERING WITH OTHER SCHOOLS**

If you are planning to take classes with other schools, before you register you must complete a Coursework Approval form available online at [www.apsu.edu/Registrar/forms.aspx](http://www.apsu.edu/Registrar/forms.aspx).

## ACADEMIC POLICIES AND PROCEDURES (continued)

### **ENHANCED AND DEVELOPMENTAL COURSE REQUIREMENT**

Students entering APSU with ACT/SAT/COMPASS scores that do not meet college readiness requirement (TBR A-100 Guideline,) must complete appropriate course(s) to remove the deficiencies for English and reading during the initial terms of enrollment and deficiencies for mathematics within the first 30 hours of enrollment. Students who enter with a high school foreign language deficiency must remove the deficiency within the first 30 hours of enrollment. Other high school deficiencies are removed with the completion of the appropriate core courses.

## FEE PAYMENTS AND FEE ADJUSTMENT SCHEDULE

**FEES** Fees below are from 2011-2012.

### **CLASS FEES**

*In-state and exempt students:*

Undergraduate .....	\$217 per credit hour
RODP Undergraduate .....	\$304 per credit hour
Graduate .....	\$350 per credit hour
RODP Graduate .....	\$437 per credit hour

*Out-of-state students:*

Undergraduate .....	\$782 per credit hour
RODP Undergraduate .....	\$869 per credit hour
Graduate .....	\$971 per credit hour
RODP Graduate .....	\$1,058 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:

Program Services Fee .....	\$61.20 per credit hour, maximum \$612
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### **ADDITIONAL FEES**

APSU Online Course Fee:

Undergraduate .....	\$26 per credit hour
Graduate .....	\$42 per credit hour
P.O. Box rental (dorm residents only) .....	\$9
Late Registration Fee .....	\$50
Returned Check Fee .....	\$30
Residence Hall (per semester) .....	\$2,185 - \$3,450
Meal Plans .....	\$855 and greater
Books (average amount) .....	\$700
Graduation Fee:	
Associate .....	\$25
Bachelor's .....	\$30
Master's .....	\$35
Deferred Service Fee .....	\$50
New Student Fee (all new students) .....	\$75
Applied Music Fee (1 credit-hour per week) .....	\$150
Nursing Clinical Fee .....	\$90/semester
Nursing Differential Maintenance Fee .....	\$25 per credit hour
Science Consumable Fee .....	\$15 per lab
Structured Learning Assistance Fee (Lab for enhanced Math & English) .....	\$75 per course
Business Course Fee:	
Upper Division Undergraduate .....	\$20 per credit hour
Graduate .....	\$20 per credit hour
PASS Program Fee .....	\$120/semester

## FEE PAYMENTS AND FEE ADJUSTMENT SCHEDULE (continued)

### **FEE WAIVERS AND DISCOUNTS FOR SPRING 2012**

To receive credit for Spring 2012, a student who is eligible for a discount or waiver of fees must submit any applicable fee waivers or discount forms to the Office of the Bursar by the last day of late registration. 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 221-7216 on your intent to re-enroll.

### **STUDENTS WITH DISABILITIES**

#### **Tuition Reduction Application**

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, Office of the Registrar, Ellington 316, (931) 221-7121.

#### **Educational Accommodations**

**Students with disabilities seeking academic adjustments should contact the Office of Disability Services (931) 221-6230 Voice or (931) 221-6278 TTY, Morgan University Center, 114.**

### **Parking**

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.

### **COURSE CANCELLATION**

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

### **MISCELLANEOUS FEES**

The P.O. Box 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 January 3, 2012.

### **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 **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 2011-2012 Financial Aid Calendar at [www.apsu.edu/financialaid/](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 OneStop to confirm your classes. You must confirm your classes by January 11, 2012 or your classes will be cancelled.**

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, 2008**, eligible students may obtain only one Financial Aid Fee Deferment. **If you have received a Financial Aid Fee Deferment since July 1, 2008, 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: [www.apsu.edu/financialaid/](http://www.apsu.edu/financialaid/) for forms, applications and details regarding various aspects of federal and state assistance. AP OneStop is a great source of information about your personal financial aid status. It is recommended that students access their APSU webmail address on a regular basis. It will be the primary source for communication.

### **SCHOLARSHIPS**

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

## FINANCIAL AID AND VETERANS AFFAIRS (continued)

### **VETERANS AFFAIRS**

Main Campus 931-221-7760 Toll Free number 1-877-508-0057  
Fort Campbell Campus (931) 221-1462  
Email: ova@apsu.edu  
Website address: [www.apsu.edu/vaoffice](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.

### **Spring 2012**

CRF priority deadline date ..... December 2, 2011  
CRF final deadline date..... January 17, 2012  
OVA closed for Spring 2012 certification processing..... January 18 - 19, 2012  
Advance Payment request for Summer 2012..... February 20 – March 16, 2012  
Deferment dates..... December 12 – 16, 2011 and January 3 – 11, 2012

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

\*\*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.

### **POST 9/11 GI BILL, CHAPTER 33**

Advance payment and pre-certification are not options under the Post 9/11 GI Bill, Chapter 33 education benefit. Effective 1 August 2011, VA is the payor of last resort. Initial enrollment certifications will be processed without tuition and fees in order for those students who are eligible for housing allowance and book/supply stipend to have these arrive in a timely manner. However, the reporting of tuition and fees will begin on the 14<sup>th</sup> day of classes.

### **VA VOCATIONAL REHABILITATION**

**Effective immediately!** You must have all Web-based courses **pre-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.

### **Tennessee VA Deferments**

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 VA education benefits overpayment are not eligible for a deferment.

## SPECIAL ACADEMIC PROGRAMS

### **ACADEMIC SUPPORT**

**Academic Support Services provides academic initiatives to enhance academic success for students currently enrolled at APSU.**

#### **Academic Alert – MK 124**

(931) 221-6550

[www.apsu.edu/academic-support-center](http://www.apsu.edu/academic-support-center)

Academic support services are provided at no additional cost to students including peer tutoring, a writing lab, and assistance with technological challenges. Students who are conditionally admitted are required to participate in these programs. Structured Learning Assistance (SLA) is a co-requisite requirement for mathematics and English classes for students whose ACT/SAT/COMPASS scores in those subjects require enrollment in *enhances* courses.

#### **Academic Alert – MK 127**

(931) 221-6555

Students are referred by faculty to the Academic Alert Coordinator when their classroom performance places them at risk of failing a course. Performance checks are referrals that occur at the 5<sup>th</sup> and 10<sup>th</sup> week of the semester when a student is earning a grade below C in a course.

#### **Advisement Center for Undeclared Students – MUC 210**

(931) 221-7896

All students who have not yet declared a major are advised by the professional advisors in the Academic Advising Center. Student appointments are encouraged and may be arranged either by phone or in person.

#### **Career Services – MUC 122**

(931) 221-6544

[www.apsu.edu/careers](http://www.apsu.edu/careers)

Students receive assistance in choosing a major or confirming their choice of a major. Individual assistance is available for resume' preparation, job searches, applying to graduate school. In addition, workshops are offered regularly. Full-time and part-time jobs may be posted daily.

### **FIRST-YEAR EXPERIENCE**

(931) 221-7045

[www.apsu.edu/academic\\_support](http://www.apsu.edu/academic_support)

All first-time, full-time freshmen are required to participate in the First-Year Experience. Events include Summer 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.

### **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.

## SPECIAL ACADEMIC PROGRAMS (continued)

### **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. Mickey Wadia	221-7448
(Ireland, et al.)		
Sweden .....	Ms. Inga Filippo	221-7381
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 Puszkas	221-6391
(German language program)		
Greece.....	Dr. Timothy Winters	221-7118
Quebec, Canada .....	Dr. Karen Sorenson	221-6246
Orleans, France.....	Dr. Culley Carson-Grefe	221-7596

### **EXTENDED AND DISTANCE EDUCATION**

(931) 221-7816

The Center for Extended and Distance Education enables the University to reach beyond the traditional campus by facilitating various methods of instructional delivery. Courses are available online via the Web, through interactive television (video conferencing), and with on-site instructors. Graduate and undergraduate courses are available. For more information, call the Center for Extended and Distance Education at (931) 221-7816.

### **ONLINE LEARNING**

[www.apsu.edu/online/](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. Online classwork offers convenience and flexible schedules. You simply access your virtual classroom through the Web. If you have a busy life, 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 the academic advisor for online students 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 about online learning through RODP, contact the RODP coordinator at [ropd@apsu.edu](mailto:ropd@apsu.edu), or (931) 221-1373, or toll-free at 1-877-861-2778, ext. 1373.

To connect to your APSU online class, go to [www.elearn.apsu.org/](http://www.elearn.apsu.org/)

## SPECIAL ACADEMIC PROGRAMS (continued)

### **APSU ONLINE**

[www.apsu.edu/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: [www.apsu.edu/online](http://www.apsu.edu/online). Conditionally admitted students may not enroll in online courses. APSU online courses are not self-paced; courses begin and end on specific dates, and there is a set schedule for assignments and testing.

If you are considering taking an APSU online course, please visit the online orientation at [www.apsu.edu/online/orientation/](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 \$26 undergraduate and \$42 graduate. The fee is considered a special course fee.

### **REGENTS ONLINE DEGREE PROGRAM (RODP)**

[www.apsu.edu/regentsdegree/degrees.htm](http://www.apsu.edu/regentsdegree/degrees.htm)

For a complete listing of our online programs, please visit the following Web site: [www.apsu.edu/online](http://www.apsu.edu/online). All courses completed in the Regents Online Degree Program (RODP) are completely transferable among all participating Tennessee Board of Regents institutions. RODP online courses are not self-paced; courses begin and end on specific dates, and there is a set schedule for assignments and testing. To connect to your RODP class, go to [elearn.rodop.org](http://elearn.rodop.org). **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 \$87 undergraduate, \$87 graduate. The fee is considered a special course fee.

### **RODP IMPORTANT DATES**

November 14, 2011 – January 11, 2012.... Advising and preregistration  
February 22, 2012 ..... Last day to drop with automatic "W"  
December 9, 2011 ..... Final Day to apply for admission  
February 27 – March 3, 2012..... Midterm Exams  
January 17, 2012 ..... Last day to register  
April 25, 2012 ..... Last day of classes  
January 11, 2012 ..... Last day to receive 100% fee adjustment  
April 27 – May 3, 2012..... Final Exams  
January 12, 2012 ..... Classes begin  
May 11, 2012..... Final grades available  
January 25, 2012 ..... Last day to receive 75% fee adjustment  
January 25, 2012 ..... Last day to drop without record  
February 8, 2012 ..... Last day to receive 25% fee adjustment

- If you are dropping all courses, you may do so through AP OneStop until classes begin.
- If you are dropping all courses after classes begin, you must complete the process through AP OneStop. The link is found under the registration link on the Student tab. Refunds will be based on the published schedule and date the withdrawal process is complete.

### **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 2011-2012 Undergraduate Bulletin or e-mail [exted@apsu.edu](mailto:exted@apsu.edu) or call (931) 221-6487

## GRADUATION

### DEGREE EVALUATIONS

#### **May 2012 GRADUATES**

Students planning to graduate May 2012 must complete the following steps:

- Application for Degree - Forms are available online beginning November 28, 2011 at [www.apsu.edu/Registrar/forms.aspx](http://www.apsu.edu/Registrar/forms.aspx) and must be submitted by February 2, 2012. 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 window in the Browning building during your final semester.
- Commencement – May 4, 2012, 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 Behavioral & Health Sciences, College of Education and the College of Business.

### 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 or to schedule your exam please contact the Office of Institutional Research at 221-6184

## STUDENT SERVICES

### BOOKSTORE

[www.apsubookstore.com](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. – 5:00 p.m. Monday – Thursday and 7:30 a.m. – 4:00 p.m. Friday.

RODP (Regents Online Degree Program) textbooks are not stocked in the University Bookstore, but can be special ordered for no additional charge.

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

**Bookstore Debit Program** – Students who have credits on their student accounts, have completed the Title IV authorization, have a valid student ID and have confirmed their classes will be able to charge books and supplies at the campus bookstore according to the following schedule:

- Students who have **Direct Deposit Refunds** will be able to charge on Monday, December 12 thru Friday, January 6. Students should receive their direct deposits no later than January 12<sup>th</sup>.
- Students who are not on Direct Deposit and will receive **refund checks** will be able to charge their books and supplies at the campus bookstore from Monday, December 12 thru Friday, January 13<sup>th</sup>.

**Refund checks will be mailed on Wednesday, January 18<sup>th</sup>.**

### 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.

## STUDENT SERVICES (continued)

### **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:**

January 8, 2012 ..... Check-in 10:00 a.m. – 4:00 p.m.

May 1, 2012..... Check out 7:00 p.m. – 9:00 p.m.

May 2, 2012..... Check out 7:00 p.m. – 9:00 p.m.

May 3, 2012..... Check out 7:00 p.m. – 9:00 p.m.

May 4, 2012..... Check out 4:00 p.m. – 9:00 p.m.

May 5, 2012..... 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, 2012.

### **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 Cashiers' windows 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**
- 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.

### ***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.

## REPORTING FRAUD, WASTE OR ABUSE (continued)

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 [www.aicpa.org/download/antifraud/SAS-99-Exhibit.pdf](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, Interim Dean</b>	<b>Harned 127</b>	<b>221-6445</b>
	<b>Dr. Dwonna Goldstone, Associate Dean</b>	<b>Harned 220</b>	<b>221-7886</b>
African-American Studies	Dr. Dwonna Goldstone, Coordinator	Harned 220	221-7886
Art	Dr. Kell Black, Interim Chair	Trahern 203	221-7333
Center Excellence Creative Arts	Dr. Christopher Burawa, Director	Music/Mass Comm 165	221-7643
Communication and Theatre	Dr. Mike Gotcher, Chair	Music/Mass 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	Clement 150	221-6424
Languages and Literature	Dr. David Guest, Chair	Music/Mass Comm 212	221-7818
Music	Dr. Douglas Rose, Chair	Music/Mass Comm 138	221-7808
Theatre and Dance Program	Dr. Darren Michael, Coordinator	Trahern 240	221-6767
Women's Studies	Dr. Jill Eichhorn, Coordinator	Harned 143	221-6314

## College of Graduate Studies

<b>Dr. Dixie Dennis, Dean</b>	<b>Kimbrough 203</b>	<b>221-7414</b>
<b>Dr. Becky Glass, Associate Dean</b>	<b>Kimbrough 207</b>	<b>221-4458</b>

## College of Behavioral & Health Sciences

	<b>Dr. David Denton, Dean</b>	<b>McCord 114</b>	<b>221-6380</b>
	<b>Dr. Marcy Maurer, Associate Dean</b>	<b>Dunn 267</b>	<b>221-6111</b>
Health and Human Performance	Dr. Marcy Maurer, Interim Chair	Dunn 267	221-6111
Military Science and Leadership	LTC Robert Gordon	Memorial Health	221-6155
Nursing, School of	Dr. Patty Orr, Director	McCord 218	221-7737
Political Science	Dr. David Kanervo, Chair	Clement 143	221-7515
Psychology	Dr. Samuel Fung, Chair	Clement 205	221-7233
Social Work	Dr. Mary Fran Davis, Chair	Clement 143	221-7730
Sociology	Dr. David Steele, Chair	Clement 151	221-7519

## College of Business

<b>Dr. Rupp, Dean</b>	<b>Kimbrough 104</b>	<b>221-7674</b>
<b>Dr. William Rayburn, Program Director</b>	<b>Kimbrough 153</b>	<b>221-6377</b>

## College of Education

	<b>Dr. Carlette Hardin, Interim Dean</b>	<b>Claxton 106B</b>	<b>221-7696</b>
Teaching and Learning	Dr. Rebecca McMahan, Chair	Claxton 232	221-7513
Education Specialties	Dr. Moniqueka Gold, Chair	Claxton 106D	221-7518

## College of Science and Mathematics

	<b>Dr. Jaime Taylor, Interim Dean</b>	<b>Harned 132</b>	<b>221-7964</b>
	<b>Dr. Cindy Taylor, Associate Dean</b>	<b>Sundquist SC C203</b>	<b>221-7784</b>
Agriculture	Dr. Donald Sudbrink, Interim Chair	Sundquist SC D226	221-7266
Allied Health Sciences	Dr. Rex Ameigh, Chair	Sundquist SC B124	221-6455
Biology	Dr. Don Dailey, Chair	Sundquist SC D123	221-7781
Center for Excellence Field Biology	Dr. Steven Hamilton, Director	Sundquist SC D105	221-7781
Chemistry	Dr. Robin Reed, Chair	Sundquist SC A308	221-7626
Computer Science & Information Tech	Dr. Bruce Myers, Chair	Claxton 304A	221-7840
Mathematics	Dr. Nell Rayburn, Chair	Claxton 304B	221-7833
Physics and Astronomy	Dr. Alex King III, Chair	Sundquist SC B323	221-6116
Geosciences	Dr. Robert Sirk, Chair	McCord 203B	221-7454

## COLLEGE AND DEPARTMENT DIRECTORY (continued)

### 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 203	221-1439
Public Management	Dr. Waheeduzzaman, Chair	Bldg 203	221-1480
Criminal Justice	Dr. Thomas O'Connor, Chair	Bldg 203	221-1477

### Enrollment Mgt and Academic Support

	<b>Dr. Beverly Boggs, Associate Provost</b>	<b>Ellington 207</b>	<b>221-6540</b>
Office of the Registrar	Telaina Wrigley, Registrar	Ellington 302	221-6238
Student Financial Aid & Veteran's Affairs	Donna Price, Director	Ellington 229	221-7907
Office of Admissions	Amy Deaton, Interim Director	Ellington 118	221-7661
Advisement Center for Undeclared Students	Barbara Blackston, Director	Morgan UC 210	221-7896
Student Transitions	Mike Dunn, Interim Director	Marks 243	221-7607

### Center for Extended and Distance Education

	<b>Dana Willett, Executive Director</b>	<b>McReynolds 119</b>	<b>221-7779</b>
Extended Education Programs	Julia McGee, Director	McReynolds 119	221-7743
APSU Online Advisor	Melissa Conwell, Advisor	McReynolds 107	221-6484
Regents Online Programs	Loretia Duncan, Coordinator	McReynolds 109	221-1373
Non-credit/Customized Programs	Mary Alice Burkhart, Coordinator	McReynolds 118B	221-6487
English as a Second Language	Christina Kelso, Coordinator	McReynolds 202	221-6270
Instructional Technologist	Dr. Robert Anderson	McReynolds 103	221-7933
Multimedia Specialist	Katherine Bailey	McReynolds 116	221-1013
Course Management System	Marcy Dickson, Manager	McReynolds 104B	221-6638
Tenn. Small Business Development Center	Feleesha Johnson, Director	McReynolds 111	221-1370
High School Upward Bound	April Miller, Director	400 Ford Street	221-6224
Tri-County Upward Bound	Daniel Botula, Director	McReynolds 210	221-6410
Veterans Upward Bound	Dr. Arthur Neal, Director	McReynolds 212	221-7600
Educational Opportunity Center	John Johnson, Director	Ellington 325	221-7481
Student Support Services	Marissa Chandler, Director	Ellington 337	221-6142