

office within five (5) business days of the submission of the appeal. The EMAS office will provide a decision in writing via e-mail to the appellant's official APSU e-mail account.

Decisions of the EMAS Office may be appealed in writing to the Fee Adjustment Appeals Committee, which meets twice each Fall and Spring semester. The committee chairperson will provide a decision in writing via e-mail to the appellant's official APSU e-mail account. Appeals of adverse decisions made by this committee must be in writing to the Assistant Vice President for Finance and Administration. A written decision of matters appealed to that office will be sent to the student's official APSU e-mail account. This concludes the fee adjustment appeals process.

Deadlines for Fee Adjustment Appeals:

- Fall Semester, Fall I FC and Fall II FC Terms — Feb. 15 of following year
- Spring Semester, Spring I FC and Spring II FC Terms — Oct. 15 of same year
- Maymester, Summer (Full), Summer I, Summer II and Summer III FC — Dec. 1 of same year

Appeals received after the stated deadlines will not be considered.

Admissions Appeals

Applicants who are not initially admitted to Austin Peay State University, upon application, may appeal their admission decision in writing to the University Admissions and Standards Committee. The information provided on the Appeal Form (http://www.apsu.edu/admissions/undergrad/online_forms), your admissions application, your academic credentials and all other application materials will be reviewed by the committee.

Residency Appeals

Students who have been classified as out-of-state for fee payment purposes may appeal their residency classification by completing the Residency Application (<http://www.apsu.edu/files/registrar/residapp.pdf>). The completed form and supporting documentation must be submitted to the Office of Admissions, Ellington Lobby, for new students and to the Office of the Registrar, Ellington 303, for currently enrolled students. All appeals must be submitted prior to the beginning of the term for which the appeal is filed. Applications for the current term will not be accepted if the term has already begun. Students wishing to further appeal the decision of the Office of Admissions or the Office of the Registrar may do so by contacting the Office of the Registrar and requesting for the application to be reviewed by the Residency Appeals Committee.

Traffic fines/citations Appeals

Traffic fines and citations may be appealed through the Traffic Citation Appeals Form (<https://www.apsu.edu/secure/police/appeal.asp>).

Housing and Residence Life and Dining Appeals

Residence hall and dining charges may be appealed using the Housing Appeals Form (https://www.apsu.edu/HOUSING/forms/Charge_Appeal_Form.pdf). The form must be printed, completed and submitted to the Housing Office located in Miller Hall.

Grades Appeal Policy

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/files/policy/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.

Other non-academic grievances

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/files/policy/3008.pdf>.