

official procedures additional student organizations of their choosing. (See APSU Policy on Student Organizations.)

7. Students have the right to participate in University governance through the Student Government Association, student organizations and representation on University committees. (See Student Government Association Constitution and University Standing Committee Procedures.)
8. Students have a right to peaceably assemble in accordance with federal, state, local and Austin Peay State University regulations. (See APSU Policy.)
9. Students have the right of access to the University campus and facilities. (See APSU Policy.)
10. Students have the right to expect:
 - a. A campus environment conducive to learning and working that is free of any racial, sexual or other form of harassment.
 - b. A drug-free University environment.
 - c. Accurate information concerning institutional services, regulations, policies and procedures in published form.
 - d. Sound and accurate academic advice, including such matters as courses required for graduation, course and program prerequisites and course sequence.
 - e. Reasonable notice of any changes in academic requirements for programs and assurance that such changes will not be made in a way that unduly impedes the academic progress of a student already enrolled.
 - f. Flexibility in course scheduling (by dropping and adding) or withdrawing within University guidelines.
 - g. Information about the various types of financial assistance available.
 - h. Freedom to evaluate courses, programs and services and provide input to appropriate segments of the campus administration.
 - i. Classes to meet as scheduled and course and program requirements clearly stated.

Student Role/Participation in Institutional Decision Making

Austin Peay State University recognizes that students should (and do) participate in institutional decision making. Through the advice of the Student Affairs staff and through Austin Peay State University policies, the University exercises responsibility in directing student activities and student organizations. The Student Government Association (SGA) is an active and vital organization that serves as a link between the student body and the administration. The SGA (of which all students are members) addresses student issues to the Administration on a regular basis and serves as a governing body through the executive officers, the SGA Senate, and the Student Tribunal. The SGA president recommends student appointments for University standing committees, special committees, and search and selection committees. These recommendations are made through the SGA adviser and the vice president for student affairs to the president of the University. The student voice is an active component of the University's decision-making process.

PROCEDURES FOR APPEALS AND COMPLAINTS

Procedures for appealing University decisions

Fee adjustments for tuition-related university fees/charges, refunds, etc.

The University's guideline explaining how to file an appeal for a fee adjustment is available online. Please read the acceptable reasons (<http://www.apsu.edu/Appeals/FeeAdjustmentAppealPolicy.aspx>) for which fee adjustments are made. If your situation meets the criteria outlined, complete the Appeal Form (http://www.apsu.edu/Appeals/appeal_form.aspx) and submit to the Office of Enrollment Management and Academic Support (EMAS). Supporting documentation must be sent to the EMAS

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>.