

STUDENT

HANDBOOK & CALENDAR | 2023-24



AP Austin Peay
State University
CLARKSVILLE  TENNESSEE

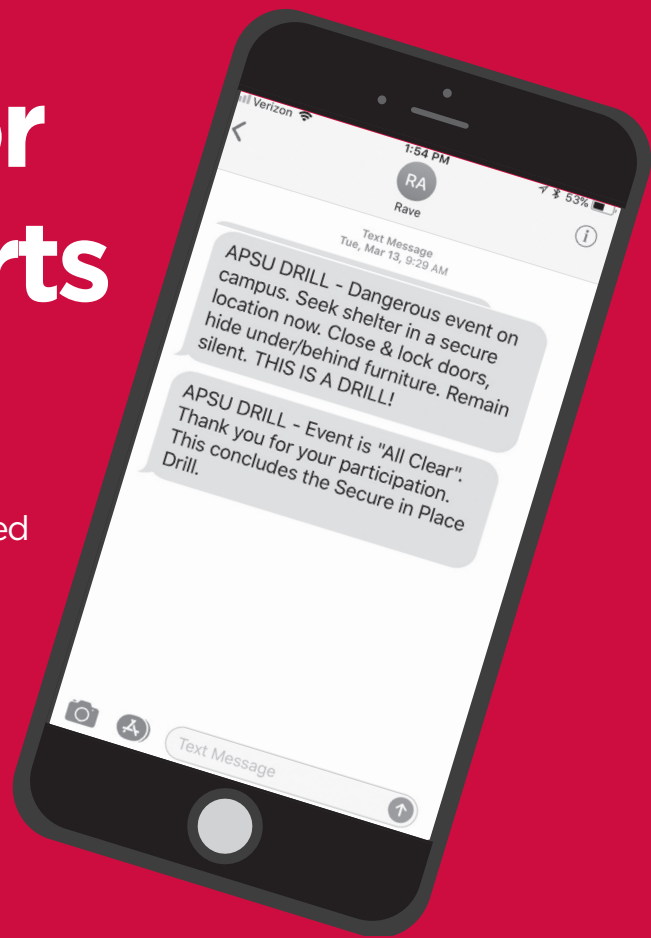
Sign up for RAVE Alerts

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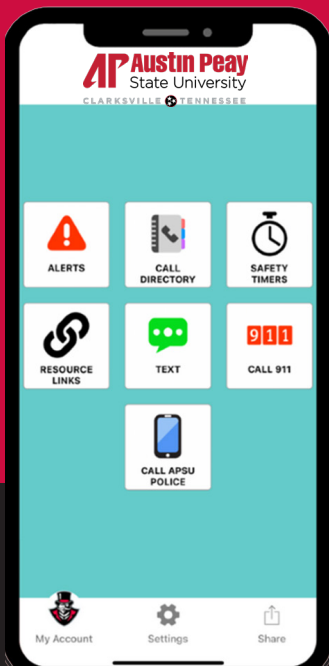
Receive notifications via:

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Sign up today at www.apsu.edu/emergency-management/



Get the Rave Guardian App



1. Download "Rave Guardian" for free from the Apple App Store or Google Play.
2. Enable location services and push notifications when prompted.
3. Sign up using your APSU email address.
4. Once logged in, add your photo, emergency contacts and vehicle information to allow the app to better serve you.

Alma Mater: “All Hail to Austin Peay”



All Hail our Alma Mater,
All Hail to Austin Peay,
Forever faithful to thy standards will we ever be,
We love thy campus beauty, serene in dignity,
And so we proudly sing this song in praise of thee,
All Hail, All Hail,
We sing in praise of thee,
We love our Alma Mater,
All Hail to Austin Peay.

*Words and music by Dr. Aaron Schmidt,
professor of music and band director, 1956-87*

About the Austin Peay State University Student Handbook

This Student Handbook was compiled and produced by Student Affairs Programs and Student Publications and Communications, part of the Division of Student Affairs.

For information about the Student Handbook, please contact us at studentpublications@apsu.edu or call 931-221-7376.

The information contained herein was the most up to date at the time of publication and is subject to change.

Please visit www.apsu.edu/handbook for updated information.

Austin Peay State University (APSU) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU. Inquiries or complaints regarding Title IX, should be directed to the Chief Diversity Officer and Title IX Coordinator, williamslr@apsu.edu, 931-221-7690, 418 College Street, Office of Equity and Inclusion in Rm 116, Clarksville, TN 37044. Other inquiries or complaints regarding non-discrimination policies may be directed to the Director of Equal Opportunity and Affirmative Action, Title IX Deputy Coordinator, Sheila Bryant, bryantsm@apsu.edu, 931-221-7178. The Austin Peay State University policy on nondiscrimination can be found at Policy 6:001. AP41/8-23/0

THE PEAY PICKUP

In a partnership with the Clarksville Transit System (CTS), APSU provides students, faculty and staff free transportation around campus via the Peay Pickup and free transportation around the city on CTS buses.

CTS operates two Peay Pickup routes from 7 a.m.-7 p.m., Monday-Friday, through final exams each semester. Please have your University Peay Pickup card and APSU ID ready when boarding.

APSU students, faculty and staff must show the Peay Pickup operator a valid Peay Pickup card and a valid APSU ID card to ride for free. Both cards are distributed by the Parking & Transportation Office.

» RIDE CLARKSVILLE CITY BUSES FREE! «

Additionally, APSU students, faculty and staff who show the bus operator a valid Peay Pickup card and a valid APSU ID can ride for free on any CTS bus.



CLARKSVILLE TRANSIT SYSTEM

430 Boillin Lane
Bus Info: 931-553-2429
Main Office: 931-553-2430
www.cityofclarksville.com

THE PEAY PICKUP

Parking & Transportation Office
Shasteen Building
Bus Info: 931-221-7275 (PARK)
www.apsu.edu/police/bus

AP Austin Peay
State University
CLARKSVILLE  TENNESSEE

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IMPORTANT ACADEMIC CALENDAR DATES

CLARKSVILLE CAMPUS

Full Fall Semester 2023

Aug. 28	Classes begin *Online courses visible in the D2L online classroom
Aug. 28-Sept. 1	Late registration
Sept. 1	Last day to add a class
Sept. 10	Last day to drop without record
Sept. 4	Labor Day Holiday - University closed
Sept. 12	Last day to receive 75% fee adjustment
Oct. 9-10	Fall Break - No classes
Oct. 19	First eight-week (Session A) classes end
Oct. 25	Second eight-week (Session B) classes begin *Online courses visible in the D2L online classroom
Oct. 25	University Day of Service
Oct. 23-27	Priority advising and preregistration for currently enrolled students for Spring 2024
Oct. 30	Last day to drop with an automatic "W" Last day to receive 25% fee adjustment
Nov. 1	Last day to apply for May 2024 graduation
Nov. 10	Veterans Day observed - No classes
Nov. 22-26	Thanksgiving Holiday - No classes
Nov. 23-26	Thanksgiving Holiday - University closed
Dec. 6	Last day of classes
Dec. 7	Study day
Dec. 8-14	Final exams
Dec. 15	Commencement

Full Spring Semester 2024

Jan. 8	Last day to pay/confirm classes for preregistered students; classes will be dropped for nonpayment and/ non-confirmation at 9 p.m.
Jan. 15	Last day to receive 100% fee adjustment; Martin Luther King Jr. Holiday - University closed
Jan. 16	Classes begin *Online courses visible in the D2L online classroom
Jan. 16-20	Late registration
Jan. 20	Last day to add a class
Jan. 29	Last day to drop without record; Last day to receive 75% fee adjustment
Mar. 1	Last day to apply for August 2024 graduation
Mar. 3-9	Mid-semester; Spring Break - no classes
Mar. 5	First eight-week (Session A) classes end
Mar. 13	Second eight-week (Session B) classes begin *Online courses visible in the D2L online classroom
Mar. 15	Last day to drop with an automatic "W"
Mar. 18-22	Priority advising and preregistration for currently enrolled students for Summer 2024 and Fall 2024
Mar. 29	Spring Holiday - University closed
Apr. 24	Last day of classes
Apr. 25	Study day
Apr. 26-May 2	Final exams
May 3	Commencement
July 1	Last day to apply for December 2024 graduation

DISCLAIMER:

Calendar dates were accurate at the time of publication, but may be subject to change. Please visit www.apsu.edu/registrar/acadcal for more information.

ABOUT

AUSTIN PEAY STATE UNIVERSITY



Letter from the President



Dear student:

Welcome to Austin Peay. You are now a Governor, which means you're part of a network of students, faculty, staff and alumni that is dedicated to your success! For nearly a century, our campus has provided a safe, nurturing home for generations of students to discover who they are and where they belong in this larger world.

Austin Peay is a place where talents are discovered, careers are launched and memories are forged. Please make the most of your time here. Get involved in campus life, make new friends and challenge yourself to step outside of your comfort zone. Make the 2023-24 academic year a time of wonderful new experiences; make it the foundation of the life you want. Have a great year, and if you see me or my wife, Kirsten, please make sure to say hello.

Let's Go Peay!

Mike Licari, APSU president

The Basics

Gov. Austin Peay

Austin Peay was the governor of Tennessee from 1923-27, and one of Clarksville's favorite sons. He signed a law establishing Austin Peay Normal School on April 26, 1927. Although APSU itself has a 96-year history, institutions of higher learning have occupied the campus's location since 1806.

Campus Information

Austin Peay State University consists of more than 75 buildings on three sites occupying 637 acres. These sites include the Clarksville campus downtown, the Austin Peay Center at Fort Campbell campus and the Farm and Environmental Education Center.

Austin Peay continues to be a leader in growth among public universities in Tennessee. We serve students from every region of Tennessee, many of the 50 states and several countries.

The Gobs

In the infant years of intercollegiate competition, Austin Peay's athletic representatives were often called "Normalites" or "Warriors." The present "Governors" tag surfaced around 1937, probably as a tribute to Gov. Austin Peay.

Contact Information

Austin Peay State University
601 College St.
Clarksville, TN 37044
Telephone: 931-221-7011

Toll Free: 1-877-861-APSU
Email: gov@apsu.edu
www.apsu.edu
Office Hours: 8 a.m.-4:30 p.m. Monday-Friday

History

Austin Peay State University is located on an urban campus that has been used for educational purposes for more than 217 years. Seven colleges previously called the campus home:

Rural Academy, 1806-1810
Clarksville Academy, 1825-1848
Montgomery Co. Masonic College, 1851-1854

Mount Pleasant Academy, 1811-1824
Masonic College, 1849-1850
Stewart College, 1855-1874

Southwestern Presbyterian University, 1875-1925

The University began as Austin Peay Normal School when it was created as a two-year junior college and teacher-training institution by Act of the General Assembly of 1927 and named in honor of Gov. Austin Peay, who was serving his third term in office when the school was established. In 1939, the state board of education authorized the school to inaugurate a curriculum leading to the Bachelor of Science degree. The degree was first conferred on the graduating class at the 1942 Spring Commencement. By Act of the Tennessee Legislature of Feb. 4, 1943, the name of the school was changed to Austin Peay State College. In 1951, the state board authorized the College to confer the Bachelor of Arts degree and, in 1952, to offer graduate study leading to a Master of Arts in Education. It evolved over the decades into a college before eventually becoming a university in 1967. Today, Austin Peay has transformed into a major regional provider of higher education, with the University now offering two doctoral degrees – a Doctor of Education (Ed.D.) in educational leadership and a Doctor of Psychology (Psy.D.) in counseling psychology.

During its history, 11 presidents and four acting presidents have served the institution:

John S. Ziegler, 1929-1930
Halbert Harvill, 1946-1962
Joe Morgan, 1963-1976
Oscar C. Page, 1988-1994
Sal D. Rinella, 1994-2000
Sherry L. Hoppe, 2001-2007
Alisa R. White, 2014-2020

Philander P. Claxton, 1930-1946
Earl E. Sexton (Acting), September-December 1962
Robert O. Riggs, 1976-1987
Richard G. Rhoda (Interim), July-October 1994
Sherry L. Hoppe (Interim), 2000-2001
Timothy L. Hall, 2007-2014
Dannelle F. W. Whiteside (Interim), August 2020-March 2021

Michael J. Licari, March 2021 - present

Mission Statement

Austin Peay State University is a mission-driven, community-minded institution that provides transformational experiences through innovative, creative and scholarly activities. We welcome and inspire an inclusive community of learners to make a positive impact regionally and globally.

Vision Statement

We will be the region's university of choice for those seeking to improve their lives. We will achieve this vision through student-centered teaching, unique developmental opportunities and our focus on innovative research and public service.

Values

We are a collaborative community that values personal growth and life-long engagement through the promotion of integrity and academic excellence.

- **Academic Excellence:** By providing meaningful and practical learning opportunities with highly qualified and dedicated faculty and staff.
- **Integrity:** By maintaining an honest, fair and credible environment.
- **Community:** By fostering learning in an environment where all are welcomed and valued.
- **Personal Growth:** By providing the knowledge, tools and resources for all Governors to reach their full potential.
- **Life-Long Engagement:** By providing services, programs and experiences that promote loyalty, pride and mutual support.
- **Collaboration:** By enriching our local, regional and global communities through value-added programs, strategic partnerships and meaningful service.

Fight Song: “Smash! Bang!”



Smash! Bang! To victory
Go the Governors of Austin Peay
Clash! Clang! It's misery
For the minions of the Enemy
Fight on and
Smash! Bang! to Score Again
For it's ready, set 1, 2, 3!
Smash Bang! Biff Bam! Clash Clang! Rim Ram!
Dash along to Victory!
Let's Go Peay!

Govs Creed

“As a member of the Austin Peay State University community, I will agree to act with personal and academic integrity while interacting with my fellow students, faculty and staff members. I will charge myself to be accountable in all phases of interaction. I will respect the dignity of all persons and will appreciate and celebrate a climate of diversity. I will contribute to the greater good of the community. I will take pride in Austin Peay State University.”

— Established by the SGA Student Tribunal in 2008

IMPORTANT: About This Handbook

The policies, procedures and programs of APSU are continually reviewed. Every effort is expended to ensure this handbook represents accurate information at the time of publication, but it cannot be guaranteed that information contained herein will not change. This handbook does not constitute a contract between the University and the student. APSU may cancel or revoke any part of this handbook without notice. The University reserves the right to make changes as required or as needed to dates, programs, events, policies, regulations and rules, as well as determine the effective date for such changes. Failure to read this handbook does not exempt students from following regulations, requirements, procedures and policies described herein.

Support Student Success

ACADEMIC & STUDENT SERVICES



ACADEMIC

Academic Affairs, Browning 109, 931-221-7676

The Office of Academic Affairs provides leadership, professional development, services and resources to promote a dynamic teaching and learning environment grounded in academic excellence. Under the leadership of the Provost and Senior Vice President for Academic Affairs, the Office of Academic Affairs focuses its efforts on the achievement of the goals and objectives set forth in the University's strategic plan. Ultimately, the office strives to enhance student success at Austin Peay through the quality of our academic programs, the distinction of our faculty and the innovation of our academic support services.

The office oversees the University's colleges and academic programs, including: the College of Arts and Letters; College of Behavioral and Health Sciences; College of Business; Martha Dickerson Eriksson College of Education; College of Graduate Studies/Research/Extended and International Education; College of Science, Technology, Engineering and Mathematics (STEM); Felix G. Woodward Library; Enrollment and Student Achievement; Office of Senior Vice Provost and Associate Vice President for Academic Affairs; and University College.

Academic Notify, Marks 127, 931-221-6555

Academic Notify is a web-based, early-alert system used to notify students on how to address 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 APSU email and asked to contact the Academic Recovery Office to discuss the alert; students may also receive a phone call, a letter or additional emails from the academic recovery staff. Recommendations to support and enhance the opportunity for academic success of alerted students may include tutoring, improving study skills and/or personal counseling. For questions regarding an academic alert, please call (931) 221-6555 or email persist@apsu.edu.

Academic Honesty

Austin Peay State University strives to promote values and attitudes that are reflective of solid academic character and integrity. All students are expected to complete their own work, conduct research and author assignments independently of others (unless specifically authorized to work together by your respective faculty). Academic integrity is the cornerstone of any student's educational experience. When students participate in behavior that is considered academic misconduct, the scholarly value of their education is diminished.

Academic misconduct is defined as the following:

- **Plagiarism.** The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper attribution.
- **Cheating.** Using or attempting to use unauthorized materials, information or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.
- **Fabrication.** Unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitation or Collusion.** Assisting or attempting to assist another to violate a provision of the institution's Code of Student Conduct regarding academic misconduct.

Students should be aware that a violation of the University's Academic Misconduct Policy can result in disciplinary action which could include failure for an assignment, failure for an entire course, probation, suspension or expulsion from the

University. If students are not certain whether a practice would be considered academic misconduct, they should always consult their instructor.

For additional information, see Student Academic Misconduct Policy: 3:005.

Appealing University Decisions

Any student may appeal the assessment, application, calculation, collection or interpretation of any University fee, charge, deposit or refund. To learn more about the appeals process, please refer to pages 90-91.

APSU Ann R. Ross Bookstore, 328 College Street, 931-221-6701

Operated and managed by Barnes & Noble College, the bookstore provides course materials and other items to support students' academic careers, including study guides, notebooks, backpacks, electronics, spirit items, apparel and much more.

Services Offered:

- Price match
- Rentals
- Charge to financial aid and/or VA/Voc Rehab during certain dates

The Clarksville campus bookstore includes a Barnes & Noble café serving Starbucks, close parking options, visitor parking, a traffic light/crosswalk and other general services.

The bookstore also provides services at the SSG Glenn H. English Jr. Army Education Center at the Fort Campbell Center.

Cancellation and Withdrawal from Class, 931-221-7150

Not attending class does not remove the student from the class, relieve students from their financial obligations or entitle them to a refund. Students who withdraw before the first day of class will not incur tuition liability. Students receiving financial aid should meet with the financial aid counselor prior to withdrawal. Students will be responsible for charges in accordance with the refund schedule on the academic calendar.

Students who confirmed their registration must withdraw officially from the University if they decide not to attend APSU. Official withdrawals must be completed online in AP OneStop. For questions regarding withdrawals, please contact the Office of the Registrar at 931-221-7150.

Withdrawal from the University may require repayment of financial aid, loss of lottery scholarship eligibility and/or loss of VA benefits.

Class Attendance

Students are expected to attend class regularly, to participate in class and to be prepared with assignments. The University requires faculty to report students who have never attended or who stopped attending class. The impact of class attendance on the final grade is within the purview 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; however, failure to attend grades are based on the set criteria below. Irregular attendance may result in a referral to the Office of Undergraduate Persistence (Academic Notify).

Unless the student is officially representing the University off-campus, the discretion of the instructor determines the action regarding missed exams or work. Class absenteeism that results in the grade of "FA" (failure: stopped attending and reported within 14 days of the last date of attendance) or "FN" (failure: never attended and reported within the first 14 days

of class) may adversely affect the student's time status, and financial aid repayment of lottery scholarship and/or veteran's benefits.

Full-Time Class Load

The basic unit of all college work is the "semester credit hour." For undergraduate students, twelve (12) semester hours for fall or spring semester is considered a full-time course load for the purposes of veteran status, financial aid, insurance eligibility and more (to determine your eligibility for the Clarksville campus or the Austin Peay Center at Fort Campbell, please visit the Financial Aid website at www.apsu.edu/financialaid.) However, the usual load for a full-time undergraduate student is at least 15 semester hours. 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 students register for no more than six (6) semester hours in each summer term. Graduate students who enroll for eight (8) hours during the semester are considered full-time.

Computers and Printing

For a listing of computer labs and information, go to <https://www.apsu.edu/information-technology/helpdesk/computerlabs>. Computers are available for use in the Woodward Library. The Pharos Print Center in the Woodward Library enables students to send print jobs quickly and securely from any computer or mobile device to any library printer. Students have two hours to retrieve the print job once it has been submitted. To release the print job on the print station, students will need their Govs ID. Students have limited, preloaded funds for printing on their Govs ID each semester. For more information, refer to the Pharos Printing Guide in the Library.

Dean's List

At the end of each specific semester/term, a list of honor students, known as the Dean's List, is published.

To qualify for this distinction the student must earn at least 12 credit hours with a minimum semester/term GPA of 3.50 in an individual term OR any combination of consecutive Spring terms OR any combination of consecutive Fall terms.

Courses taken on the Pass-Fail grading system will not be included in hours earned for purposes of the Dean's List.

Distance Education (Online Classes, Technology, Learning), 931-221-6625

Distance Education supports learning, teaching, and technology in the online environment, which impacts online, hybrid and face-to-face courses. Our staff manages and provides resources and training on several technologies used while learning at APSU, including the D2L online classroom, Tutor.com online tutoring, Zoom web conferencing, Examity and Honorlock online proctoring, YuJa media management, SmarterMeasure Learning Readiness Indicator and Turnitin academic writing integrity tools.* Students may encounter one or more of our supported tools in any course. Besides direct support to students, we also collaborate with faculty to improve course quality, technology integration, and design.

Distance Education staff can assist you with any of the technologies listed above or with general questions about online learning. Our support desk, Distance Education Support, can be reached Monday-Friday, 8 a.m.-4:30 p.m. at online@apsu.edu or 931-221-6625. Additionally, our Distance Education website, www.apsu.edu/online, has a wealth of information, including an introduction to online courses guide, technology training resources, FAQ, helpful tips and much more.

Important Tips to Get Started

Access to courses in D2L will begin two business days before the official start of classes. Log into your online courses the first day and continue to check them daily. Online courses are not self-paced; courses begin and end on specific dates and classwork has assigned deadlines. Refer to the syllabus posted within each course for more information about the course format and deadlines. Stay up-to-date on assignments. As an online learner, it is your responsibility to manage your time

and keep track of assignment due dates. Reach out to faculty and use academic support resources as much as needed to stay successful in your courses. Stay connected with APSU and your online classes by downloading the Peay Mobile and D2L Pulse apps.

*Turnitin notice and information for students: Turnitin provides instructors with the tools to prevent plagiarism, engage students in the writing process and provide personalized feedback. Individual instructors determine whether Turnitin is used in their courses and for which assignments. When used, Turnitin is integrated into the D2L online classroom and processes assignments that are submitted through the D2L Assignments tool. All required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the usage policy posted on the Turnitin.com site. If you have general questions about Turnitin, please contact Distance Education at online@apsu.edu. If you have questions about the use of Turnitin within a course, please contact the instructor.

Graduate School/College of Graduate Studies, McReynolds 119, 931-221-7662

Austin Peay State University offers numerous graduate degrees and certificate programs that afford greater career opportunities and global reach. Across the country, graduate degrees are becoming increasingly commonplace expectations for highly sought-after careers. APSU's graduate programs will empower students with the knowledge and skills to adopt an aggressive and entrepreneurial mindset to succeed in ever-changing industries.

Advantages to consider: Many online programs can be completed in one year; no specific undergraduate degree requirement for some graduate programs; no GRE or GMAT requirements for selected programs; some programs offer eight-week sessions; small class sizes allow for personalized learning; quality faculty members are committed to ensuring student success; graduate students enjoy collaborative relationships among peers while pursuing educational and professional goals. Graduate programs of study include Executive Certificate, Master of Arts, Master of Science, Professional Science Masters, Certificate and Doctoral degrees.

Financial opportunities are available to reduce the cost of investing in your education, including the Diversity Fellowship Grant and Graduate Assistantships. In addition to participating in valuable teaching, research and work opportunities, graduate assistants receive tuition assistance and stipends. For more information on graduate programs and financial assistance, visit www.apsu.edu/grad-studies.

Graduation, Registrar's Office, Ellington 316, 931-221-7150

Students who will complete all degree requirements must apply for graduation. Visit www.apsu.edu/commencement for detailed information about graduation and application for degree deadlines.

Honors Program, Honors Commons, Memorial Health Building, 931-221-7403

The Honors Program is designed to challenge students with an interdisciplinary curriculum, provide opportunities for creative exploration and individual development and help them build friendships with high-achieving peers. The program requires motivated students to fulfill a minimum of 25 hours of honors-designated courses, including a senior thesis. There is also a non-thesis option. Admission to the program requires a 3.5 GPA or 25 ACT score. Students in the Honors Program must maintain a minimum cumulative GPA of 3.25. To apply, visit: <https://www.apsu.edu/honors/apply>.

Honors Program students have additional scholarship opportunities and 24-hour access to the Honors Commons, which includes computers, printers, study areas, a classroom, a library and areas for socialization. For more information, visit www.apsu.edu/honors.

apsu.edu/honors or contact Dr. Tim Winters at honors@apsu.edu or 931-221-7403.

Learning Resource Center/Tutoring, Marks 124, 931-221-6550

The Learning Resource Center supports student success by offering free one-on-one peer tutoring in most undergraduate classes. Subject-specific workshops and testing services are also available through the LRC.

Library, Information and Checkout Desk, 931-221-7346

The Woodward Library provides comprehensive services and support to meet all of your information needs. Whether you're a student, faculty or staff member at APSU, you can take advantage of the various resources and amenities offered by the library.

One of the key features of the Woodward Library is its online accessibility. You can conveniently log in to the library from any location with internet access and utilize Peay Search, a powerful search tool that allows you to find a wide range of materials and resources. This ensures that no matter where you are, you can still make the most of the library's offerings.

Within the library premises, you'll find the Library Information Commons and the Library Instruction Room, which provide access to computers when they're not being used for instructional purposes. Additionally, the library offers laptops that you can check out for the entire semester, providing flexibility and convenience in your studies.

In addition to these technological resources, the library also offers a variety of services. You can borrow books and DVDs free of charge, take advantage of the Texts for Vets checkout program, utilize reserves for high-demand materials and make use of group study rooms and study spaces. For materials not available at the Woodward Library, interlibrary loan and document delivery services are available, ensuring you can access resources from other libraries.

The Woodward Library also caters to specialized interests with its specialty collections. These collections include the Dorothy Dix Collection, the Robert Penn Warren Collection and Clarksville photographs, offering unique resources for research and exploration.

Furthermore, the library manages ASPIRE, APSU's digital repository, which collects, preserves and distributes materials created by faculty, staff and students. This repository serves as a valuable platform for sharing and accessing scholarly and creative works.

When you visit the library, you'll find additional facilities and services to enhance your experience. A lactation room is available for mothers, ensuring a comfortable and private space. The Writing Center provides support for improving your writing skills, Gova Print offers printing and copying services and Starbucks is available for refreshments.

Librarians at the Woodward Library are always ready to assist you in finding, evaluating and utilizing information necessary for your research and paper writing. They can provide research assistance through appointments, both in-person and through various communication channels such as email, chat, text, phone and video chat. The library also prioritizes student instruction, offering online tutorials, library instruction classes and one-on-one guidance to help you develop your research and information literacy skills.

Finally, the library website at library.apsu.edu serves as a gateway to a vast array of print and electronic resources. You can access a wealth of information and scholarly materials, including books, journals, databases and more.

The Woodward Library is dedicated to ensuring your success and enhancing your learning experience at APSU.

OneStop, onestop.apsu.edu

Students may register, pay fees, add or drop classes, view grades, check APSU email, request student transcripts and obtain information on admissions, financial aid, veteran services, housing, testing, opportunities, important dates, official

communication and more by accessing OneStop. To log in, go to onestop.apsu.edu and enter your APSU username and password. Students may access Self Service through OneStop by clicking on the “Web Self Service” tab.

If you have trouble logging in, contact the GOVSTECH Help Desk at govstech@apsu.edu or call 931-221-4357 (HELP). Please check OneStop regularly for important Austin Peay announcements and information.

Program Licensure Disclosure

Effective July 1, 2020, the Department of Education has enacted Regulation 34 CFR 668.43 (a) (5) (v) requiring colleges and universities to disclose licensure program eligibility in all U.S. States and Territories. A comprehensive listing of licensure programs offered at APSU and the appropriate state licensure information and supporting links can be found at the web address at the end of this section.

Students should be aware that licensure and certification requirements vary from state to state and are subject to change. Licensing agencies or boards may also have requirements in addition to an earned degree. APSU has listed each program and whether it currently meets or does not meet the requirements for licensure for each US state or territory at the below link. APSU recommends that students who are not Tennessee residents or who plan to seek licensure or certification outside the state of Tennessee contact the appropriate licensing agency or board before they enroll in an academic program designed to lead to licensure or certification and discuss their plans with an advisor.

Students seeking a degree in one of the APSU programs found at the following link need to disclose any updated address information to the University within 14 days of relocation. This disclosure will allow APSU to update information in student records and notify the student about licensure or certification requirements relevant to the student’s new state or territory of residence.

For additional information please visit <https://apsu.edu/program-licensure-disclosures/index.php>

Registrar’s Office, Ellington 316, 931-221-7150

The Office of the Registrar, located in the Ellington Building, maintains student academic records (courses, grades, GPA, transcripts, course substitutions, change of majors, etc.) and coordinates registration. They offer a variety of student services including registration assistance, verification of enrollment, loan deferments, transcript services, address and official name changes, questions related to graduation and course transfer equivalency. If you have any questions or comments, please contact them at registrar@apsu.edu or call 931-221-7150.

The Office of the Registrar is also responsible for the following:

- FERPA release forms, which allow students to authorize the release of confidential academic, financial aid, discipline and student account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons. These designated persons will have access to the student’s grades and progress reports, certain disciplinary records and other information related to academic progress, financial aid and student financial accounts. Students may log in to OneStop, go to Web Self Service and click FERPA Release of Confidential Information Form and fill out the form.
- Official withdrawal which is ONLY completed if the student is dropping all classes for the semester. The withdrawal process is completed in OneStop by clicking the ‘Drop All Courses for a Selected Term/Semester’ link.
- Enrollment verification for insurance, scholarship, tax or personal purposes can be requested by students in OneStop.
- Privacy hold/release forms which are completed if the student would like a privacy hold on their account. With this hold, the University cannot release any student information or registration status to anyone.

The form is available under 'Privacy Hold/Release Form' at www.apsu.edu/registrar/forms/.

Registration and Advisement

Students are assigned a faculty or professional advisor at the time of initial enrollment. Students can see their academic advisor's name in OneStop on the academic advising page. The advisor helps students clarify personal goals, career options, courses of study, program requirements and educational needs. While the advisor assists the student to identify and assess the alternatives and the consequences of academic decisions, academic choices rest with the students. Each department and college has policies specific to advisement. Students who have not declared a major will be assisted in choosing an academic focus and appropriate core courses by student success coordinators. Freshmen will be assigned to a professional academic advisor, either in their college or with the Office of Student Success. sophomores, juniors and seniors will be advised by the department of their declared major.

Currently enrolled students may use this checklist as a brief summary of registration requirements. There is also a checklist available on the Registrar's website at <https://www.apsu.edu/registrar/register>. During or before the designated preregistration period:

- Students will receive priority registration information by APSU email. The student should then schedule an appointment with their academic advisor.
- Once a student has been advised, they will be able to register through AP OneStop starting on their designated date.
- Prior to preregistration, students should check AP OneStop (onestop.apsu.edu) for any registration holds. All registration holds must be removed prior to preregistration. There are several types of holds that can prevent a student from preregistering.
- Some of these holds can be viewed on the Registrar's 'Registration Information Archive' accessible at <https://www.apsu.edu/registrar/register> under 'Academic Holds.'
- Students should access OneStop (onestop.apsu.edu) to register in accordance with their first registration date as indicated in the priority preregistration email.
- After preregistration, students may make adjustments to their schedules through AP OneStop. Any adjustment made to a schedule 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, or their classes will be dropped.**

Office for Student Success, McReynolds 118, 931-221-6643

The Office for Student Success assists freshman and sophomore students with their adjustment to college life, managing academic transitions and accomplishing academic goals to complete their degree program. The department is committed to your holistic success inside and outside of the classroom. OSS offers professional academic advising to students who have earned less than 44 credit hours at APSU, except for business and nursing majors. In addition to freshmen academic advising, the office currently oversees the following programs: oversees the APSU 1000 Freshmen Seminar, College Possible Success Coaches and the Peer Leader program. Peer Leaders are upperclassmen that are assigned to APSU 1000 and PASS 0900 courses to assist students with the transition to college life.

The Office for Student Success is located in McReynolds Room 118 and can be reached at 931-21-6643 or studentsuccess@apsu.edu.

Student Research and Innovation, McReynolds 118, 931-221-7881

The mission of the Office of Student Research and Innovation is to support the incorporation of research training in the areas of business, education, humanities, social sciences and STEM into the APSU experience as a means to engage, retain and promote students and their success. Our purpose is to connect students with different opportunities that will help them pursue research and creative activities. The Office of Student Research and Innovation arranges several research events which include various projects completed by our undergraduate students, graduate students and faculty members. For more information about research opportunities, visit www.apsu.edu/osri.

Study Abroad and International Exchange, International White House, 325 Drane St., 931-221-6851

The Office of Study Abroad and International Exchange prepares APSU students to be knowledgeable about the world, gain experience with intercultural communication and become equipped with the skills necessary to succeed in an international society. The office also serves incoming international students and scholars.

Studying abroad is an opportunity to explore the world and gain resume-building experience while earning college credits. These experiences allow students to acquire knowledge of the world and to grow both academically and personally. Programs range from one week to a full year and can take place in the fall, winter, spring and summer semesters. Students can participate in faculty-led, consortium, third-party or exchange programs.

Students will earn between three to eight APSU credit hours on short-term programs (1-6 week programs). Students will earn at least 12 credit hours if studying abroad or away (U.S. exchange program) for a semester. Some programs offer service-learning or volunteering opportunities.

APSU students can also benefit from international programs by participating in the Bridge Program, a peer-mentor group that consists of both international exchange and domestic students enrolled at APSU. It is designed to help international exchange students explore American culture and history while teaching domestic students about the culture and history of their countries.

Find out more about our programs, scholarships and the experiences of student participants by visiting www.apsu.edu/study-abroad-exchange or by emailing internationaled@apsu.edu.

Testing Services, Marks Building, Room 120, 931-221-6269

The Academic Testing Center offers ACCUPLACER, ACT On Campus, CLEP and TEAS exams. The center is also a fully funded DSST test center, offering DSST exams for free for eligible active-duty military members. For more information or to schedule a testing session, visit www.apsu.edu/testing.

Transcripts, Ellington 316, 931-221-7150

Students may request their academic transcript online through AP OneStop at onestop.apsu.edu, by mail or in person at the Office of the Registrar, Ellington Building, Room 316. An electronic PDF transcript may be requested directly through Parchment. For more information, please visit www.apsu.edu/registrar.

TRiO Student Support Services, Ellington 337, 931-221-6142

TRiO Student Support Services is a federally funded program established to provide Pell Grant eligible; first-generation and/or disabled college students with individual academic services and a supportive environment. 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 (Pell Grant eligible), neither parent earned a four-year college degree (first generation), referred by the Student Disability Resource Center (disabled); or the student must demonstrate an academic need and the potential to benefit from the services.

Application forms are available in the Ellington Building, Room 337 and can be downloaded from www.apsu.edu/sss. All services of TRiO Student Support Services are free to eligible participants.

Tutoring, 931-221-6550

The Learning Resource Center provides free tutoring to help students achieve their educational goals. Tutoring is offered in person and online to accommodate student schedules. In-person and online tutoring at the Clarksville campus can be scheduled by visiting our website at apsu.edu/lrc, emailing learningctr@apsu.edu or calling 931-221-6550.

Free online tutoring is available 24/7 to undergraduate students through Tutor.com. Log into D2L, select the course you need help with, click "Resources" and then choose "Tutor.com 24/7." This will connect you to Tutor.com and a tutor in the subject area you requested. These online tutors are from across the country.

FINANCIAL

CHECK YOUR FINANCIAL AID STATUS

Eligibility

You may review your financial aid eligibility by following the steps below:

1. Go to onestop.apsu.edu.
2. Log in to AP OneStop using your username and password.
3. Select "Web Self Service."
4. Select "Financial Aid and Veterans Affairs."
5. Select "Eligibility."
6. From the drop-down menu, select the aid year for which you are checking eligibility. There are three tabs that will help you understand your eligibility. These tabs are explained below:

• Student Requirements

- Unsatisfied student requirements will need to be addressed as soon as possible. **Unsatisfied student requirements are the No. 1 reason financial aid does not post to your student account.** Not all students will have requirements; however, it is important that you check often.
- Satisfied student requirements will allow you to view whether the submitted documents are being reviewed, completed or denied.

• Holds

- Common holds are loan defaults, satisfactory academic progress violations and transfer monitoring holds. You will need to clear any holds on your account before your financial aid can be processed. Financial aid holds will not keep a student from being able to register for courses.

• Academic Progress

- The status of academic progress is based on your academic performance for each academic year you are enrolled. Hindered progress toward the completion of your program of study or poor academic performance can affect your financial aid eligibility.

Accept your Financial Aid Award Offers

1. Click on "Financial Aid and Veterans Affairs" tab.
2. Select "Award."
3. Select the "Award for Aid Year."
4. From the drop-down menu, select the aid year for which you are accepting aid.
5. Select "Accept Award Offer."
6. Use the drop-down menu to "Accept" or "Decline" each award amount or change the amount you are requesting. Keep in mind this is the amount for the entire academic year, and will be split evenly between Fall and Spring semesters.
7. Once you have entered your decisions, select "Submit Decision."

Report Additional Resources

1. If you are receiving outside aid not listed on your award letter, you must complete the Additional Resources Form. Examples include outside scholarships, discounts or benefits.
2. The form is located at www.apsu.edu/financialaid/forms/online-forms.php.
3. Failure to report additional financial aid may result in an overaward and require you to pay back any excess funds you receive that exceed your cost of attendance.

Course Choice Counts for Financial Aid

For federal or state financial aid to pay for courses in your major, minor or other degree requirements, the course must be part of the program of study in the Degree Works system in AP OneStop. The U.S. Department of Education is requiring students to enroll in courses that fulfill degree requirements. It is important for students to talk to their academic advisor to ensure they are enrolling in courses required for their degree. For more information, visit www.apsu.edu/cpos.

Financial Aid and Scholarships, Ellington 216, 931-221-7907

Financial aid is available in the form of scholarships, grants, loans and work-study. Federal government, the state of Tennessee, lending institutions, private agencies and postsecondary institutions may offer financial aid assistance. Most federal- and state-funded financial aid programs are awarded on the basis of proven financial need. Need is defined as the difference between the cost of attendance and the Expected Family Contribution (EFC). The EFC is determined from the FAFSA using a standard formula established by the U.S. Congress. Financial aid does not always cover the cost of books.

It is each student's responsibility to complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov prior to the upcoming academic year. Other required forms may be obtained online at www.apsu.edu/financialaid. The student must reapply each academic year for financial aid.

Types of financial aid

- Grants: Based on financial need (exception: Teach Grant) and normally do not have to be repaid.
- Student Loans: Borrowed money that must be repaid beginning six months after graduation, or if no longer enrolled at half-time status. For more details, visit www.studentaid.gov.
- Parent PLUS Loan: Borrowed money that must be repaid beginning immediately from the time funds are disbursed or other payment plans are available.
- Federal Work-Study: Based on financial need. Student works on campus up to 20 hours per week.
- Scholarships: For more information, please visit the scholarship website at apsu.edu/scholarships.

Other Important Loan Information

- Students may accept their federal student loans on AP OneStop.

- Parents interested in borrowing a Parent [PLUS Loan](#) may apply and see more information at www.studentaid.gov.
- The master promissory note is required by the Department of Education for both student and parent loans.
- Entrance counseling is required before loan can be disbursed to the student's account.

Satisfactory Academic Progress for Federal Aid

- Academic progress is evaluated at the end of the spring term each academic year. Satisfactory academic progress must be met in order to be eligible for financial aid.
- Students must maintain good academic progress in order to continue eligibility for financial aid, to include loans.
- Students can lose eligibility to receive aid based on poor grades or attendance.
- Review Satisfactory Progress guidelines at www.apsu.edu/financialaid/sat_prog.php.

Enrollment Status

Undergraduate Students

- Full Time = 12+ hours
- 3/4 Time = 9 to 11 hours
- Half Time = 6 to 8 hours
- Less than Half Time = 1 to 5 hours

Graduate Students

- Full Time = 6+ hours
- 3/4 Time = 4 to 5 hours
- Half Time = 3 hours
- Less than Half Time = 1 to 2 hours

NOTE: If students are awarded financial aid for full- time and drop to 3/4 or part-time, they may be billed for the difference.

Verification

- The federal government randomly selects financial aid application files for verification of FAFSA data.
- Students may be asked to provide the following:
 1. IRS tax return transcripts or signed 1040 Tax Returns for parent and/or student
 2. Various verification worksheets
 3. Other information
- The student's financial aid cannot be finalized until all verification documents are received.

Veterans Education Benefits Office (VEBO), 931-221-7760

The Veterans Education Benefits Office assists active-duty service members, veterans, reservists, Guardsmen and family members with U.S. Department of Veterans Affairs education benefits, the VA Veteran Readiness & Employment (VA VR&E) program and other services. VEBO is located at the Ellington Student Services Building, room 202, 931-221-7760. Students may contact VEBO for assistance with VA education benefits, the VA VR&E program and other services.

Payment Information, Student Account Services, Ellington 101/107, 931-221-6285

If students preregister, the bill is electronically sent to their APSU email address approximately six to eight weeks prior to the first day of classes. Payment for the semester is due by the date shown on the bill (usually the first week of August for fall and the first week of January for spring). If tuition is not paid by the due date, classes will be dropped, students have to re-register for classes and a \$50 late fee will be assessed. Dropped classes are not always available when re-registering. A copy of the tuition statement is available in OneStop.

Charges on the bill remain the student's obligation unless they properly withdraw from the University. If students withdraw before the first day of class, they will not incur tuition liability. After the first day, students will be responsible for the charges in accordance with the fee adjustment schedule. Not attending class does not relieve the student from their financial obligation or entitle them to a refund. Students who have confirmed their registration must withdraw officially from the University if they decide not to attend. Withdrawals are handled by the Office of the Registrar at 931-221-7121 or online at www.apsu.

edu/registrar. See www.apsu.edu/sas for important dates. For appealing University fee decisions, visit www.apsu.edu/appeals.

Payments may be made online via OneStop or in person (cash or check) at the cashiers' windows in Ellington from 8 a.m.-4:30 p.m., Monday through Friday. Checks/money orders should be made payable to Austin Peay State University. The student's name and A-Number should be listed on any check, money order or correspondence. Installment plans are available during the fall and spring semesters.

Discounts

The most common discounts are for dependents of public school teachers and state employees, retired state employees and retired school teachers. If you are eligible for a discount, forms must be submitted by the last day of late registration. Students receiving financial aid deferments must turn discount forms in to the cashier's windows by the last day of late registration. A new form is required each term. The fee discount program is not retroactive. For more information, visit www.apsu.edu/sas.

Student Account Services, Ellington 101/108, 931-221-6285

Student Account Services is responsible for handling student accounts, which includes fee payments, placing charges and credits on accounts, answering inquiries about accounts, processing discount forms and preparing and disbursing student refund/balance checks. The office also prepares bills for student accounts and is responsible for the collection of past due accounts. The responsibilities of the office include accounting and reporting functions for Accounts Receivable.

APSU's Student Account Services 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 University Board, the federal government and external funding sources.

Confirmation of classes

Confirmation is necessary to prevent a student's classes from being dropped. Even if a student's account shows a zero or credit balance, they must complete the confirmation process to retain their classes. Students may confirm their classes by logging on to AP OneStop at onestop.apsu.edu. See page 60 for step-by-step instructions.

Student Employment on Campus

General Campus Employment

On-campus employment, also known as general campus employment, is part-time work advertised by University departments. **Students apply for general campus jobs through their Career Services Jobs4Govs account at www.apsu.edu/careers/jobs4govs.** To be eligible, students must be enrolled at least half-time, apply via Jobs4Govs and be selected for an open position. Student employees may be hired for a maximum of two jobs at any given time and are not to exceed 20 total work hours per week. Student employees are considered temporary, part-time employees. Students are not eligible to work until they have completed the required Human Resources paperwork and been provided a work start date. Contact Career Services at careerservices@apsu.edu or call 931-221-6544 to learn more.

Federal Work-Study Student Employment

Federal Work-Study is an employment program funded by the federal government to promote and encourage part-time employment of students to assist the University and its surrounding community. Federal Work-Study provides job placement for eligible students to earn money to assist with paying for educational expenses. Federal Work-Study is not available to pay registration, tuition or fees. Repayment of income earned through the Federal Work-Study employment program is not required.

To apply and determine Federal Work-Study eligibility, complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov each year after Oct. 1. The priority deadline for campus-based aid is March 1 of each year (March 1 is the date by which students' financial aid files and all required documents are completed).

If you are awarded and choose to accept Federal Work-Study, accept the award within 14 days in AP OneStop. The Office of Student Financial Aid and Scholarships will be in touch with you to discuss potential job openings. For questions about Federal Work-Study placements, call 931-221-7397.

Direct deposit your earnings by accessing Web Self-Service and entering your setup information. Select the "Employee" tab, "Pay Information," "Direct Deposit Allocation" and "Update Direct Deposit Allocation." Enter your financial institution information into the available fields. Confirm that the information is correct and select "Save." For assistance, contact Payroll at 931-221-7465.

Tennessee HOPE Lottery Scholarship, Financial Aid and Scholarships, Ellington 216, 931-221-7907

To maintain HOPE eligibility:

- FAFSA: Completing the FAFSA is the only way to apply, and must be submitted each year.
- Oct. 1: FAFSA opens at www.fafsa.gov.
- Maintain the enrollment status for which you were awarded. For example, if awarded for full time, you must maintain full-time enrollment.
- Please speak to the Office of Financial Aid before changing your enrollment status to prevent unexpected award cancellation.
- Courses must be counting under course choice counts to be eligible for Tennessee Hope Lottery Scholarship funding.
- TELS GPA reviewed at 24, 48, 72, 96 and 120 attempted hours.
- Must maintain required GPA. A GPA loss cannot be appealed.
- Strict appeal process — most cannot be appealed — if scholarship is lost, it is typically lost for the remainder of a student's enrollment.
- Seek tutoring assistance immediately if struggling academically.
- Students are responsible for knowing and understanding criteria for retaining the scholarship(s).
- Go to www.apsu.edu/scholarships/tn-education-lottery-programs/dont-lose-hope for additional information.

Tennessee Promise at APSU, Financial Aid and Scholarships, Ellington 216, 931-221-7907

To remain eligible for the Tennessee Promise at APSU, students must complete the following:

- **Admitted to APSU and seeking an associate degree as the primary program of study.**
- This scholarship may be used for up to five semesters of assistance, provided continuing eligibility is met.
- The Tennessee Promise service hours must be completed each semester by the deadline to remain eligible (please refer to TSAC Tennessee Promise checklist).
- Although the Tennessee Promise Scholarship is considered a last-dollar scholarship, it does not pay last dollar when utilized at a four-year institution. The scholarship only covers the average state community college costs of tuition and mandatory fees not met by gift aid from the Pell, TELS (including the HOPE scholarship, Aspire Scholarship, etc.) or TSAA programs.
- If a student's gift aid amount exceeds the average community college tuition and mandatory fees, the student will not be eligible for a Tennessee Promise Scholarship payment at Austin Peay State University.

- Enrolled full time, which is 12 credit hours or more for undergraduate students. Courses must be counted under Course Choice Counts to be eligible for Tennessee Promise funding.
- Students participating in athletics must declare a bachelor's degree, per NCAA regulations, and are not eligible for the Tennessee Promise Scholarship.

Tennessee Reconnect (Nontraditional Student Scholarship), Financial Aid and Scholarships, Ellington 216, 931-221-7907

- Tennessee Reconnect is a last-dollar grant for adults to earn an associate degree. For more information, visit www.apsu.edu/scholarships/tennessee-reconnect or contact Financial Aid and Scholarships.
- Although the Tennessee Reconnect Scholarship is considered a last-dollar scholarship, it does not pay last dollar when utilized at a four-year institution. The scholarship only covers the average state community college costs of tuition and mandatory fees not met by gift aid.
- Courses must be counted under Course Choice Counts to be eligible for Tennessee Reconnect funding.

Tuition and Fees, Student Account Services, Ellington 101, 931-221-6285

For current tuition and fee information, see www.apsu.edu/sas.

STUDENT LIFE

Adult, Nontraditional & Transfer Student Center (A.N.T.S.), Morgan University Center Room 111, 931-221-6854

The Adult, Nontraditional and Transfer Student Center (A.N.T.S.) provides support programs and resources for transfer students, adult learners and nontraditional students.

The A.N.T.S. Center provides a variety of programs, from educational to family-friendly events. The center also supports commuting students who may need some of the comforts their campus-resident peers have, such as a refrigerator, toaster oven or microwave. A.N.T.S. has test exam study books, umbrella check-outs for rainy days and a lactation space. The center also houses the Transfer Student Leaders (TSLs) that begin contacting incoming transfer students upon acceptance to the University. Whether you recently transferred or have been enrolled for a couple of semesters, visit the TSL office for assistance finding your place at APSU. Located in the Morgan University Center, Room 111, the center has a computer lab, study support materials and a professional college counselor to answer questions and provide support. Follow A.N.T.S. on social media to stay updated with programs and resources on Facebook, Instagram and Twitter @antscenter.

Wilbur N. Daniel African American Cultural Center, Clement 120, 931-221-7120

The Wilbur N. Daniel African American Cultural Center (WDAACC) was founded in 1991 and was named in honor of the first African American male student to graduate from APSU. The center, in Clement Building, Room 120, hosts a wide variety of educational programs. The center supports student learning with a checkout (borrowing) program for students needing technology for classes such as TI-83 calculators, laptops, MacBooks, netbooks and more than 1,600 library resources. All students are welcome to stop by for a snack, to study, relax, connect with other students, watch TV or play games.

Visit www.apsu.edu/aacc for more information.

APSU Alumni and Annual Giving

The Office of Alumni and Annual Giving strives to facilitate a lifetime connection between alumni, students, faculty, staff,

friends and APSU. We create relevant services, programs and events that increase the visibility of the University and foster lifetime engagement, loyalty, pride and support for APSU.

The APSU National Alumni Association (NAA) is the central organization connecting and serving all alumni, friends, faculty and staff of the Austin Peay State University family. Through periodic e-newsletters, events and programs like Homecoming, Candlelight Ball and alumni travel, we help alumni stay connected to their alma mater and the APSU network. To learn more, visit alumni.apsu.edu or contact us at alumni@apsu.edu or 931-221-7979.

Athletics, www.LetsGoPeay.com, Dunn Center 227, 931-221-7904

Let's Go Peay! Austin Peay Athletics is a huge part of campus life. An NCAA Division I program and member of the ASUN Conference since July 1, 2022, Austin Peay fields 16 varsity programs that have compiled 47 regular-season championships and 26 tournament titles. Admission to all regular-season home events is free for all Clarksville campus students with a valid Gobs ID. Students and families are encouraged to follow the Austin Peay Athletics social media accounts on Facebook, Instagram and Twitter, @LetsGoPeay, for the latest information.

Gobs Dining, Morgan University Center 216, 931-221-7474

Gobs Dining provides several retail locations and an all-you-can-eat residential dining option, making dining on campus convenient. Residential dining in The Caf features a wide variety of fresh food designed to satisfy everyone's appetite and hosts multiple events throughout the year. In the Morgan University Center you can enjoy Chick-fil-A, Einstein Bros. Bagels, Tres Habaneros, Sub Connection and MUC Market. In the Woodward Library and Sundquist Building, fuel up with coffee at Starbucks and Elements. Late night dining options are also available at The Terrace until midnight which includes Grilled, Peay-Ples Pizza and The Terrace Market. In addition, dining on campus offers mobile ordering with the Everyday app for Sub Connection, Tres Habaneros, Gobs Burger Shop, Einstein Bros. Bagels, Peay-Ples Pizza and Grilled. The Everyday app, available on the App Store and Google Play, also offers a viewable menu for up to two weeks in The Caf. Your location will be Austin Peay State University.

Visit the Gobs Dining website for dining hours, events, gift options and to purchase Dining Dollars and Meal Plans at govsdining.sodexomyway.com. Follow @GovsDining on Instagram and Facebook and text "GovsDining" to 82257 to receive alerts for upcoming events, emergency closures and hours of operation changes. Call 931-221-7474 to reach dining services by phone.

APSU Email System (Office 365)

APSU email through the Office 365 system is the official means of communication to students at APSU. Correspondence between the University and students will be sent to the students' email accounts; other email accounts will not be used. Students should check their APSU email account on a regular basis. To check APSU email, visit onestop.apsu.edu.

Campus Police/Public Safety, Shasteen 133, 931-221-7786

The Austin Peay State University Department of Public Safety is a full-time law enforcement agency. The Public Safety Department and police station, located in the Shasteen Building, is open for walk-in service or calls for service by telephone 24 hours a day, seven days a week. All police officers are certified by the Tennessee Peace Officer's Standard Training Commission (P.O.S.T.) and must meet the same requirements as all law enforcement officers in the state. Officers patrol the campus by various means and works closely with city, county, state and federal agencies to ensure the safety of the University community. **Crime statistics are available online at www.apsu.edu/police/crime.**

The Public Safety/Campus Police staff strives to meet the needs of the diverse groups of the University. It is the goal of the department to maintain and provide an environment free of fear that is conducive to learning, not only in the classroom, but also in the University community. It is the department's goal to enforce the laws of the state of Tennessee and the rules and regulations of Austin Peay State University without regard for nationality, race, creed, color, gender or sexual orientation.

Emergency Calls to Campus Police

The department's dispatcher can be reached 24/7 at 931-221-7786 both on and off campus. **Call 911 in an emergency.**

Rave Guardian App

Download the Rave Guardian app, which allows students, faculty and staff to quickly and conveniently communicate with APSU Campus Police. This app ties in with our text messaging/email system so you can add mobile numbers and additional emails in the app.

Emergency Telephones, or "Blue Boxes"

Emergency telephones are found in numerous locations around campus. If you have an emergency, simply press the button on the callbox. This will immediately connect you with a dispatcher. They will send the appropriate agency to respond to your call. You can also utilize emergency telephones to request the security escort service.

Emergency Text Message Warning System: RAVE Alert (must opt in)

Austin Peay State University offers Rave Alert/AP Alert, an emergency text message warning system that enables designated APSU officials to send an alert about an imminent emergency via text message. Students must opt in to receive the emergency notifications by providing their cell phone information, as described at getrave.com/login/apsu or through the Rave Guardian app. This emergency text-messaging system provides another means for members of the University community to be notified regarding weather-related closings and emergencies.

Motorist Assistance Program (MAP) Services

The Motorist Assistance Program (MAP) can come to your rescue, and best of all, it's free. The Public Safety Division provides a variety of services to assist motorists at Austin Peay 24/7.

- **Jump-Start:** Provided to those vehicles with a "dead" or weak battery.
- **Gas:** An officer will provide a gas can and transportation to a service station so that you may pay for gasoline for your vehicle.
- **Water:** Provided for a vehicle that has overheated.
- **Wrecker:** Should you need a wrecker, Public Safety will contact the service of your choice and wait with you until your tow arrives. Public Safety is not responsible for the cost of the tow.

Security Escort Service, 931-221-7786

For the safety and convenience of the campus community, APSU Public Safety provides a security escort service within the confines of the Clarksville campus. The security escort service operates 24/7. To request the service, phone 931-221-7786.

Crime Prevention Programs and Presentations

The Public Safety Division offers crime prevention and safety-related programs to the University community. In addition, programs and information are available to the local and regional communities as part of our outreach initiatives. Crime prevention and safety programs are available upon request.

Students can report anonymously to police, via text, picture message or online through the Rave Guardian app.

Career Services, Morgan University Center 210, 931-221-6544

Career Services provides a multitude of services and resources to assist students in becoming career-ready professionals who

are prepared to enter the workforce or continue their education after graduation. The office offers one-on-one coaching to assist students with career exploration and assessment, resume reviews, mock interviewing, job and internship searching and other professional skills. Throughout the academic year, Career Services hosts workshops and other events that give students the opportunity to learn more about specific career trends and topics. The office also hosts networking and on-campus recruitment events, including career fairs, for students to make connections with employers in their areas of interest.

Career Services also manages Jobs4Govs, our convenient job-searching platform that connects students and alumni to available career opportunities. Through Jobs4Govs, students can search and apply for on-campus employment and jobs and internships across the region and nation. All services in the department are free for students and alumni. For more information, log into Jobs4Govs or visit www.apsu.edu/careers.

Community Engagement & Sustainability/Food Pantry, 322 Home Ave., 931-221-6590

Community Engagement and Sustainability provides students with opportunities to connect their academic and personal growth to the betterment of their community. Students can benefit from an array of community engagement programs, including alternative break trips, ENGAGE living community, days of service, volunteer opportunities and the Save Our Students Food Pantry and free thrift shop. Students also have the opportunity to enhance their education with the hands-on experiences of service-learning courses coordinated through the center.

The S.O.S. Food Pantry supports students through troubling times by helping fight hunger. The campus community supports and supplies the food pantry through donations. Students who find themselves in need can fill out an online food request form at www.apsu.edu/volunteer/sos-food-pantry and pick up groceries at 322 Home Ave. Students will need their APSU student identification card to receive food.

Sustainability is the capacity to balance the present needs of people, the economy and the environment, while protecting the needs of future generations. Since 2008, the Sustainable Campus Fee has funded over 50 projects to make APSU a greener campus. These projects include the Technology Building solar panels, the APSU Greenway, electric vehicle charging and the Sundquist LED lighting conversion. Recycling bins are available in every building on campus, and students are encouraged to dispose of waste responsibly. To learn more visit www.apsu.edu/sustainability/ or contact herrono@apsu.edu.

Little Govs Child Learning Center, 637 N. Eighth St., 931-221-6232

The Little Govs Child Learning Center provides full-time and part-time child care services for children ages 2 to 5 years. APSU students, staff and faculty and community members are eligible to enroll their children. The center enhances the growth, development and performance of APSU students and other parents by maintaining a campus children's center whose primary objective is to promote the continuous well-being of the children by offering programs and services that meet their social, emotional and cognitive needs.

The center is licensed by the Tennessee Department of Human Services with a 3-Star Quality Rating and is a Gold Sneaker Facility. Visit www.apsu.edu/dlc for more information.

Counseling Services, Ard Building, 931-221-6162

Student Counseling Services is located in the Ard Building at 524 College Street. Patients are primarily seen in-person, but may also schedule appointments via telehealth if the need arises. Students are encouraged to call (931) 221-6162 for more information and/or to book an appointment.

Services include individual and group counseling and address a variety of issues, including adjustment to college, depression, anxiety, relationship issues, stress, alcohol and drug abuse and other issues. Care is provided by professionals from

a variety of fields. Our diverse professional staff offers a variety of therapeutic styles and areas of expertise. We pride ourselves on helping students to not only obtain, but maintain mental wellness.

Student Counseling Services operates out of a brief therapy model, with students being eligible for up to 12 counseling sessions per academic year, with need and suitability for services assessed at intake. Students also have access to TalkCampus, a global peer to peer mental health support app that is available 24/7. TalkCampus can be downloaded free from the App Store. All currently enrolled APSU students are eligible for our services, which are confidential and free of charge.

For up-to-date information about appointments and services, please visit www.apsu.edu/health-and-counseling/counseling.

Emergencies: during normal business hours, mental health emergencies may be directed to the Ard Building. After business hours: mental health emergencies may be directed to Campus Police at (931) 221-7786 or by calling 911.

Associate Vice President for Student Affairs and Dean of Students, Morgan University Center 206, 931-221-7341

The Associate Vice President for Student Affairs and Dean of Students is an advocate for student interests, a resource for questions and assistance and the primary contact for student emergencies. The Dean of Students is responsible for overseeing the student disciplinary/judicial process through the Code of Student Conduct. The code provides students with a comprehensive document that explains the rights and responsibilities of students who are enrolled at Austin Peay State University.

Anyone who enrolls at APSU is entitled to all rights granted to their by the Constitution of the United States and is entitled to the full protection of the law. Apart from those rights and duties enjoyed by nonstudents, enrollment in the University carries with it special privileges and imposes special responsibilities. The University has established regulations and certain due process procedures essential to an atmosphere of mutual respect that is sensitive to the rights of all individuals. The Code of Student Conduct can be found on page 72 of this Student Handbook & Calendar. Additionally, a complete listing can be found online at www.apsu.edu/student-affairs/dean-of-students. The Dean of Students also advises the Student Government Association.

Student Disability Resource Center, Morgan University Center 114, 931-221-6230

The Student Disability Resource Center provides advocacy and academic assistance to students with physical, mental or learning disabilities enrolled at APSU. The center promotes self-reliance through education and improvement. The center coordinates reasonable accommodations for registered students, and serves as a liaison for students with areas across campus.

Requesting Accommodations

It is the responsibility of the student to register with the Student Disability Resource Center and request accommodations. To begin the process, please visit www.apsu.edu/disability. In addition to the application, SDRC will need supporting documentation. Students may contact the office for guidelines pertaining to specific documentation. Accommodations include academic adjustments that apply to access materials in alternate formats, adjustments to exam conditions, such as extended time or taking an exam in a minimal distraction area - and having a note taker.

Services

The Student Disability Resource Center coordinates services with the available community resources, such as community and regional high schools, TRiO Student Support Services, Academic Support and Academic Alert, VetSuccess and vocational rehabilitation (VR). The office also coordinates other accommodations deemed necessary, such as extended time on tests, physical access, alternate format texts, note-taking, special seating, interpreter service, enlarged print and special-testing settings/conditions.

SDRC provides:

Alternative Format & Assistive Technology Orientation Programs: The alternative format program provides books and materials in an alternative format such as eText, Daisy, MP3, Braille, tactile graphics and more. The assistive technology program offers individual and group orientation to the various assistive technology software and devices available through SDRC and APSU.

Note taker Program: SDRC utilizes volunteer student note takers to fill note-taking requests in classes. Students can check their APSU email to see if a note taker is needed in one of their classes and make a difference in the daily lives of students while earning up to 45 volunteer service hours in tandem with their academic course.

Fraternity & Sorority Affairs, Morgan University Center 112, 931-221-6840

Sororities and fraternities have a history on campus dating back to the early 1970s. These organizations are rooted in founding principles that foster academic achievement, student involvement, community service and lifelong friendships. Fraternities and sororities are groups of men and women who come together to form a personal network of individuals with similar ideas, interests and a mutual pursuit of a well-rounded college education.

Advantages of membership include:

- A support group to help make the adjustment to college easier
- Scholastic resources to help students achieve their academic goals
- Leadership skills acquired through hands-on experience
- Encouragement to get involved and maximize potential on campus
- Opportunities for active participation in community service projects

Most chapters require a high grade-point average for initial membership into the organization. To participate in fraternity or sorority recruitment/intake, one must be enrolled full time (12 credit hours) and a 2.5 college GPA, if applicable, is required by Fraternity & Sorority Affairs. Each fraternity and sorority chapter has its own requirements for membership regarding GPA.

All fraternities and sororities have strict policies regulating the consumption of alcohol and are provided education around social event management. All fraternities and sororities are held accountable to the Office of Fraternity & Sorority Affairs risk management guidelines, their national organization regulations and Tennessee state laws.

The costs of membership go toward the inter/national fees, chapter operating expenses and social functions. Financial obligations differ among individual chapters. New members can expect to pay higher dues their first semester than in subsequent ones. There are payment plans available for students, as well as scholarships within the individual chapters. While participating in the recruitment/membership/intake process, make sure to ask about the financial obligations of membership.

Austin Peay State University has a zero-tolerance policy regarding hazing that is consistent with Tennessee state law. Hazing includes any activity that subjects members to harassment, ridicule, intimidation, physical exhaustion, abuse or mental distress. If you are asked to participate in inappropriate activities as a result of membership in a fraternity or sorority, you should contact the Office of Student Affairs at 931-221-7341. Calls will be handled in a discreet manner.

Individual chapters elect officers to manage the day-to-day operations of the organization. These officers are assisted by alumni who act as advisors. Each chapter is also responsible to its national organization, which offers support, advice and direction through paid professional staff and regional volunteers. At APSU, the coordinator for Fraternity & Sorority Affairs is a full-time staff member and serves as the primary University contact for the fraternity and sorority community.

For more information and for information on active chapters, please visit www.apsu.edu/greek-life.

Govs ID Card Center, Morgan University Center, Room 207, 931-221-6617

The Govs Card is the official identification card for every student, faculty and staff member at APSU. Students must carry their Govs Card with them at all times while on campus. The Govs Card ensures identification as a student with campus access. Student should never allow anyone else to use their Govs Card.

The Govs Card offers a convenient, easy and safe way to make purchases and use campus services. It is used for Gov Buc\$, Dining Dollars, meal plans, vending machines, building/residence hall access, library services, athletic events, University recreation, Student Health Services, campus activities and events and more.

Your Govs Card can be used as a declining balance card for on-campus purchases. There are two separate accounts on your Govs Card: Gov Buc\$ and Dining Dollars.

Gov Buc\$

- Gov Buc\$ can be deposited online to your eAccount at:
<https://apsu-sp.transactcampus.com/eAccountsAnonymousHome.aspx>
- Deposits may be made as often as needed.
- Deposited funds are available for immediate use.
- Govs Buc\$ will remain active as long as you are a current APSU student.

Dining Dollars

- Dining Dollars come with the purchase of a meal plan and can be used at various campus meal locations.
- Dining Dollars will transfer from the fall semester to the spring semester only, provided a meal plan is purchased for both semesters. Meals are valid only for the semester they were purchased.

Manage your Govs Card eAccounts with your mobile device. Download Transact eAccounts from the App Store or Google play.

For Govs Card online photo submission, go to <https://apsu-sp.transactcampus.com/eAccounts/AnonymousHome.aspx>

GovsLEAD, Leadership Development, Morgan University Center 211, 931-221-7431

GovsLEAD connects students to leadership opportunities, educates them on theory, builds skills and offers opportunities for leaders to showcase their strengths and experiences. Growing as a leader is a major aspect of the college experience. There are many great opportunities offered through Student Life & Engagement, including leadership workshops and events, soft skill development, a campus-wide leadership conference and membership through a nationally accredited leadership honor society. For more information, check out the program online at www.apsu.edu/student-life/leadership or stop by Morgan University Center, Room 211.

GOVSTECH Help Desk, Morgan University Center Info Desk, 931-221-4357

The Office of Information Technology (OIT) provides access to computer resources for the APSU community. Student resources, such as the GOVSTECH Help Desk, computer labs, usage regulation and multimedia classrooms, are all provided by the OIT. GOVSTECH Help Desk is the first point of contact for computing, email, networking, hardware/software, PC, Apple and printer problems at APSU. University personnel will NEVER ask for your personal information or login information.

APSU has an agreement with Microsoft to provide Office to enrolled students for free, on their personal computers. This helps ensure students always have the latest version of Word, Excel, PowerPoint, OneNote and more, at no additional cost, for as long they're a student at APSU. Students may visit Office 365 Student on the GOVSTECH site and follow the on-screen instructions to get their complimentary Office software.

The largest computer lab is in the Woodward Library, where Dell computers and printers are available for student use. Information about other computer labs can be found at www.apsu.edu/information-technology/helpdesk. Access to the

University's technology resources is a privilege granted to students. Users are expected to use these resources responsibly. If you need assistance from the GOVSTECH Help Desk, call 931-221-4357, email govstech@apsu.edu or visit the GOVSTECH Help Desk in the Morgan University Center.

Health Services, Ard Building, 931-221-7107

Boyd Health Services is located in the Ard Building at 524 College St. All of our services require an appointment. If you need an appointment, the place to start is to log into the online portal at peayhealth.apsu.edu. In the portal you can choose what type of appointment you need and what time works best for you. If you are not able to find a time that works for you, you can call our office at 931-221-7107. In most cases, you can get an appointment for the same day. If you cannot be given a same-day appointment, you will be referred to the next day first available appointment.

Our services include acute illness care, treatment of minor injuries, preventative health screenings, mental health concerns, gynecological visits and family planning. In addition, we offer STI testing, strep screening, urinalysis, blood glucose testing, allergy injections and immunizations. Care is provided by nurse practitioners and consulting physicians.

There is no cost for currently enrolled students to access medical services. Note: there are nominal charges for lab work, medications and supplies and procedures required for treatment. Any such charges will be discussed with students in advance and will be billed to their account. They will then pay this bill online through their OneStop account or in person at the Cashiers' window in the Ellington Building. Students also have the option of obtaining medications from the in-house dispensary or having a prescription electronically sent to and filled by a pharmacy of their choice. Health Services does not bill insurance for charges incurred for medications, supplies or procedures during a clinic visit. However, if a student has lab work (strep test, flu test, urinalysis, blood drawn, etc.) done, this **will** be billed to their insurance. Students who do not have health insurance will have additional options.

Hours

- Monday: 7 a.m.-4:30 p.m.
- Tuesday: 7 a.m.-4:30 p.m.
- Wednesday: 7 a.m.-4:30 p.m.
- Thursday: 7 a.m.-4:30 p.m.; The clinic closes at noon on every third Thursday of the month to allow for staff training and administrative time.
- Friday: 7 a.m.-4:30 p.m.
- Closed for lunch Monday-Friday: Noon-1 p.m.

Immunizations

APSU adheres to vaccination requirements set forth by the Tennessee Department of Health. More specifically, the state of Tennessee requires all new and readmitted full-time students to provide proof of two immunizations with Measles, Mumps and Rubella (MMR) vaccines, which were administered on or after the first year of birth. Exemptions include students born before 1/1/1957, those students graduating from a Tennessee high school in 1998 or after, online-only students, medical contraindication verified by a healthcare provider or religious exemption requiring a signed and notarized statement by the student that the vaccine conflicts with his or her religious tenets or practices. Also, as of July 1, 2011, two varicella (chickenpox) vaccines or proof of immunity will be required. Exemptions include students born before 1/1/1980, those students graduating from a Tennessee high school in 2016 or after, online-only students, medical contraindication verified by a healthcare provider or religious exemption requiring a signed statement by the student that the vaccine conflicts with his or her religious tenets or practices. The student will not be allowed to register for classes until these requirements are met. Students who will be living in on-campus housing for the first time and are under the age of 21 must also provide proof of meningitis MenACWY/MCV4/

Menactra/Menveo/MenQuadfi – **NOT** meningococcal B) vaccine within the past five years. The student will not be allowed to receive the key to their room until this requirement is met. Further, the state of Tennessee mandates that each postsecondary institution provide information concerning Hepatitis B and Meningococcal infection to all students entering the institution for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about the diseases. Students under the age of 18 are required to provide a parent-signed copy of the waiver form. They can upload the form to the online portal at peayhealth.apsu.edu or mail it to: Boyd Health Services, P.O. Box 4655, Clarksville, TN 37044, or fax to 931-221-7388. These requirements may be updated. Please contact Boyd Health Services for information.

Housing/Residence Life & Dining Services, Miller Hall 121, 931-221-7444

Housing, Residence Life & Dining Services provides a quality living and learning environment for students housed in the University residence hall and apartment system. Housing staff is responsible for the oversight and management of residence services, campus dining services, residence hall facilities and educational programming. The staff provides many opportunities for the development and enhancement of human relationship skills, personal value systems and leadership skills. Living on campus includes academic and personal support, convenient location, Campus Police patrol 24/7 and live-in residence hall staff.

Resident students may also reside and participate in Living and Learning Communities, which are designed to bridge academics and campus living. Students should check the website to see available communities for the current academic year. For more information visit www.apsu.edu/housing.

The University Residency Policy requires all single freshman students younger than 21 years old not residing with their parents or legal guardians to reside in University housing and participate in a University meal plan. All freshmen younger than 21 who choose to live off-campus will need to complete a Freshman Residency Webform and return it to Housing/Residence Life and Dining Services no later than move-in day.

Latino Community Resource Center, Morgan University Center 115, 931-221-6645

The Latino Community Resource Center (LCRC) serves as a place where Latino students can connect meaningfully with and take great pride in their heritage in a nurturing environment. The center is also dedicated to providing knowledge and programming about the historic and contemporary contributions, achievements and social perspectives of Latino and Hispanic Americans. The center is equipped with a variety of amenities open to all students such as graphic calculators, laptops, a printer and quiet study rooms. All are welcome at the Latino Community Resource Center! Visit www.apsu.edu/student-life/lcrc/ for more information.

Media and News on Campus

Student Newspaper: *The All State*, Morgan University Center 120, www.theallstate.org

The All State is produced by students and publishes during the fall and spring semesters when classes are in session online at www.theallstate.org. The All State has served the APSU campus as its independent student news source since 1930. The All State is operated and produced by students who are advised by the Coordinator for Student Publications. One of its main purposes is to provide a forum for the expression of student opinion as well as disseminate relevant news to the APSU campus.

Enrolled students of any major or experience level may apply for available roles on The All State staff, which includes reporters, photographers, editors, social media, multimedia, design, advertising sales representatives, a circulation manager and other positions. Applications are available online at www.apsu.edu/student-pubs. For more information, call 931-221-7376 or email studentpublications@apsu.edu.

The All State also operates several social media accounts that help students stay informed with breaking news happening on campus and around the area with articles, photos and videos. Follow them on:

Facebook: /TheAllState | X, formerly known as Twitter: @TheAllState and #TheAllState | Instagram: @theallstate_apsu | YouTube: /TheAllStateAPSU

Radio: WAPX-FM/MAGIC 91.9

WAPX-FM, MAGIC 91.9 is a noncommercial outreach platform for the Department of Communication. MAGIC 91.9 operates 24/7, providing a wide variety of music, news, public affairs and sports programming for the Clarksville- Montgomery County community. Communication students work on-air and use studio facilities to complete audio production assignments, as well as develop public service and public affairs programming for the station. Communication students also have the opportunity to work on-air as board operators, disc jockeys and sports announcers for Gobs Sports. Students enrolled as communication majors or minors are eligible to participate in station activities. Dr. David von Palko is the General Manager of 91.9 FM. For more information, call 931-221-7205 or email vonpalkod@apsu.edu. Students are also welcome to check out the station Facebook page @wapxfm919.

Television: APSU-TV

APSU-TV features state-of-the-art digital studios with master control located on campus in the Music/Mass Communication Building and the Dunn Center's sports broadcasting complex. APSU-TV broadcasts locally and throughout Middle Tennessee and can be viewed on CDE Lightband 9, Spectrum 192 and U-Verse 99. APSU-TV offers locally-produced news, public affairs, entertainment shows, sports broadcasts and special events (including APSU Commencement broadcasts and local high school graduation ceremonies). Some programming is streamed online and showcased on our YouTube channel for viewing from any location. Students work as directors, on-air talents, producers and broadcast technicians.

APSU-TV produces all of its programming in high definition and provides broadcast media and sports communication majors an opportunity to work with video productions starting from their freshman year. Kathy Lee Heuston serves as the general manager and Steve Sawyer serves as the operations coordinator. For more information, contact leek@apsu.edu or sawyeracs@apsu.edu.

Online

The Office of Public Relations and Marketing posts official University news releases and statements at www.apsu.edu/news.

Ministries

At APSU, a student's spiritual growth can be part of their education and continued personal growth through participation in the activities of the campus ministries. APSU's campus ministries are student organizations dedicated to serving others. These students gather to enhance their religious experience, while helping create a positive atmosphere of diversity. Campus ministries sponsor spiritual, social and service programs.

For information about campus ministry organizations, contact Student Life & Engagement at 931-221-7431 or visit PeayLink at www.peaylink.com.

Morgan University Center and Event Services, MUC 207, 931-221-6617

The Morgan University Center and Event Services office is responsible for managing the University Center, the campus-wide space reservation system and the Gobs ID Card operations, along with providing event support and services. The Morgan University Center is a student union located in the heart of campus. It includes Student Affairs offices, student support and engagement centers, dining venues, a USPS post office, study spaces, a game room, several meeting rooms and a 5,800-square-foot-ballroom. Meeting and event reservations can be made at <https://austinpeayevent.emscloudservice.com/>

web/.

The directory of offices and dining venues in the Morgan University Center can be found at <https://www.apsu.edu/university-facilities/university-center/officesandservices.php>.

Newton Military Family Resource Center, 426 College Street, 931-221-1685

The William E. & Sadako S. Newton Military Family Resource Center – the state’s largest military-affiliated student center – is open year-round. The 5,200-square-foot facility provides the University’s military-affiliated students with a one-stop shop for their social, financial and academic needs. Active-duty service members, veterans, reservists, National Guard members, ROTC cadets, retirees and military families are all encouraged to take advantage of its services. The facility houses the Military and Veterans Affairs Division, a VetSuccess on Campus Counselor, a Veteran and Career Advising Coordinator, a Military-Affiliated Student Success Professional and a Veterans Upward Bound Academic Coordinator.

The Newton Military Family Resource Center (NMFRC) offers programs throughout the academic year to address the unique challenges our military-affiliated student population faces. NMFRC provides:

- A computer lab with online access, a printer and CAC readers
- A dining area to eat, study or talk with peers
- A lounge to unwind and relax
- Events including educational, informational and family-oriented programming
- Programs that address the unique challenges facing our student population
- Student-Peer Coaching – staff provide guidance and advice on navigating college and the transition from military to college life and beyond
- Texts for Vets – relies on student textbook donations to provide textbooks for fellow students, free of charge on a first come, first serve basis.

In addition to providing services for military-affiliated students, the NMFRC is open to the entire APSU community. The center’s operating hours are from 8 a.m. - 5 p.m. Monday - Thursday and 8 a.m. - 4:30 p.m. Friday. For more information, call 931-221-1685, email nmfrc@apsu.edu or visit www.apsu.edu/nmfrc/.

Parking, Shasteen Building, 931-221-7275

All vehicles parked on APSU’s campus must be registered in the APSU parking portal. This includes both those who are affiliated with the University (students, faculty, staff) and those who are not affiliated (visitors). APSU uses license plate recognition to identify vehicles parked on campus. The cost of student parking is included in the student access fees.

You may access the parking portal at <https://apsu.aimsparking.com/>.

- Click login in the upper right corner.
- Select APSU single sign-on and log in with your email credentials (just use your username, you can omit the @apsu.edu or @my.apsu.edu).
- Select order permit.
- The system will provide you with the permit you are eligible to register for. Select that permit.
- Select vehicle(s). If you had a vehicle previously registered, you can choose that vehicle. You can also add vehicles to your account. Please ensure you enter the correct license plate number.
- Confirm the information and add permit to cart.
- Check out – If you are an enrolled student, there will be no payment required. If you are an employee with payroll

deduction, there will be no payment required. If you are an employee who is not on payroll deduction, you will be taken to the payment screen.

Resident students park in their assigned lot and commuter students must park in commuter parking lots.

The following represents the color-coding system for parking on campus:

- **Red:** Faculty and Staff
- **Blue:** ADA Accessible
- **Green:** Commuters
- **Silver:** Residents including Emerald Hills and Two Rivers
- **Purple:** Overflow, any valid APSU registration is authorized for this zone

All vehicle license plates must face the driving lane of the parking lot so our cameras can read your plate. If you wish to back in or pull through, you will need a front license plate. If your state does not issue front license plates, you can get an APSU vanity plate for the front of your car from the Parking Office in the Shasteen Building.

You can add as many vehicles as you wish to your account through the portal by clicking on vehicles in your account.

**Visitor and timed parking spaces will be labeled as such. The APSU parking regulations and map can be found at www.apsu.edu/parking.*

Peay Pickup Shuttle: Get around campus on The Peay Pickup! In a partnership with the Clarksville Transit System (CTS), APSU provides students, faculty and staff free transportation around campus via the Peay Pickup and free transportation around the city on CTS buses.

PeayMobile App

The PeayMobile app is Austin Peay State University's official mobile app and helps you stay informed and connected. PeayMobile allows you to conveniently access all your campus information, keep your classes, assignments and events organized, join the campus discussion, connect with peers and chat with friends. Users have easy access to APSU email, grades, classes, events, organizations and more. Use the app to check in to campus events, post and see other user's posts on the campus wall, receive push notifications about events and alerts and more. Download PeayMobile free from the App Store or get on Google Play.

Post Office, Morgan University Center, Room 121, (931) 221-6161

The service window hours for the APSU Post Office are Monday – Friday, 8 a.m. to 3:30 p.m. The post office is closed on University holidays. All students living on campus will be assigned a campus address and post office box. Students can find their campus mailing address, post office box combination, how to pick up mail and packages and other basic information in their OneStop by going to Web Self-Service, then Personal Information and finally under Campus PO Box and address. A campus post office box can also be purchased for any student living off campus for \$15 a semester. Students can pay at the service window at the campus Post Office. The post office is currently working to obtain smart lockers to help students pick up their packages after service window hours. Students can still access their PO boxes after hours as well. The post office operates as a contract postal unit with the United States Postal Service. The office receives all student mail and packages from any mail carrier. Students can be notified when they have packages ready for pickup via email or text messaging. The post office provides services to ship out letters and packages. The office sells postage, forever stamps, USPS Postal Money Orders, APSU Postcards and mailing supplies. The office also accepts pre-paid packages that need to be returned or shipped to Amazon, FedEx, UPS Ground, DHL, etc.

For more information, please visit our website at www.apsu.edu/auxiliaryservices/post-office/index.php.

Govs Print (Printing Services), Library 124 (lower level of library), 931-221-7187

Printing Services serves the printing, copying, binding and laminating needs of the campus and the local community. Students can print a wide range of products — simple flyers, posters, banners, stickers, artwork, booklets and postcards - using state-of-the-art digital printers at reasonable pricing. Printing Services is located in the Woodward Library Room 124, on the lower level.

For more information, please visit www.apsu.edu/printing or email govs-print@apsu.edu.

ROTC, Memorial Health Building, 931-221-6156

Army ROTC (Reserve Officers' Training Corps) provides students with the leadership skills, training and experiences they need to become officers in the U.S. Army or be competitive in any professional field. Army ROTC is an elective curriculum students can take along with their required college classes. Along with leadership training, Army ROTC can pay for qualified students' college tuition.

Because Army ROTC is an elective, students may participate during their freshman and sophomore years without any obligation to join the Army. Students who choose to participate in Army ROTC throughout their college careers will participate in challenging physical and mental exercises to prepare to be commissioned as officers in the Army. Junior military officers are paid very competitively with respect to recent college graduates in numerous fields, receive full medical and dental benefits, have 30 days of paid vacation per year and have outstanding continuing educational opportunities, among many other benefits.

Students may join the ROTC program as freshmen, sophomores or juniors (two-year program) with the attendance of summer camp (30 days) the summer prior to fall of your junior year. Email Mr. Julius Kelley at kellyj@apsu.edu or Julius.r.kelley.civ@army.mil for additional guidance.

Student Affairs, Morgan University Center 206, 931-221-7341

Student Affairs provides opportunities for students to build bridges between the classroom and campus life and experience the excitement and responsibility that comes from being an active member of a community of higher learning. The associate vice president of Student Affairs' office serves as an advocate for students and supports student learning, engagement, health, wellness and personal and professional development.

The associate vice president is responsible for the division of Student Affairs, including the Adult, Nontraditional & Transfer Student Center, Wilbur N. Daniel African American Cultural Center, Associate Vice President and Dean of Students, Career Services, Community Engagement and Sustainability, Fraternity & Sorority Affairs, Latino Community Resource Center, Housing/Residence Life & Dining Services, Little Govs Child Learning Center, Student Conduct and Case Management, Student Life & Engagement, Student Affairs Programs and Assessment, Student Counseling & Health Services, Ard Diagnostic Lab, Student Disability Resource Center, Student Publications and University Recreation. Students are always welcome in Student Affairs, and are encouraged to visit or call for assistance.

The departments in Student Affairs provide a variety of support services and educational, wellness, social and engaging programs for students throughout the year. Student Affairs is also the home of the Austin Peay Parent & Family Association. Call Student Affairs if you need assistance at 931-221-7341 or visit Morgan University Center, Room 206. Stay connected with us on Facebook @APSUStudentAffairs.

Student Conduct and Case Management, Morgan University Center 206, 931-221-7341

Student Conduct and Case Management responsible for investigating and adjudicating violations of the Code of Student Conduct, working with students who are displaying signs of distress and hosting educational programs on sexual assault/ domestic violence. The office works in concert with the associate vice president for Student Affairs and dean of students to ensure that our campus community is thriving in and out of the classroom setting. The office is committed to providing impartial and educational processes that foster the highest standards of ethical behavior, student learning and civic responsibility while promoting an environment that respects the rights of all students.

Student Government Association, Morgan University Center 213, 931-221-7262

The SGA is the representative body of all students, and its mission is to enhance and improve the quality of student life. As a part of this mission, the SGA strives to provide programs and activities that encourage student leadership and participation on campus.

SGA is composed of the executive board, senate and student tribunal (judicial board). SGA has a total of 25 senators, six justices and four executive council members. Three freshmen and three graduate senators are elected in the fall. Three senators from the sophomore, junior and senior classes are elected each spring, along with two students each from the Colleges of Behavioral and Health Sciences, Business, Arts and Letters, Education and STEM. Also in the spring, SGA's president, vice president and secretary are elected and the chief justice is selected by committee. SGA appoints students to serve on University standing committees.

SGA holds regular meetings at 5 p.m. each Wednesday in MUC 307 that are open to the student body. For more information, contact SGA by emailing sgapres@apsu.edu.

Student Life & Engagement, Morgan University Center 211, 931-221-7431

The Office of Student Life & Engagement (SLE) strives to connect academic and out-of-class experiences through programming and leadership development to create a diverse and interactive learning community. For information about Student Life & Engagement, visit www.apsu.edu/student-life. The department sponsors a multitude of programs such as Homecoming, Family Weekend, Student Organization and Leader Awards and diversity and awareness programs. Leadership programs are offered to meet the needs of every student, and they can gain resume-worthy experiences through their involvement. Visit PeayLink.com to connect with student organizations, involvement opportunities and events.

SLE provides leadership development programs for students at all levels of experience and interest. Leadership skills are in demand from employers and contribute to the overall development of successful students. SLE staff work with students, departments and organizations all over campus on leadership skill-building, communication skills, teamwork and personal development, and they offer numerous opportunities to get students involved.

A few leadership opportunities include:

- **GOVS LEAD** Leadership Education and Development connects students to leadership opportunities, provides education on theory, builds skills and offers opportunities for leaders to showcase their strengths and experiences.
- **The National Society of Leadership and Success (NSLS)** is the nation's largest and only accredited leadership society. Membership is open to any APSU student. The NSLS provides a step-by-step program for members to build their leadership skills through participation at their campus. Upon completion of the required activities, members are inducted, receive their leadership certificate and take their place among the top student leaders at their campus and across the country. Learn more by visiting www.apsu.edu/student-life/leadership/NSLS.
- **Ziegler Leadership Forum:** Each spring, SLE hosts a campus-wide leadership forum planned by a committee of

students. Each forum includes an impactful professional speaker and multiple breakout opportunities. The event includes dinner, networking and free items for participants.

SLE involvement opportunities include:

- **Student Organizations** promote leadership development, community spirit, activism, public service and social and cultural interaction. Organizations are student-initiated and completely student-led. There are more than 130 registered student organizations, including honor societies, professional and service organizations, religious/faith-based groups, social fraternities and sororities, sport clubs and many more.
- **Govs Programming Council** is a student-led governance council that plans, promotes and executes entertainment and educational programs. GPC events include performances by comedians, lecturers and musicians, as well as movie showings, open mic nights and many other social activities. Members have the opportunity to develop leadership and organizational skills, meet a variety of people with diverse backgrounds and host a variety of national and local entertainers while building their resume.

Student Publications, Morgan University Center Room 208, *The All State*, Morgan University Center Room 120 931-221-7375

The Office of Student Publications and Communications collaborates with division departments on publications, promotional projects and communications, and produces the Student Handbook & Calendar and other Student Affairs publications. The coordinator also serves as the advisor to *The All State* student newspaper.

Writing, photography, design, leadership, multimedia and editing roles on *The All State* are open to application for any and all qualified enrolled students of any major. The department provides an area for students to gain resume-worthy experience, develop work samples and build quality and practical skill sets in a unique and engaging environment. For more information about Student Publications, please visit www.apsu.edu/student-pubs.

University Recreation, Foy Fitness & Recreation Center 112, 931-221-7564

The University Recreation Department provides recreational and wellness programs at the 78,000 - square-foot Foy Fitness & Recreation Center. The facility features a three-multi-purpose court gymnasiums, an outdoor pool, a 10,000 - square-foot fitness center with cardio machines, free weights, as well as pin-selected and plate-loaded machines, a functional training room, an indoor climbing wall with a large bouldering feature, racquetball courts, indoor track, fitness studios, personal training, indoor cycling studio, locker rooms with private showers and changing areas, equipment rental, outdoor sand volleyball courts, outdoor field space and access to tennis courts. The Foy Fitness & Recreation Center is open extended hours and is one of the largest student employers on campus for scholarship, work study and non-work study students.

University Recreation, which is housed in the Foy Fitness & Recreation Center, offers a variety of fitness programs, aquatics programs, intramural sports, sports clubs, challenge course and more. The Govs Outdoors program provides adventures for all skill levels. Govs Outdoors has offered water rafting on the Ocoee, canoeing, hiking at Land Between the Lakes and backpacking in the Smoky Mountains, as well as a low challenge course. For future adventures, visit www.apsu.edu/recreation. The department also offers Junior Govs Summer Camp and a recreational day camp that promotes healthy lifestyles among children ages 5-15.

Currently enrolled Clarksville campus students can access the facility with a valid Govs ID, cell phone app or their A number. Students not enrolled on the Clarksville campus may pay access fees to use the facility. Alumni, family and community members may access the facility and services with a membership and fees. For more information, call 931-221-7564 or visit www.apsu.edu/recreation.

VetSuccess On Campus/Military & VA Support, 426 College Street, 931-221-1685

VetSuccess On Campus at APSU is a comprehensive program offering adjustment counseling, support services, career counseling, peer-to-peer mentoring and tutoring, employment assistance and guidance on the full range of VA benefits and health services for veterans.

Located in the Newton Military Family Resource Center, the VetSuccess counselor works with Veterans Affairs (VA) to develop highly innovative and targeted transitional programs, services and activities for veterans, military personnel and their family members to assist with their transition to college life and to maximize their opportunities for success, both educationally and occupationally. Please contact VetSuccess at NMFRC@apsu.edu or call 931-221-1685 for assistance, or visit our website at www.apsu.edu/military/vet-success/index.php.





BELLA'S CLOSET



*Open Tuesday & Thursday
9:00 till 1:00 at*

Clarksville.com
REALTY



Bella's Closet offers free business clothing for women to help obtain and maintain employment. We have a new donated second location at Clarksville.com Realty, 151 West Dunbar Cave Road, for women to shop on Tuesdays & Thursdays from 9 a.m. - 1 p.m. The clothing is free. You can also donate new or like-new business attire by appointment only at 101 McClure Street at our Bella's Closet location. Search for and follow us on Facebook at Bella's Closet Clarksville.

COLLEGE IS ABOUT BROADENING
YOUR HORIZONS...



EAT MORE THAN RAMEN.

COME SEE US.

322 HOME AVENUE



MILITARY- AFFILIATED

STUDENT RESOURCES

Military-Affiliated Student Resources

Helpful Websites & Phone Numbers:

Academic Calendar

www.apsu.edu/registrar/acadcal

ArmyIgnitED Assistance

www.apsu.edu/apfc/armyignited.php | 931-221-1400

Austin Peay Center at Fort Campbell

www.apsu.edu/campbell | 931-221-1400

Career Services

www.apsu.edu/careers | 931-221-6544

Counseling Services

www.apsu.edu/health-and-counseling | 931-221-6162

Financial Aid and Scholarships

www.apsu.edu/financialaid | 931-221-7907

Food Pantry

www.apsu.edu/volunteer | 931-221-6120

Govstech HELPDESK (computer/network)

govstech.apsu.edu | 931-221-4357

Health Services

www.apsu.edu/health-and-counseling | 931-221-7107

Housing, Residence Life & Dining Services

www.apsu.edu/housing | 931-221-7444

Military-Affiliated Student Success Professional

www.apsu.edu/student-achievement/ | 931-221-6347

Newton Military Family Resource Center

www.apsu.edu/military | 931-221-1685

Registrar

www.apsu.edu/registrar | 931-221-7150

ROTC

www.apsu.edu/rotc | 931-221-6156



Student Account Services

www.apsu.edu/student-account-services | 931-221-6285

Student Disability Resource Center

www.apsu.edu/disability | 931-221-6230

TN STRONG Act

www.apsu.edu/admissions/tn-strong | 931-221-6347

Tutoring Center

www.apsu.edu/rc/tutoring | 931-221-6550

Undergraduate and Graduate Academic Bulletins

www.apsu.edu/registrar/bulletins

Veterans Education Benefits Office (VEBO)

www.apsu.edu/veterans-affairs | 931-221-7760

Writing Center

www.apsu.edu/writingcenter | 931-221-6559

VetSuccess on Campus

www.apsu.edu/military/vet-success/index.php | 615-983-4354

APSU proudly serves military-affiliated students and families through a variety of programs and services. The Newton Military Family Resource Center and the office of VetSuccess provide assistance and connections to support the success of our APSU military-affiliated community. The APSU Veterans Education Benefits Office provides services to assist military-affiliated students and family members with education benefits. At APSU the term military-affiliated students encompasses veterans, active duty, reservists, national guardsmen, retirees, ROTC students and family members that attend the university.

Visit apsu.edu/military for up-to-date information.

Note: This section is not all-inclusive, but a resource for quick links to frequently used services.

Military-Affiliated Student Resources

VETSUCCESS ON CAMPUS/MILITARY & VA SUPPORT, 426 COLLEGE STREET, 931-221-1685

VetSuccess On Campus at APSU is a comprehensive program offering adjustment counseling, support services, career counseling, peer-to-peer mentoring and tutoring, employment assistance and guidance on the full range of VA benefits and health services for veterans.

Located in the Newton Military Family Resource Center (NMFRC), the VetSuccess counselor works with Veterans Affairs (VA) to develop highly innovative and targeted transitional programs, services, and activities for veterans, military and family members to assist with their transition to college life and to maximize their opportunities for success, both educationally and occupationally.

Please contact the center at NMFRC@apsu.edu, call 931-221-1685 or visit our website at <https://www.apsu.edu/military/vet-success/index.php>.

VETERANS EDUCATION BENEFITS OFFICE (VEBO)

The Veterans Education Benefits Office assists active-duty service members, veterans, reservists, Guardsmen and family members with U.S. Department of Veterans Affairs education benefits, VA Veteran Readiness & Employment (VA VR&E) program, and other services. VEBO is located in the Ellington Student Services Building, room 202, 931-221-7760, www.apsu.edu/veterans-affairs. Students may contact VEBO for assistance with VA education benefits, VA VR&E program and other services.

ARMYIGNITED TUITION ASSISTANCE

Army uniformed military personnel utilizing Federal Tuition Assistance (FTA) will access the ArmyIgnitED 2.0 portal to request tuition assistance for courses that they have already registered for in AP OneStop. Soldiers must have an approved education path with APSU and be approved for FTA prior to the start of each term to ensure courses are financially covered. For assistance with ArmyIgnitED 2.0, please call 931-221-1400 or email apfortcampbell@apsu.edu.

TENNESSEE STRONG ACT (FOR NATIONAL GUARD)

Members of the Tennessee Army and Air National Guard (TNG) may be eligible for state tuition reimbursement through the Tennessee National Guard STRONG Act Tuition Reimbursement program. APSU is an approved school for associate, bachelor's and master's degrees. The STRONG Act funds up to 120 credit hours leading to a bachelor's degree and 40 credit hours toward a master's degree through a reimbursement process. Students must apply through the TNG website and be approved to receive tuition deferment each term. FTA must be used in

conjunction with Strong Act tuition reimbursement. Students are solely responsible for submitting all required documents on time. For more information, visit www.tn.gov/military/programs-benefits/education-incentives/state-ta. For APSU assistance, please call 931-221-6347 or visit the Newton Military Family Resource Center at 426 College Street.

TENNESSEE RECONNECT

Tennessee Reconnect is a last-dollar grant for eligible Tennessee adults to earn an associate degree. Although the Tennessee Reconnect Scholarship is considered a last-dollar scholarship, it does not pay last dollar when utilized at a four-year institution. The scholarship only covers the average state community college costs of tuition and mandatory fees not met by gift aid. Courses must count under course choice counts to be eligible for Tennessee Reconnect funding. For more information, visit www.apsu.edu/scholarships/tennessee-reconnect or contact Financial Aid and Scholarships.

SCHOLARSHIPS

To see scholarship opportunities, visit www.apsu.edu/msc/helpful-links/scholarships. This website includes a link to the Helping Heroes Grant, which is established and funded from the net proceeds of the Tennessee Lottery and awarded to Tennessee veterans who were honorably discharged and are former or current members of a reserve or Tennessee National Guard unit. Check the University scholarship website for additional opportunities at www.apsu.edu/scholarships.

WILLIAM E. AND SADAKO NEWTON MILITARY FAMILY RESOURCE CENTER

The Newton Military Family Resource Center supports military-affiliated students during the transition to college life and throughout their college experience. The Newton Center provides assistance with applying for admission, accessing financial aid and veterans educational benefits, selecting programs of study, registering for courses, supporting progress to graduation and assistance securing employment after graduation. Located at 426 College Street, the center houses Austin Peay's Military & Veterans Affairs Division, a VetSuccess on Campus Counselor, a Military-Affiliated Career Advising Specialist, a Military-Affiliated Student Success Professional and (VEBO) as well as a Veterans Upward Bound Academic Coordinator.

The center offers the Texts for Vets program, which loans available textbooks to students free of charge through the Woodward Library, and the Green Zone training program, which trains faculty and staff to be a resources and allies for military-affiliated students. Those who have completed training are

Visit apsu.edu/military for up-to-date information.

Note: This section is not all-inclusive, but a resource for quick links to frequently used services.

Military-Affiliated Student Resources

identified by a Green Zone emblem located outside their office door or on their syllabi.

The Newton Center offers a place for all APSU students to study, collaborate and socialize. The center also brings military-affiliated students and the community together, serves as an advocate for military-affiliated students and hosts a variety of educational and engaging events.

OFFICE OF THE REGISTRAR

The Office of the Registrar, located in the Ellington Building, maintains student academic records (courses, grades, GPA, transcripts, course substitutions, change of majors, etc.) and coordinates registration. The office offers a variety of student services, including registration assistance, verification of enrollment, loan deferments, transcript services, address and official name changes and questions related to graduation and course transfer equivalency. Registration information, including grades, is available through AP OneStop.

MILITARY AFFILIATED CAREER SPECIALIST

The military-affiliated career specialist provides individualized support and guidance to help veteran and military-affiliated students begin or advance their careers by translating their military occupational specialty (MOS), skills and experiences into civilian resume language.

Our services include:

- Up-to-date information on local, national and remote employment opportunities, job market trends and education and volunteer resources.
- Employer referrals
- Classes and workshops on self-assessment and career exploration, resume writing, interviewing techniques, dressing for success, networking and entrepreneurship
- Federal resume review and critique
- Career coaching and individual career assessments
- Job fairs and other hiring events
- LinkedIn coaching and profile reviews

Please email nmfrc@apsu.edu to schedule an appointment with a military-affiliated career specialist.

CAREER SERVICES

In conjunction with the military-affiliated career specialist, the Office of Career Services hosts career fairs and events each semester providing opportunities to network with employers, including those designated as veteran-friendly. Additionally, Career Services supports military-affiliated students by offering access to Jobs4Govs, a job searching and employment platform available to all students and alumni. For more information, visit apsu.edu/careers/jobs4govs/index.php.

TUTORING

The Learning Resource Center provides free tutoring to help students achieve their educational goals. Tutoring is offered in person and online to accommodate student schedules.

- In-person and online tutoring at the Clarksville campus can be scheduled by visiting our website at apsu.edu/lrc, emailing us at learningctr@apsu.edu or calling 931-221-6550.
- Free online tutoring is available 24/7 to undergraduate students through Tutor.com. Log into D2L, select the course you need help with, click “Resources” and then choose “Tutor.com 24/7.” This will take you to Tutor.com, which will connect you with a tutor from across the country in the subject area you requested.
- **The Writing Center**, located on the main floor of the Woodward Library, provides free assistance with any paper. Tutors work with students on all types of written work regardless of writing style. Tutors can help with interpreting assignment instructions, identifying reliable sources, brainstorming and organizing ideas, preventing plagiarism and reviewing the writing process. Students may walk in, schedule an appointment by calling 931-221-6559 or visiting our website or submit their paper for review using the TurnItIn system through D2L.

ROTC

Army ROTC (Reserve Officers' Training Corps) provides students with the leadership skills, training and experiences they need to become officers in the U.S. Army or be competitive in any professional field. Army ROTC is an elective curriculum students can take along with their required college classes. Along with leadership training, Army ROTC can pay for qualified students' tuition.

Because Army ROTC is an elective, students may participate during their freshman and sophomore years without any obligation to join the Army. Students who choose to participate in Army ROTC throughout their college careers will participate in challenging physical and mental exercises to prepare to be commissioned as officers in the Army. Junior military officers are paid very competitively with respect to recent college graduates in numerous fields, receive full medical and dental benefits, have 30 days of paid vacation per year and have outstanding continuing educational opportunities, among many other benefits.

Students may join the ROTC program as freshmen, sophomores, or juniors (two-year program) with the attendance of summer camp (30 days) the summer prior to fall of your junior year.

Email Mr. Julius Kelley at kellyj@apsu.edu or Julius.r.kelley.civ@army.mil for additional guidance.

Visit apsu.edu/military for up-to-date information.

Note: This section is not all-inclusive, but provides quick links to frequently used services.

STUDENT ACCOUNT SERVICES

Student Account Services provides student fee information, general payment guidelines and installment plans. The office also oversees accounts receivable and the cashier's

**MILITARY AND VETERAN
GRADUATE RECOGNITION CEREMONY**

The Military and Veteran Graduate Recognition Ceremony honors graduating active duty and veteran students during the "All Hail to Those Who Serve" ceremony. Graduates are presented with a special military coin and cord. For information, contact the Military Student Center.

APSU MILITARY ALUMNI CHAPTER

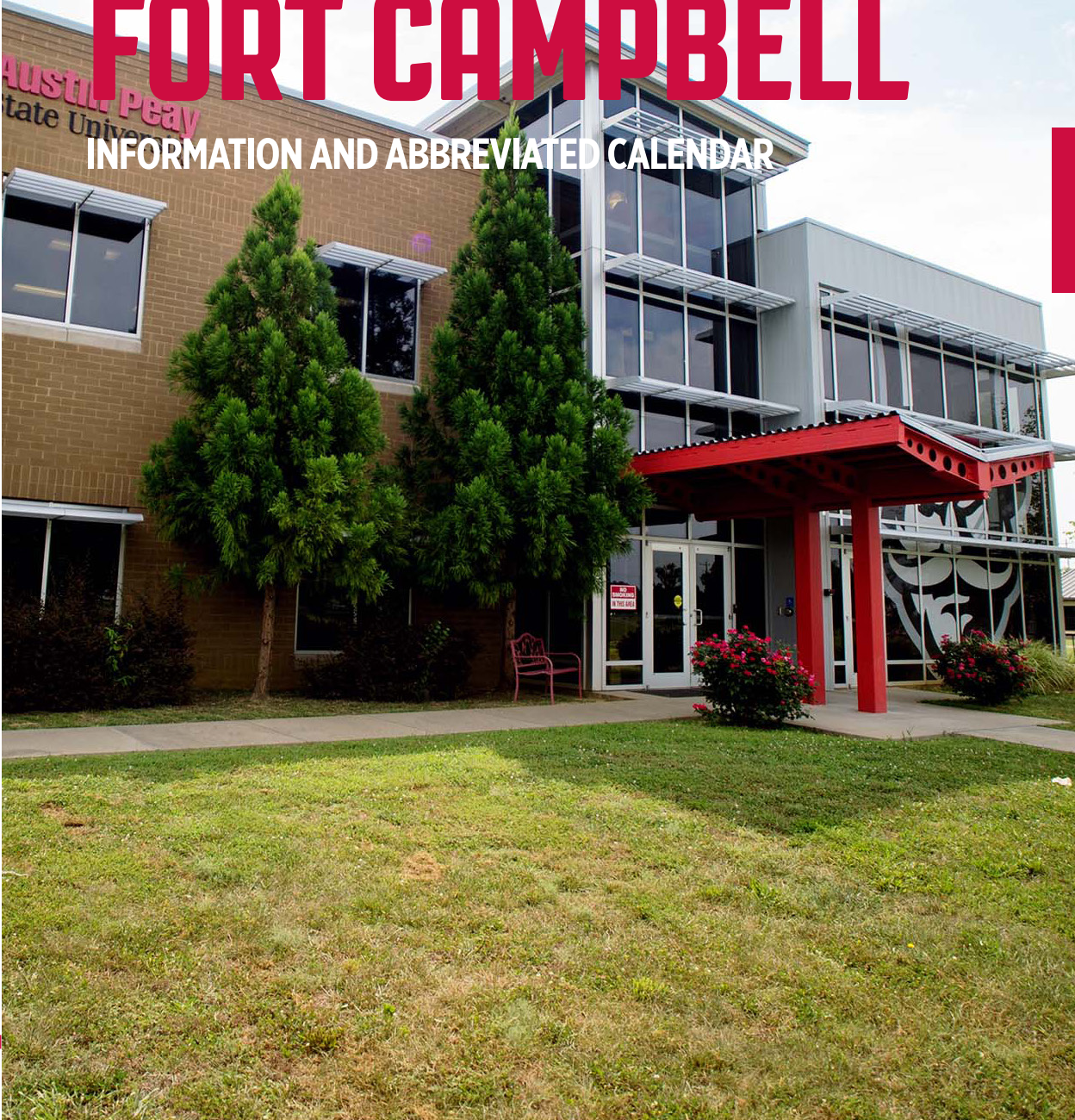
Each year, the APSU Military Alumni Chapter provides financial assistance to military-affiliated students through several scholarships including the Military Alumni Chapter Scholarship Endowment, the CSM(R) Sidney Brown Military Scholarship Endowment, the Mrs. Joyce Luster Military Scholarship Endowment, the CW3 (R) Scott Schroeder Military Scholarship Endowment, the CW4 (R) Joe Shakeenab Military Scholarship Endowment and the CW5 (R) Gary Linfoot Military Scholarship Endowment. The chapter also hosts an annual Homecoming dinner each fall to support our military-affiliated University areas and students.

To learn more about the APSU Military Alumni Chapter, follow us on Facebook @ApsuMilitaryAlumniChapter or contact the APSU Office of Alumni and Annual Giving at alumni@apsu.edu or 931-221-7979.



AUSTIN PEAY CENTER AT FORT CAMPBELL

INFORMATION AND ABBREVIATED CALENDAR



Austin Peay Center at Fort Campbell

Buildings 202 and 203, Bastogne Ave., Fort Campbell, KY 42223

Anyone can take classes at the Austin Peay Center at Fort Campbell.

Expand your skill set and enhance your career opportunities through the academic programs and convenient class schedules at the Austin Peay Center at Fort Campbell.

Active Duty service members, veterans or civilians, can earn an associate, bachelor's or master's degree through 7 1/2-week courses that allow students to complete courses faster than traditional 16-week semesters.

Tuition discounts, waivers and credits are available for military service members who qualify.



CONTACT INFORMATION

Phone: 931-221-1400

Email: apfortcampbell@apsu.edu

Website: www.apsu.edu/campbell

The Austin Peay Center at Fort Campbell offers:

- Accelerated 7.5 week terms and 5 terms each year.
- Reduced tuition rate for uniformed military personnel and active duty dependents.
- Reduced fees for all students.
- Smaller classroom sizes.
- Easy access to classes. Nonmilitary-affiliated students receive a semester-long gate pass for easy entry.
- Full-time undergraduate enrollment is 6 semester hours.
- Day, evening, hybrid and online classes offered.
- Web-based courses allow completion of some degrees 100% online.
- Review of military transcripts for degree credits.
- Full time Student Success professionals available to navigate your degree.
- Offering General Education core classes for most majors.

For more information about degree programs offered, visit the website at www.apsu.edu/campbell or dial 931-221-1400.

Austin Peay Center at Fort Campbell Calendar

Important dates for registration, fee payment

ABBREVIATED ACADEMIC CALENDAR 2023-24

FALL II 2023: OCT. 25-DEC. 15

Oct. 24	Last day to receive 100% fee adjustment; Last day to pay fees and/or confirm classes by 9 p.m. or classes will be dropped
Oct. 25	Classes begin *Online courses visible in the D2L online classroom
Oct. 25-29	Late registration
Oct. 29	Last day to add a class
Nov. 10	Veterans Day Observed, University closed
Nov. 22	Last day to drop a class with "W"
Nov. 22-26	Thanksgiving Holiday, No classes
Nov. 23-26	Thanksgiving Holiday, University closed
Dec. 15	Last day of classes; Commencement in the Dunn Center

SPRING II 2024: MARCH 13-MAY 3

Oct. 23	Open course registration for uniformed military personnel
Nov. 6	Open registration for all students
March 6	Last day to pay fees and/or confirm classes by 9 p.m. or classes will be dropped
March 12	Last day to receive 100% fee adjustment
March 13	Classes begin *Online courses visible in the D2L online classroom.
March 13-17	Late registration
March 17	Last day for late registration
March 29	Spring Holiday, University closed
May 3	Last day of classes; Commencement in the Dunn Center

SPRING I 2024: JAN. 13-MARCH 5

Oct. 23	Open course registration for uniformed military personnel
Nov. 1	Last day to apply for May 2024 graduation
Nov. 6	Open registration for all students
Jan. 6	Last day to pay fees and/or confirm classes by 9 p.m. or classes will be dropped
Jan. 12	Last day to receive 100% fee adjustment
Jan. 13	Classes begin *Online courses visible in the D2L online classroom
Jan. 13-17	Late registration
Jan. 15	Martin Luther King Jr. Holiday, University and Fort Campbell Center closed, No classes
Jan. 17	Last day to add a class
Feb. 19	Presidents Day, Education Center closed
March 1	Last day to apply for August 2024 graduation
March 5	Last day of classes

SUMMER III 2024: MAY 28-JULY 18

March 18	Open course registration for uniformed military personnel
April 1	Open registration for all students
May 27	Last day to receive 100% fee adjustment
May 28	Classes begin *Online courses visible in the D2L online classroom
May 28-June 1	Late registration
June 1	Last day to add a class
June 19	Juneteenth, University closed
July 4	Independence Day, University closed
July 18	Last day of classes

DISCLAIMER: Calendar dates were accurate at time of publication, but may be subject to change. Please visit www.apsu.edu/registrar/acadcal for more updated information.

A R M Y

N A T I O N A L G U A R D

R E S E R V E S

R O T C

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M A R I N E C O R P S

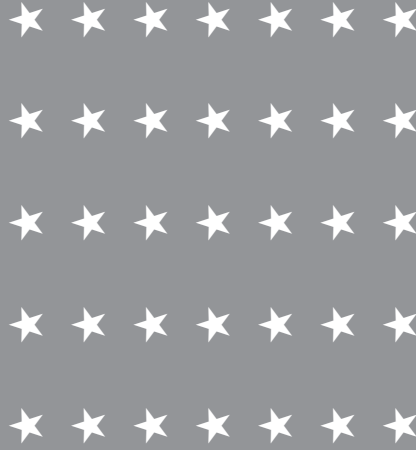
A I R F O R C E

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N A V Y



SUPPORTING
YOU



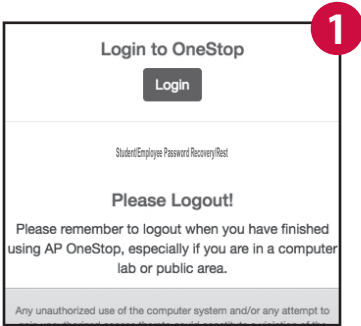


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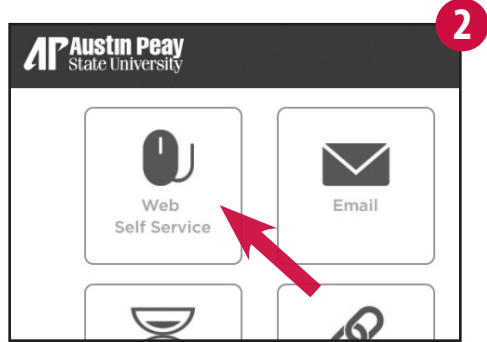
& HOW-TO GUIDE

Confirm and pay for classes

REMEMBER: You **MUST** do this every semester to keep your schedule.



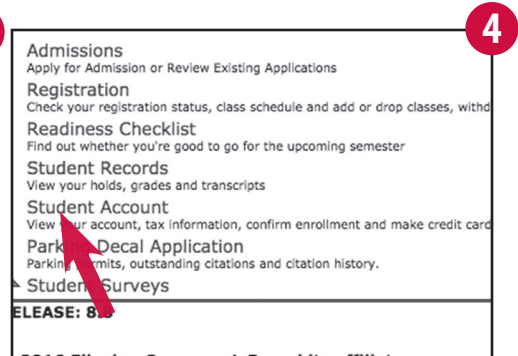
1. Login to **OneStop** at onestop@apsu.edu



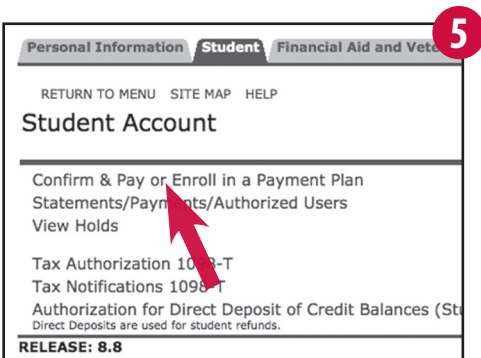
2. Click on the **Web Self Service** tab on the main OneStop screen.



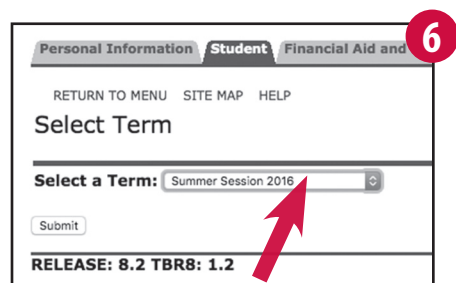
3. Click on the **Student** link under the Web Self Service main menu.



4. Click on the **Student Account** link.



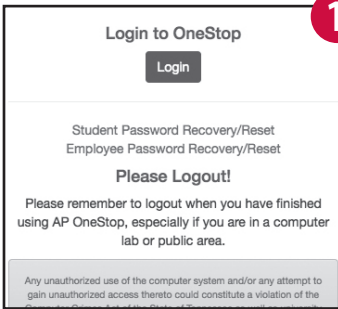
5. Select the **"Confirm & Pay or Enroll in a Payment Plan"** option.



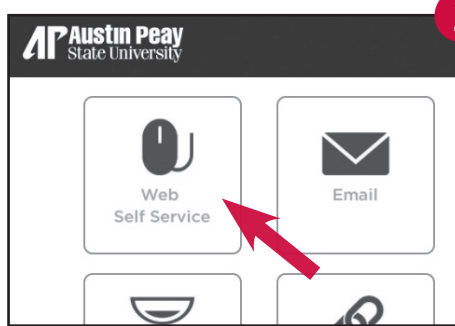
6. Select the academic term you would like to confirm. Click **Submit**. Carefully read and follow on-screen prompts to complete confirmation.

Check your grades online

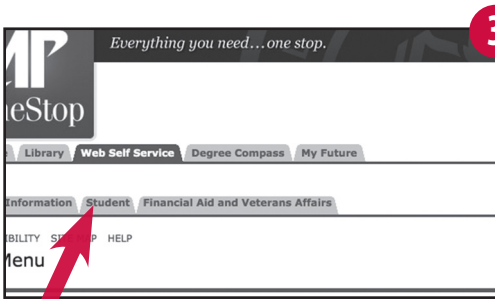
Use OneStop to check both midterm and final grades for your courses.



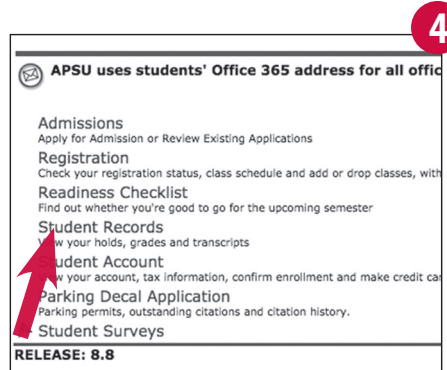
1. Log in to your personal OneStop account at onestop.apsu.edu.



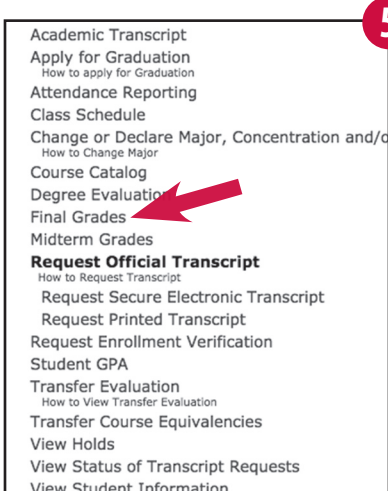
2. Click on the **Web Self Service tab** on the main OneStop screen.



3. Click on the **Student link** under the Web Self Service main menu.



4. Click on the **Student Records link**.



5. Select either **Final Grades** or **Midterm Grades** option.
6. Then **select the term**.

NOTE:

Not all midterm grades will be posted. If you have questions or are concerned about your grades, consult with your instructor. Free tutoring options on campus are available.

For information regarding tutoring and academic support, contact the Learning Resource Center at 931-221-6550, or send an email to learningctr@apsu.edu.



Distance Education Support Desk

TECHNICAL SUPPORT, TRAINING AND RESOURCES FOR:



D2L online
classroom



Tutor.com online
tutoring



Zoom video
conferencing



Online proctoring



YuJa Video
and Media



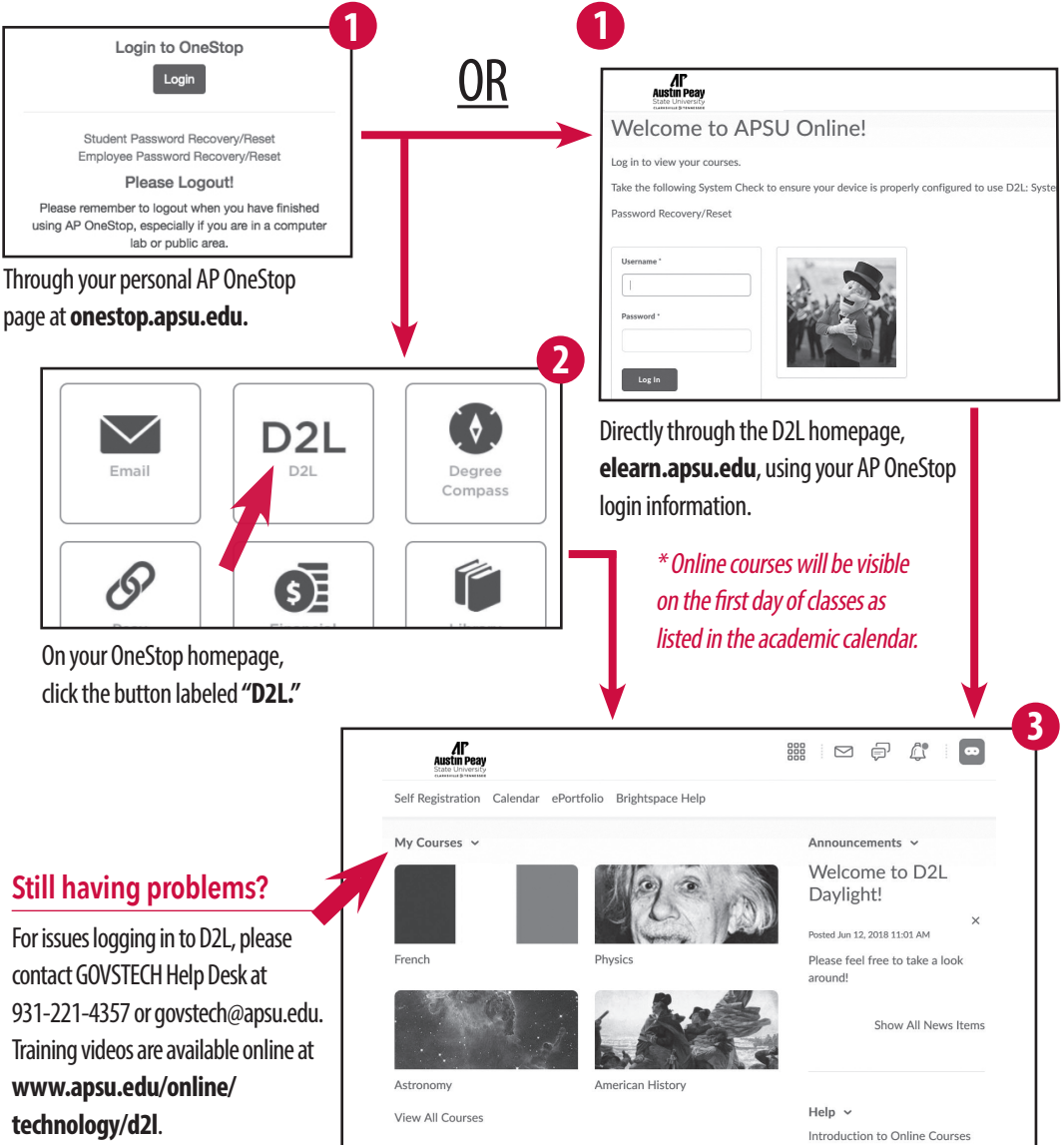
And More!

online@apsu.edu • [931-221-6625](tel:931-221-6625) • apsu.edu/online

Log in to Desire2Learn (D2L)

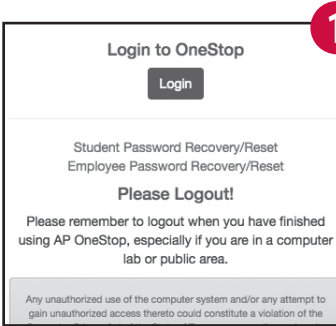
Access online courses and online tutoring information.

You can log in to D2L in two different ways.

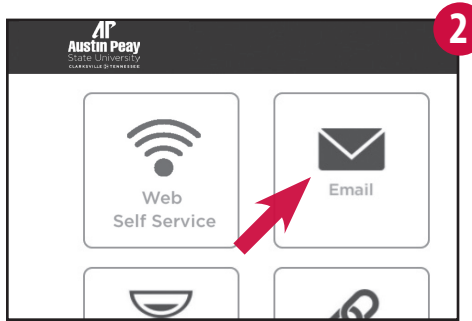


Set up and check student email

Check your APSU student email daily.



1. Log into your personal OneStop account at onestop.apsu.edu.



2. Click on the **“Email”** tab on the main OneStop screen.

NOTE:

The first time you select the “Email” icon in OneStop, you will be directed to the initial account setup page for your student email account. You will be asked for your password and you will re-enter your OneStop password. After completing all the necessary information, don’t forget to press the “Submit” button. If you need further assistance, please visit the “Help” tab in OneStop or contact the GOVSTECH Help Desk at 931-221-4357 or email GOVSTECH@apsu.edu.

Set up Wi-Fi

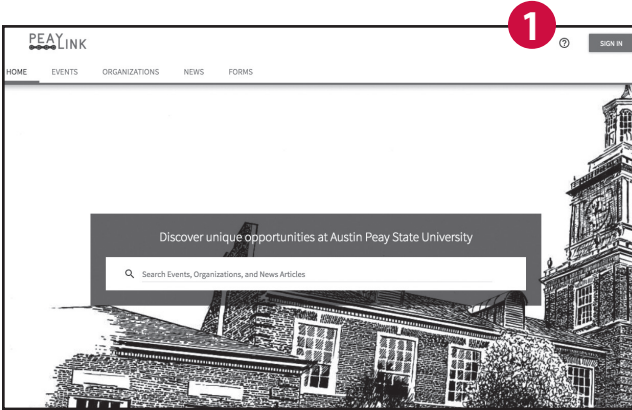
Stay connected almost anywhere on campus.

In order to have access to the APSU wireless, you must be registered for classes. To access the wireless network (called APSU), you must perform the following:

1. On your device, locate the wireless network named APSU.
2. Input the username and password:
 - a. Username: Your OneStop username (such as jdoe1)
 - b. Anonymous Identity (if prompted): Your OneStop username (such as jdoe1)
 - c. Password: Your OneStop password
3. When the security certificate pops up, click or tap Trust.

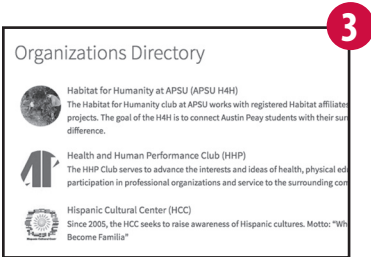
Get involved using PeayLink

Gain experience and connect with student organizations and events.

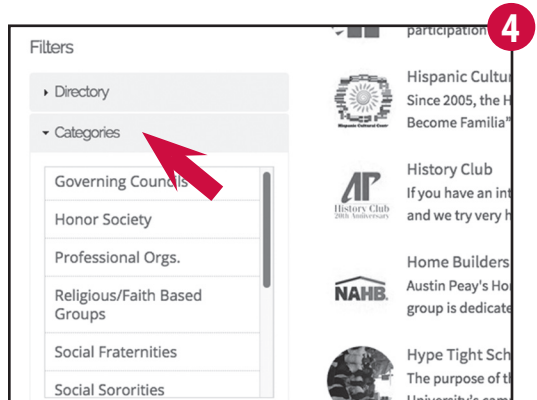


Use the navigation bar at the top to find the list of organizations or upcoming events to attend.

Go to peaylink.com to find the homepage of PeayLink, the hub of APSU's involvement and student organizations.



Using the **“Organizations”** tab, you can look through the list of organizations alphabetically or search by name.



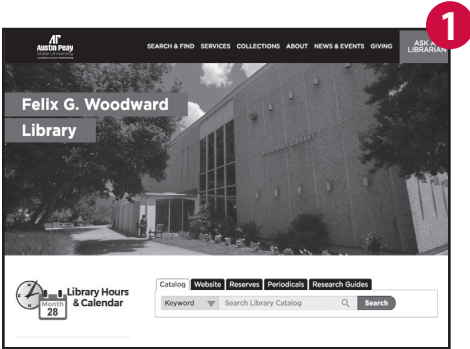
You can also filter organizations by type (social fraternities and sororities, honor societies, professional organizations, etc.) using the **“Categories”** tab on the left.

Get Involved

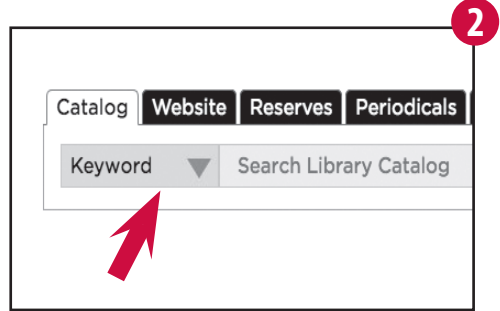
APSU has more than 130 active student organizations for students to join, ranging from professional organizations to social fraternities and sororities and honor societies. Participating in student organizations can improve your performance in the classroom and add valuable skills to any resumé.

Access the Woodward Library online

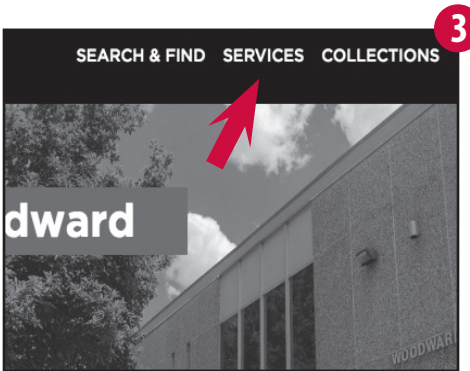
Search, navigate a wide array of academic resources while on campus.



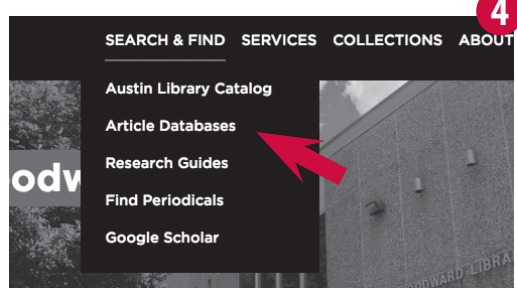
Go to library.apsu.edu to find the homepage of the Felix Woodward Library.



Use the search bar and menu tabs above the bar to locate resources you are looking for directly from the homepage.



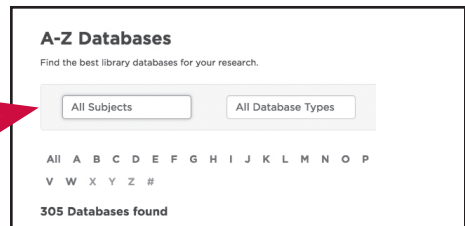
Use the tabs in the navigation bar to navigate databases of articles and published research, as well as other services and information the library offers.



To find scholarly articles and books, go to **"Databases"** under the **"Search & Find"** tab.

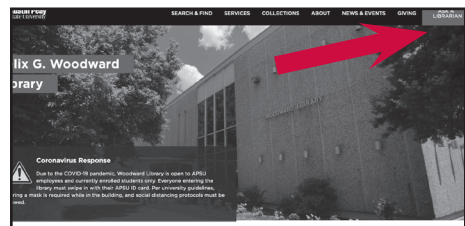
5

On the next page, select a subject under **"All Subjects"** to browse resources by subject area.



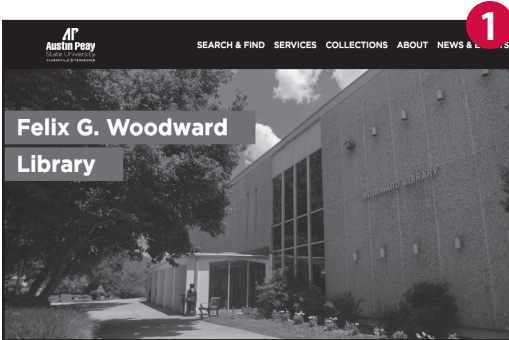
Can't find what you need? ASK A LIBRARIAN DIGITALLY!

If you can't find what you need, consult with a librarian via phone, email, chat or text message using the "Ask a Librarian" button at the top right corner of the library homepage.

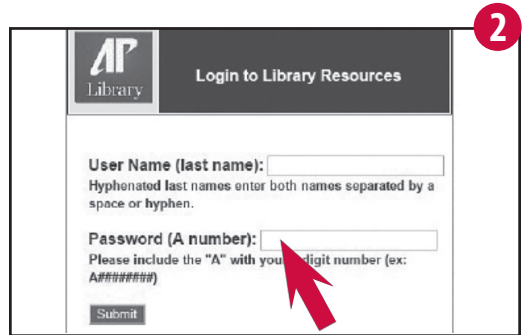


Access the Woodward Library off campus

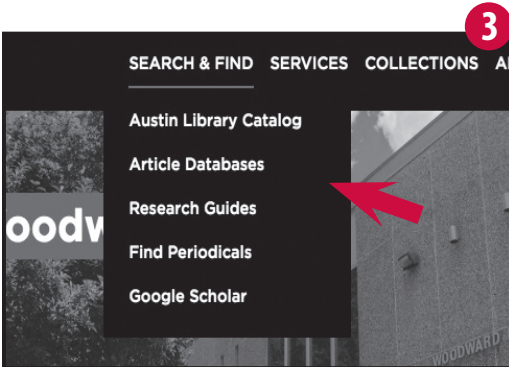
Access and use the Library from anywhere, anytime.



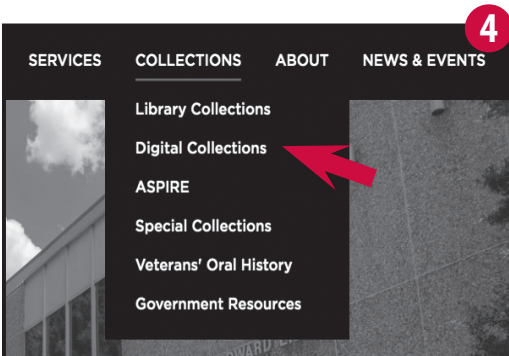
Go to library.apsu.edu to find the homepage of the Felix Woodward Library.



When accessing the library from an off-campus location, you will be prompted to log in. Your username information is your **last name** and your password is your **"A" number**.



Once logged in, you will be able to access and navigate the library's digital archives, databases and reserve print materials as if you were on campus.



The Woodward Library also offers **"Digital Collections"** under the **"Collections"** tab. There, you will find archived digital versions of APSU Yearbooks, Dorothy Dix Collection, *The All State* student newspaper and more.

Campus Safety and Security Information

(931-221-7786) APSU has a full-service police department and security protocols.



EMERGENCY BLUE LIGHTS are located across campus. Pressing the emergency button activates alarm lights and connects you to campus police. A dispatcher will send the appropriate personnel to your aid.



CAMPUS POLICE PATROL CAMPUS 24/7. They are armed, trained and empowered with the same authority as city police.



RAVE ALERT TEXT MESSAGES AND EMAILS are sent to students, faculty and staff who have registered for the service whenever there is a threat on campus, including bad weather. Current students can register for the free service at www.apsu.edu/police. Your mobile provider will charge for these texts according to the terms of your plan. **DOWNLOAD THE RAVE GUARDIAN APP**, which allows students, faculty and staff to quickly and conveniently communicate with APSU Campus Police. You can also send **anonymous** texts or picture messages to Campus Police through the Rave Guardian App.



SECURITY ESCORTS ARE AVAILABLE to accompany students across campus 24 hours a day. Call 931-221-7786.



CARD SWIPE TECHNOLOGY ensures only students who live in a specific residence hall can gain entrance. Also, all residence room doors have peepholes.



FREE MOTORIST ASSISTANCE is available 24/7 to help students who need a jump-start, gas, towing service or other such aid. Call 931-221-7786.



CRIME PREVENTION AND SAFETY PROGRAMS are available to teach students how to avoid becoming a victim — and prepare them to act in an emergency. Programs include Personal Safety/ Active Shooter, Substance Abuse, Date Rape Prevention, Violence in the Workplace, Alcohol Awareness, Rape Aggression Defense, Traffic Safety/ Vehicle Safety and Operation ID. Other programs such as Identity Theft, Computer Mediated Communication and Domestic Violence Awareness are also available upon request.

APSU IS COMMITTED TO PROVIDING A SAFE AND SECURE CAMPUS ENVIRONMENT FOR EVERYONE.

Frequently Asked Questions

Quick answers to some of the most asked questions.

Where can I receive student discounts?

Many places around Clarksville give discounts with a valid Govs ID, so always ask.

What are dining options and hours?

Visit the Govs Dining website for the latest menus, hours and events at govsdining.sodexomyway.com and like or follow @govsdining on Facebook and Instagram.

What is my "classification"?

The number of earned credit hours determines your classification.

Freshman: 0-29 credit hours

Sophomore: 30-59 credit hours

Junior: 60-89 credit hours

Senior: 90 & above credit hours

For more information on academic policies visit: www.apsu.edu/policy.

How do I calculate my GPA?

GPA is calculated by **Quality Points** ÷ **Quality Hours** = **GPA**. Example: 123 quality points ÷ 48 quality hours = 2.563 GPA

How do I make the Dean's List?

At the end of each specific semester/term, a list of honor students, known as the Dean's List, is published. To qualify for this distinction, the student must earn at least 12 credit hours with a minimum semester/term GPA of 3.50 in an individual term OR any combination of consecutive spring terms OR any combination of consecutive fall terms. Courses taken on the Pass-Fail grading system will not be included in hours earned for purposes of the Dean's List.

What is the Undergraduate Bulletin?

This bulletin, also called the catalog, is where undergraduates can find the most updated information regarding Austin Peay's academic requirements for degrees, graduation and other academic information. There is also a Graduate Bulletin for grad students. Visit catalog.apsu.edu.

What is Degree Works and why is it important?

Degree Works is an online tool tied to your student records designed to ensure you choose the right classes for your major. It's important to graduate on time. Not completing your degree in four years will cost more in tuition, fees, living expenses, etc. There are tutorial videos on how to use Degree Works, how to read your degree plan and how to use the 'What If' function on the Degree Works website. Go to apsu.edu/degree-works/ for specific information.

Due to federal financial aid requirements, you could lose financial aid benefits such as scholarships, grants, VA and other financial benefits if you take courses that are not in your major.

If you take a class that is not part of your major, or Course Program of Study (CPOS: the federal term for the program) then you will see a reduction in aid benefits. To find out more, visit www.apsu.edu/cpos. You can check if a course fits in your degree with the 'What If' function in Degree Works.' To access Degree Works, log in to AP OneStop and click on the "Degree Works" tile. You should also discuss your chosen courses with your advisor.

I can't find the answer I need, who do I contact?

You can always call Student Affairs. Come by our office in the University Center, Room 206, email studentaffairs@apsu.edu, or call us at 931-221-7341.



AUSTIN PEAY STATE UNIVERSITY

STUDENT SUCCESS-MCREYNOLDS 102

GENERAL EDUCATION CORE CHECKLIST (42 HOURS)



Student _____ Advisor _____
 Student ID _____ Advisor E-mail _____@apsu.edu
 Major/Concentration _____ Date _____
 Bulletin/Catalog Year _____ Registration Date _____

University Coursework Requirements and General Education Core (42 hours)

Updated: April 2023

Select one course

- ____ APSU 1000 (1) Freshmen Seminar
- ____ HON 1000 (1) Intro to Univ Life
- ____ PELP 1000 (1) Freshman Seminar

COMMUNICATIONS (9)

- ____ COMM 2045 (3) Public Speaking
- ____ ENGL 1010/1010E (3) Composition I

Select one course

- ____ ENGL 1020 (3) Composition II
- ____ HON 1045 (3) Foundations of Interdisciplinary Thinking

HUMANITIES AND/OR FINE ARTS (9)

Select one course

- ____ ENGL 2330/2330E (3) World Literature
- ____ HON 2220 (3) Dialogues on Diversity

Complete Option A or Option B:

A: Complete two courses from different disciplines, only one of which may be a foreign language course.

B: Complete a Foreign Language sequence (1010 & 1020)

- ____ ART 1035 (3) Intro to Art
- ____ DANC 1200 (3) Intro to Dance
- ____ MUS 1030 (3) Intro to Music
- ____ MUS 2030 (3) World Music
- ____ MUS 2200 (3) Popular World Music
- ____ PHIL 1030 (3) Intro to Philosophy
- ____ PHIL 1040 (3) Intro to Ethics
- ____ PHIL 2200 (3) Religion & World
- ____ THEA 1030 (3) Intro to Theatre
- ____ FREN 1010 (3) Intro French I
- ____ FREN 1020 (3) Intro French II
- ____ GERM 1010 (3) Intro German
- ____ GERM 1020 (3) Intro German II
- ____ GREK 1010 (3) Intro Greek I
- ____ GREK 1020 (3) Intro Greek II
- ____ LATN 1010 (3) Intro Latin I
- ____ LATN 1020 (3) Intro Latin II
- ____ SPAN 1010 (3) Intro Spanish I
- ____ SPAN 1020 (3) Intro Spanish II

MATHEMATICS (3)

Select one course.

- ____ MATH 1010/1010E (3) Math for Society
- ____ MATH 1110 (3) Alg. Prob. Solv.
- ____ MATH 1420 (3) Structure Math Sys II
- ____ MATH 1530/1530E (3) Elements of Stats
- ____ MATH 1710/1710E (3) Precalculus Alg
- ____ MATH 1730 (4) Precalculus
- ____ MATH 1810 (3) Elements of Calculus
- ____ MATH 1910 (4) Calculus I

SOCIAL AND BEHAVIORAL SCIENCES (6)

Select two courses from two different disciplines below.

- ____ AAST 2200 (3) Intro African Amer Studies
- ____ COMM 1110 (3) Media & Social Institutions
- ____ CRJ 1010 (3) Intro to Criminal Justice
- ____ ECON 2000 (3) Contemporary Economics
- ____ ECON 2100 (3) Principles of Macro
- ____ GEOG 1015 (3) Physical Geography
- ____ GEOG 1035 (3) World Regional Geog 1
- ____ GEOG 1045 (3) World Regional Geog 2
- ____ HHP 1250 (3) Wellness Concepts
- ____ LDSP 2100 (3) Foundations of Leadership
- ____ POLS 2000 (3) Intro to Politics
- ____ POLS 2010 (3) American National Govt
- ____ POLS 2040 (3) Intro Public Policy
- ____ POLS 2070 (3) International Politics
- ____ PSYC 1030 (3) Intro to Psychology
- ____ PSYC 1050 (3) Psyc Modern Culture
- ____ SOC 1010 (3) Intro to Sociology
- ____ SOC 1040 (3) Social Problems
- ____ SOC 2900 (3) Marriage & Family
- ____ SW 2110 (3) Intro to Social Work
- ____ WGS 2050 (3) Intro W&G Studies

HISTORY (6)

Select two courses.

- ____ HIST 2010 (3) Early US
- ____ HIST 2020 (3) Modern US
- ____ HIST 2030 (3) TN History
- ____ HIST 2310 (3) Early World
- ____ HIST 2320 (3) Modern World

NATURAL SCIENCES (8)

Select two courses with labs.

- ____ ASTR 1010/1011 (4) Planetary
- ____ ASTR 1020/1021 (4) Stellar
- ____ BIOL 1010/1011 (4) Intro Biol
- ____ BIOL 1020/1021 (4) Diversity Life
- ____ BIOL 1040/1041 (4) Human Biol
- ____ BIOL 1110/1111 (4) Gen Biology I
- ____ BIOL 1120/1121 (4) Gen Biology II
- ____ BIOL 2010/2011 (4) Hum Anatomy I
- ____ BIOL 2020/2021 (4) Hum Anatomy II
- ____ BIOL 2400 (4) Sustain Biodiversity
- ____ CHEM 1010/1011 (4) Intro Chem I
- ____ CHEM 1020/1021 (4) Intro Chem II
- ____ CHEM 1050/1051 (4) Chemistry for Everyone
- ____ CHEM 1110/1111 (4) Gen Chem I
- ____ CHEM 1120/1121 (4) Gen Chem II
- ____ CHEM/PHYS 1710/1711 (4) Intro Chemistry & Physics
- ____ GEOL 1040/1041 (4) Physical Geol
- ____ GEOL 1050/1051 (4) Historical Geol
- ____ PHYS 1010/1011 (4) Concepts: MHS
- ____ PHYS 1020/1021 (4) Concepts: ELQ
- ____ PHYS 2010/2011 (4) College Phys I
- ____ PHYS 2020/2021 (4) College Phys II
- ____ PHYS 2110/2111 (4) University Phys I
- ____ PHYS 2120/2121 (4) University Phys II

Academic Deficiencies:

- Reading: ENGL 2330E
- Writing: ENGL 1010E
- Math: MATH 1000/1010E/1530E/1710E



CODE OF STUDENT CONDUCT

& UNIVERSITY RULES

AN INTRODUCTION TO RULES, REGULATIONS AND POLICIES

This section of the APSU Student Handbook & Calendar includes important information about official campus rules, regulations, student rights, policies and guidelines that impact the academic and personal life of all APSU students. This listing does NOT include all regulations or policies, including those that are unique to specific departments, programs, student organizations or student groups. However, this collection represents an attempt to provide students with a reference to many of these documents in one central location.

It is the responsibility of ALL students to read and become familiar with ALL expectations that Austin Peay State University has for every student. Failure to abide by APSU regulations and policies may result in formal disciplinary actions, as outlined in the “Code of Student Conduct.”

RULES OF AUSTIN PEAY STATE UNIVERSITY STUDENT AND STUDENT ORGANIZATION CONDUCT AND CORRECTIVE ACTIONS CODE OF STUDENT CONDUCT

Overview

- (1) Austin Peay State University (APSU or University) students are expected to conduct themselves as law-abiding members of the community at all times. Admission to APSU carries with it special rights, privileges and responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between APSU and its academic community, the APSU Board of Trustees has authorized the President of APSU to take such action as may be necessary to maintain University standards and preserve the integrity of APSU and its educational environment.
- (2) Pursuant to this authority and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed the following regulations, intended to govern student conduct on the APSU campus. The University is directed to implement policies consistent with APSU rules. Students are also subject to federal, state, and local laws and regulations. If a student’s violation of such laws or regulations also adversely affects APSU’s pursuit of its educational objectives, APSU may enforce its own regulations regardless of any proceedings instituted by other authorities. Violation of any section of these rules may subject a student to corrective measures by APSU whether or not such conduct violates state, local or federal laws.
- (3) For the purpose of these rules or accompanying policies, a “student” is any person who is admitted, enrolled and/or registered for credit or non-credit bearing courses or training or who may no longer be enrolled and registered, but participated in prohibited conduct while at APSU for any academic period. This will include any period which follows the end of an academic period through the last day for registration for the next academic period, and during any period while the student is under suspension from APSU. Finally, “a student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a determination of a violation of the policies, rules, and regulations governing student conduct. Students are responsible for compliance with APSU rules at all times.
- (4) Corrective action may be taken against a student for violation of the policies, rules, and regulations:
 - (a) which occur on APSU owned, leased or otherwise controlled property;
 - (b) while participating in international or distance learning programs; and/or
 - (c) while off-campus, when the conduct impairs, interferes with, or obstructs any APSU activity or the mission, processes, and functions of APSU.
- (5) The University may enforce its own rules or policies regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.

- (6) These rules are applicable to registered student organizations as well as individual students. Registered student organizations are accountable for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of the organization.
- (7) Confidentiality of Conduct/Corrective Process. Subject to the exceptions provided in law or regulation, including but not limited to, the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Tennessee Open Records Act, a student's conduct files are considered educational records and are confidential.
- (8) The University is committed to respecting students' Constitutional rights. These rules or policies shall be interpreted in a way that does not violate a student's constitutional rights including without limitation, the rights protected by the First Amendment to the United States Constitution.

Offenses

- (1) APSU may impose corrective action for any inappropriate student conduct that shows a disregard for the rights of other members of APSU's academic community or which endangers property or persons on APSU campus, or APSU-controlled property.
- (2) Misconduct by individual students or registered student organizations is subject to sanction and includes but is not limited to the following examples:
 - (a) **Dangerous Conduct.** Any conduct, or attempted conduct, which poses a direct threat or endangers the health, welfare, or safety of others;
 - (b) **Hazing.** Any act of hazing on or off the University campus or APSU controlled property, by an APSU student, group of students or registered student organization. Hazing means any act by one (1) student acting alone or with others which is directed against any other person that endangers the mental or physical health or safety of that person, or which induces or coerces a person to endanger such person's mental or physical health or safety. Hazing is limited to those actions taken and situations created in connection with initiation into or affiliation with any organizations. Hazing does not include sanctioned athletic events or similar contests or competitions;
 - (c) **Discrimination, Retaliation and Harassment.** Any act against another individual or group in violation of University rules or policies, as well as federal or state laws prohibiting discrimination, harassment or retaliation;
 - (d) **Disorderly Conduct.** Any behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs or may reasonably provoke other groups or individuals (this may include, but not be limited to verbal abuse, nonverbal gestures and inappropriate behavior resulting from the use of being under the influence of alcohol or drugs), etc.;
 - (e) **Obstruction of or Interference with APSU Activities or Facilities.** Any intentional interference with or obstruction of any APSU program, event, or facility including, but not limited to the following:
 1. Any unauthorized occupancy of APSU or APSU-controlled facilities or blockage of access to or from such facilities;
 2. Interference with the right of any authorized person to gain access to any APSU or APSU-controlled activity, program, event or facility;
 3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any University official in the performance of their duty; or
 4. Any form of disruptive behavior in the classroom, during any campus event; or activity or location on campus.
 - (f) **Misuse of or Damage to Property.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to APSU or property being used,

rented, owned or leased by a student, by a group of students or officially registered student organization not owned by APSU;

- (g) **Theft, Misappropriation, or Unauthorized Sale.** Any act of theft, misappropriation, or unauthorized possession, use or sale of APSU property or any such act against a member or organization of the APSU community or guest of APSU;
- (h) **Misuse of Documents, Information or Identification Cards.** Any forgery, alteration of or unauthorized use of APSU documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, failure to carry the APSU ID card at all times or to show it upon proper request;
- (i) **Firearms and Other Dangerous Weapons.** Any possession of or carrying, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, tasers, stun gun or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any APSU property or APSU controlled property, as prohibited by state law. It is also prohibited to use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person;
- (j) **Explosives, Fireworks, and Flammable Materials.** The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or APSU controlled property or possession of any substance which could be considered to be and used as fireworks or ammunition;
- (k) **Alcoholic beverages.** The use and/or possession of beverages containing alcohol and/or public intoxication on APSU-owned or controlled property, violation(s) of any local ordinance or state or federal law concerning alcoholic beverages, on or off campus, or a violation of the terms of the APSU Drug-Free Policy Statement. It shall not be a violation for students twenty-one (21) years of age or older to consume alcohol within areas designated by the President where alcohol is permitted to be served. In addition, officially registered student organizations that sponsor events off campus, where alcoholic beverages are present and available for consumption, must adhere to all local, state and federal laws concerning alcoholic beverages and must follow APSU's Risk Management Guidelines for Student Organizations;
- (l) **Drugs.** The unlawful possession or use of any drug, controlled substance or drug paraphernalia (including, but not limited to, any prescription drug, stimulant, depressant, narcotic or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance, or a violation of any terms of the APSU Drug-Free Policy;
- (m) **Gambling.** Participation in any unlawful gambling or gambling-related activities. Any permitted gambling or gambling-related activity, e.g. raffles, must also be operated under the auspices of APSU's Foundation;
- (n) **Financial Irresponsibility.** Failure to promptly meet financial responsibilities to APSU including, but not limited to, knowingly passing a worthless check or money order in payment;
- (o) **Unacceptable Conduct in Hearings.** Any conduct at an APSU hearing involving contemptuous, disorderly behavior, or the giving of false information;
- (p) **Failure to Cooperate with University Officials.** Failure to comply with directions of APSU officials acting in the performance of their duties;
- (q) **Violation of General Rules and Regulations.** Any violation of the general rules, policies and regulations of the University as published in an official APSU publication, whether in print or digital, including but not limited to, the failure to perform any required action or the performance of any prohibited action;
- (r) **Attempts and Aiding and Abetting the Commission of offenses.** Any attempt to commit any of the offenses listed in this document, or the aiding and abetting of the commission of any of the offenses;

- (s) **Violations of Local, State or Federal Laws.** Any violation of local, state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;
- (t) **Violation of Imposed Sanctions.** Violation of a sanction officially imposed by an APSU official or a constituted body;
- (u) **Violations of APSU Residence Hall or Apartment rules, policies or regulations.** The violation of any rules, policies or regulations which appear in materials, distributed to resident students (i.e., housing license agreements, handbooks for resident students, etc.);
- (v) **Sexual Harassment.** An offense including acts of sexual discrimination, sexual assault, domestic violence, dating violence and/or stalking as defined in University policy or rules, as well as federal or state laws prohibiting said acts. All matters involving allegations of Sexual Harassment and covered under Title IX will be governed by the procedures set out in University policy and rules related to Title IX and handled by the Office of Equity, Access, and Inclusion, rather than the process specified herein;
- (w) **Smoking, Vaping and Tobacco Smoking.** Inclusive of electronic smoking devices and vapors, or other tobacco usage in all APSU buildings, grounds and state-owned or controlled vehicles is prohibited (except in otherwise designated areas as provided in applicable APSU rule or policy);
- (x) **Animals.** With the exception of service animals, emotional support animals, and animals used for academic research purposes, animals are prohibited on all APSU controlled properties except in designated housing areas. Students are required to provide the Office of Disability Services with medical documentation in requesting disability accommodations;
- (y) **Filing a False Complaint or Statement.** Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these rules or policies by another student or student organization or APSU employee;
- (z) **Academic Misconduct.** Includes, but is not limited to plagiarism, cheating, facilitation, fabrication or collusion. For purposes of this section the following definitions apply:
 1. **Plagiarism.** The adoption or reproduction of ideas, words, statements, images, or works of another person or one's self without proper attribution.
 2. **Cheating.** Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted.
 3. **Fabrication.** Unauthorized falsification or invention of any information or citation in an academic exercise.
 4. **Facilitation or Collusion.** Assisting or attempting to assist another to violate a provision of APSU's Code of Student Conduct regarding academic misconduct.
 5. **Unauthorized Distribution of Classroom Materials.** Unauthorized distribution of classroom recording or other classroom materials. Sharing, posting or selling classroom information without approval from the instructor.
- (aa) **Unauthorized Duplication or Possession of Keys.** Making, or the possessing of any key for an APSU facility without proper authorization;
- (bb) **Litter.** Dispersing litter in any form onto the grounds or facilities of APSU;
- (cc) **Abuse of Computer Resources and Facilities.** Misusing and/or abusing computer resources including, but not limited to the following:
 1. Distribution or use of a student and/or another person's identification to gain access to APSU computer resources;

2. Use of APSU computer resources and facilities to violate copyright laws, including, but not limited to the act of unauthorized distribution of copyrighted materials using university information technology systems;
 3. Unauthorized access to a computer or network file, including but not limited to altering, using, reading, copying, or deleting the file;
 4. Unauthorized transfer of a computer or network file;
 5. Use of computing resources and facilities to send abusive or obscene correspondence, images, video or audio files;
 6. Use of computing resources and facilities in a manner that interferes with normal operation of the APSU computing system;
 7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or APSU official;
 8. Violation of any published information technology resources policy or rule; or
 9. Unauthorized peer-to-peer file sharing.
- (dd) **Unauthorized Access to APSU Facilities and Grounds.** Any unauthorized access or occupancy of APSU facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
- (ee) **Unauthorized Surveillance.** Making or causing to be made unauthorized images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian, recognizing that the parent cannot consent on behalf of a child for criminal acts as provided in state law. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means; and/or
- (ff) **Uncontrolled or Unsafe Rollerblading/Skateboarding/Other Coasting Device.** Individuals are prohibited from using rollerblades/skateboards/coasting devices in an unsafe and/or reckless manner on the APSU campus and must comply with applicable APSU rule or policy.
- (3) Corrective action may be taken against a student or registered student organization for violations of the foregoing rules which occur on APSU property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any APSU activity or the missions, processes and functions of APSU. In addition, corrective action may be taken on the basis of any conduct, on or off-campus which violates local, state or federal laws, which violate APSU rules or policies for student organizations, or which poses a substantial threat to persons or property within the APSU community. Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters.
 - (4) Conduct occurring while a student is registered or enrolled at APSU, but not discovered until after the awarding of a degree, is actionable under these provisions and may result in a retroactive sanction. Should a student withdraw from APSU with corrective action or academic misconduct action pending and not yet concluded, the student's record may be encumbered by the appropriate APSU office until the proceedings have been concluded.

Academic and Classroom Misconduct

- (1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive

conduct or conduct that violates the general rules and regulations of APSU. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further corrective action can be affected only through appropriate procedures established by the Division of Student Affairs. Temporary removal or exclusion from the classroom by the instructor does not constitute a corrective suspension or expulsion.

- (2) Academic dishonesty includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students responsible for academic misconduct, either directly or indirectly through participation or assistance, are responsible to the instructor of the class. Sanctions for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to, a grade of "F" on the work in question, a grade of "F" in the course, reprimand, probation, suspension and expulsion. The student will be advised of their rights. The student may accept the instructor's finding, grade reduction, and/or other sanction and waive their right to a hearing. In the event a student believes they have been erroneously accused of academic misconduct, they may request a hearing. Hearings will be conducted pursuant to the procedures set forth in Part 5, Conduct Procedures, below. If the student is found responsible for the allegation(s) of academic misconduct, the grade as assigned by the instructor will stand. Should the hearing source find the student not responsible for the academic misconduct, the instructor will reassess the student's grade based upon the hearing source's findings. When necessary, grade changes will be made administratively.
- (3) Students may appeal a graded assignment associated with a finding of academic misconduct, as distinct from a student corrective action, through appropriate APSU academic grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
- (4) Disruptive behavior in the classroom (on ground or virtual) may be defined, but is not limited to, behavior that obstructs or interferes with the learning environment (e.g., repeated outbursts from a student which interferes with the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, the presence of non-enrolled visitors in the classroom (including but not limited to minors), or the continued use of any noise or light-emitting device which disturbs or interrupts the concentration of others (e.g., disturbing noises from text messaging, cell phones, laptop computers, games, etc.).
- (5) Class attendance and punctuality requirements are established by the instructor through the syllabus for each course. Students are expected to attend class regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the instructor or each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which student(s) are unable to make immediate contact with the instructor, the student may contact the Student Affairs office for assistance in providing such immediate notification to instructor. However, the student remains responsible for verifying the emergency circumstances to the instructor and for discussing arrangements with faculty for possible completion of coursework requirements, if feasible.

Corrective Actions

- (1) APSU shall adopt and publish guidelines, providing notice of potential corrective actions consistent with these rules or policies applicable to both students and student organizations. The guidelines may include any appropriate corrective action subject to prior review by the APSU Office of Legal Affairs and approval by the Board of Trustees. Upon a determination that a student or student organization has violated any of the offenses set forth in these rules, policies, or guidelines, corrective action may be imposed, either singly or in combination, by the appropriate school officials. (Note: Records may be released only as authorized by state or federal law, including but not limited to final results of conduct proceedings for violations that include crimes of violence, as defined by Tennessee law, or non-forcible sex offenses may be released without consent as required by state law.)

- (2) **Definition of Corrective Actions.** The following provides a non-exhaustive list of possible sanctions with corresponding definitions:
- (a) **Restitution.** Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate authority to monetarily compensate a party or parties for a loss suffered as a result of violation(s). Any such monetary payment in restitution shall be limited to the actual cost of repair, replacement or financial loss;
 - (b) **Warning.** The appropriate APSU official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other corrective action;
 - (c) **Reprimand.** A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these rules and provides notice that any further violation(s) may result in more serious penalties;
 - (d) **Restriction.** A restriction upon a student's or registered student organization's privileges for a period of time may be imposed. This restriction may include, but is not limited to, the following: denial of the right to represent APSU in any way, denial of the use of APSU facilities and/or parking privileges, restriction of participation in extracurricular activities, restriction of organizational privileges including registration, and restriction of the transfer of academic credit from another institution;
 - (e) **University Probation.** Continued enrollment of a student or student organization on probation may be conditioned upon adherence to these rules or accompanying policies. Any student or registered student organization placed on probation will be notified of such in writing, either in hard copy or electronic format, and will also be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student or registered student organization. Any conduct in violation of these rules or accompanying policies while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of an elevated sanction;
 - (f) **Suspension.** If a student or student organization is suspended, he/she or the organization is separated from APSU for a stated period of time with conditions for readmission stated in the notice of suspension;
 - (g) **Expulsion.** Expulsion entails a permanent separation from APSU. The imposition of this sanction is a permanent bar to the student's readmission or a registered student organization's recognition by APSU. A student or registered student organization that has been expelled may not enter APSU property or facilities without obtaining prior approval from an appropriate university official with knowledge of the expulsion directive. This includes all non-credit and distance education classes and programs;
 - (h) **Interim or Summary Suspension.** As a general rule, the status of a student or student organization accused of violations of these rules should not be altered until a final determination has been made in regard to the charges. Interim or Summary Suspension may be imposed upon a finding by the appropriate APSU official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the APSU community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of Interim Suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;

- (i) **Housing Probation.** A student or registered student organization placed on housing probation is deemed not to be in good standing with the housing community, and his/her continued residence is conditioned upon adherence to these rules and the Housing Contract. Any student or registered student organization placed on probation shall be notified in writing or via email of the terms and length of the probation. Probation may include restrictions upon the activities of the housing resident, including any other appropriate special condition(s). Any conduct of a similar or more serious nature in violation of the probation may result in suspension from housing;
- (j) **Housing Suspension and Forfeiture.** A student or registered student organization suspended from housing may not reside in, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended student or registered student organization shall be required to forfeit housing fees (including any unused portion thereof and the Housing deposit). A suspended student or registered student organization must vacate the housing unit within forty-eight (48) hours. Housing suspension shall remain a part of the student's record;
- (k) **Service to the University.** A student or registered student organization may be required to donate a specified number of service hours to APSU, by way of performing reasonable tasks for the appropriate APSU office or official. This service shall be commensurate to the offense the student or registered student organization is guilty of violating (i.e., service to maintenance staff for defacing APSU property);
- (l) **Educational Program.** A student or student organization may be required to participate in any educational programs relevant to the offense, to attend special seminars or educational programs, or to prepare a project or report concerning a relevant topic;
- (m) **Smoking and Clean Air Violation.** There will be graduated fines imposed for smoking and clean air violations in accordance with APSU rules and policies;
- (n) **Referral for Intervention, Assessment and/or Counseling.** The student is mandated to visit the appropriate APSU official for an initial intervention and assessment which may be followed by required participation and a prescribed plan of action or treatment plan by an APSU or off campus provider. Release of information may be required. Parents or legal guardians may be notified in certain situations;
- (o) **Fines.** Penalties in the form of fines may be enforced against a student or a registered student organization whenever the appropriate hearing officer(s) or hearing body deems necessary. The sanction of fines may be imposed in addition to other forms of corrective actions. Failure to pay fines to the Business Office within two (2) weeks of the decision may result in further corrective action;
- (p) **Letter of Apology.** A student or student organization may be given the opportunity, under certain circumstances, to voluntarily apologize to APSU or its guests, another student or student organization, faculty or staff member, or any other affected party, either verbally or in writing, as an alternative or in addition to the imposition of other sanctions, for the behavior related to an offense;
- (q) **Revocation of Admission, Degree, or Credential;** and,
- (r) **Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.**

Procedures

(1) Hearing Options

- (a) Procedures conforming to the Uniform Administrative Procedures Act (UAPA). All cases falling under the purview of this rule which may result in (i) suspension or expulsion of a student or student organization from APSU for conduct related reasons, or (ii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the UAPA S.T.C.A. 4-5-301 et seq. and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Trustees, unless the student or student organization waives those procedures in writing and elects to have his or her case heard by either the University Hearing Board or an Administrative Hearing.
- (b) Cases which are not subject to the contested case procedures under the Uniform Administrative Procedures Act and cases in which a student or student organization has waived the contested case procedures in writing shall be processed in accordance with APSU Hearing Procedures. APSU has established two (2) alternate APSU Hearing Procedures:
 - 1. A hearing conducted by one (1) or more Student Affairs Administrators; or
 - 2. A hearing conducted by the University Hearing Board. (Note: This option shall be available until the final ten (10) class days of each semester, or the final five (5) class days of the second summer term, during which time all hearings will be conducted by appropriate Student Affairs Administrators, except those subject to UAPA procedures as selected by the student or student organization.)
- (c) Cases which are not subject to the contested case procedures under the Uniform Administrative Procedures Act and which involve minor first offenses by students or student organizations may be discussed informally. In such cases, no formal record will be maintained in the conduct records of APSU. The Dean of Students or other designee, appointed by the Vice President for Student Affairs, shall note the name of the student or student organization involved in his/her personal records. The purpose of this notation is only to determine a student's or student organization's prior involvement in a minor offense, when and if a second offense occurs at a later date. If the student or student organization is subsequently involved in another violation of regulations, at the discretion of the hearing body, this Informal Record will become a part of the student's or student organization's Formal Conduct Records.
- (d) Alternative resolution methods may include, but are not limited to, mediation and/or negotiated resolutions.
- (e) Jurisdiction of Cases to be heard by Student Affairs Administrators:
 - 1. All formal cases involving incidents which occur in APSU residence halls and/or apartments and which involve on-campus residents shall be heard by the Residence Life staff or designee.
 - 2. All other formal cases shall be heard by the Dean of Students, or appropriate designee, except in cases where such staff member is unavailable or has a bias toward either party in the pending case. In such cases the Vice President for Student Affairs shall assign one (1) or more Student Affairs Administrators to hear the case.

(2) Commencement of Conduct Proceedings

- (a) A student or registered student organization accused of violating APSU policies, rules, or regulations shall be called before the Dean of Students or designee, appointed by the Vice President for Student Affairs, for a preliminary conference at which the student or registered student organization will be advised of the following:
 - 1. The charges against him/her/or organization;
 - 2. The rights afforded to the student or organization by the hearing procedures which are available;

3. The hearing procedure options available; and
 4. The responsibilities of the student or registered student organization in the conduct procedures.
- (b) A student or registered student organization may waive the right to a preliminary conference and an oral explanation of the items listed in (2) (a) above.
- (c) Once advised of the hearing options, the student or registered student organization may elect to accept the finding and sanction from the Dean of Students or designee, or elect a hearing pursuant to UAPA (where appropriate), or a hearing before the University Hearing Board.
- (d) The election must be made within three (3) class days of receipt of notice of pending charges against him/her or organization by completing, and signing, an Election of Procedure form and/or waiver form. Once the election is made, the decision is final and may not be changed during the course of the hearing.
- (e) Complaints related to discrimination or harassment will be investigated in accordance with applicable APSU policies and rules. If APSU determines that discrimination or harassment occurred that falls outside of the Title IX regulations or APSU's applicable rule or policy, the student or organization will be subject to the conduct procedures outlined in this rule and related policies.
- (f) This rule does not apply to matters that fall within the scope of Title IX of the Education Amendments of 1972.
- (3) **APSU Hearing Rights.** These rights shall be afforded the accused student/organization in all APSU Hearings falling under the purview of this rule before the appropriate Student Affairs administrator or the University Hearing Board.
- (a) The right to choose the desired hearing option. (This right must be exercised within three (3) class days of the presentation of charges. Note: This University Hearing Board option shall be available until the final ten (10) class days of each semester, or the final five (5) class days of the second summer term, during which time all conduct hearings will be conducted by appropriate Student Affairs administrators, except those subject to UAPA procedures.)
 - (b) The right to written notice, by United States mail, courier service, hand delivery to the permanent or local address on file for the student, or APSU email, of the time, place, and date of the hearing at least three (3) days in advance of the hearing. A justified delay may be granted. The right to at least a three-day notice may be waived in writing by the students and/or student organization.
 - (c) The right to a written statement of the charges in time and detail sufficient to enable the student/organization to prepare for a hearing.
 - (d) The right to be accompanied by an adviser of the student's/organization's choice, but such adviser participation shall be limited to directly advising the student/organization during the hearing.
 - (e) The right to a statement of the possible corrective actions that may be imposed as a result of a finding of a violation of the Student Code, at least three (3) days in advance of the hearing.
 - (f) The right to present witnesses in the student's/registered student organization's behalf and to question any witnesses presented. The student/organization is responsible for the attendance of any witnesses to be present on the student's/organization's behalf.
 - (g) The right to be informed in writing, delivered either by United States Postal Service mail, courier service, hand delivery to the permanent or local address on file for the student, or via email to the APSU email of the student or registered organization, of:
 1. The final administrative decision.
 2. The proper procedure for appeal.

- (h) The right to be provided copies, upon request and in accordance with APSU policies, rules, and guidelines, of all complaints, reports, witness statements and other written materials used in determining the charges.
 - (i) In cases involving sexual misconduct, the right to the name of each witness APSU expects to present at the student conduct proceeding and those APSU may present if the need arises.
 - (j) In cases involving sexual misconduct, the right to request a copy of APSU's investigative file, redacted in accordance with the Family Educational Rights and Privacy Act of 1974.
 - (k) In cases involving sexual misconduct, the student's right to request copies of all documents, copies of all electronically stored information, and access to tangible information that APSU has in its possession, custody, or control and may use to support claims or defenses, unless the use would solely be for impeachment.
- (4) **Rights of Complainant and/or Respondent.** The APSU member (student, faculty or staff) who self-authors on their own behalf a complaint shall have the following rights:
- (a) To be notified of their rights prior to making a statement and be provided a copy of any statements made in regard to the violation;
 - (b) To attend the hearing, submit a list of witnesses to be called to the hearing, to be given the opportunity to question all witnesses;
 - (c) To have an adviser present during the hearing. Adviser participation shall be limited to directly advising the student/organization during the hearing;
 - (d) To be permitted to dismiss the complaint only up to the date of the hearing;
 - (e) To be notified of the outcome of the hearing, including the finding of responsibility and sanctions;
 - (f) In cases involving sexual misconduct, the right to obtain the name of each witness APSU expects to present at the student proceeding and those APSU may present if the need arises:
 - (g) In cases involving sexual misconduct, the right to request a copy of the APSU's investigative file, redacted in accordance with the Family Educational Rights and Privacy Act of 1974; and
 - (h) In cases involving sexual misconduct, the student/organization's right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that APSU has in its possession, custody, or control and may use to support claims or defenses, unless the use would solely be for impeachment.
- (5) **APSU Hearing Procedures**
- (a) Hearings before a Student Affairs Administrator. The appropriate Student Affairs Administrator shall act as hearing officer in the hearing, shall determine student's/organization's finding of responsibility and shall apply sanctions as appropriate. This administrator shall create the record which must include, but may not be limited to, evidence of witness testimony and any exhibit provided by any party, in addition to the technical record.
 - (b) Hearings before the University Hearing Board. Procedures for the Board include the following:
 1. The Hearing Board shall be composed of nine (9) persons: five (5) students, (two (2) automatically selected from the Student Tribunal Justices of the Student Government Association), and three (3) selected by SGA, two (2) faculty and two (2) administrators, all appointed by the University President, for a term of one (1) academic year. Additionally, student, faculty and administrator alternate members shall be selected to serve in the absence of regular members and shall be appointed by the University President for a term of one (1) academic year.
 2. The Chair of the Hearing Board shall be appointed by the University President.

3. A minimum of five (5) members of the Hearing Board are required to hear a conduct case, composed of at least two (2) students, one (1) faculty member, and one (1) administrator. The Hearing Board shall create the record which must include, but may not be limited to, evidence of witness testimony and any exhibit provided by any party in addition to the technical record.
4. The Dean of Students or designee shall train and advise all regular and alternate members of this Hearing Board in appropriate procedures.
5. The hearing shall be conducted consistent with the rights described above in paragraphs (3) and (4) of this rule.
6. All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing.
7. Formal rules of evidence shall not be applicable. The adjudicating body may exclude evidence which in its judgment is immaterial, irrelevant, or unduly repetitious.
8. The standard of proof used for all cases is the preponderance of evidence.
9. The hearing source shall issue a written decision within three (3) class days after the conclusion of the hearing.
10. The student will be advised in writing via APSU email (and USPS mail if requested by the student) of the Hearing Board or Student Affairs Administrator decision and all sanctions imposed as a result of the conduct hearing.
11. Any sanction imposed shall be effective immediately upon written notification of the student/ organization unless the hearing authority deems a stay of such sanction desirable pending appeal.
12. In any case where the sanction results in separation from APSU, the decision shall be reviewed by the Vice President for Student Affairs or designee prior to notifying the Office of the Registrar and the academic department in which the student has been enrolled.

(6) Appeals

- (a) The student may appeal decision(s) of the University Hearing Board or the Student Affairs Administrator. Appeals are made to the Vice President for Student Affairs or designee.
- (b) Student(s) or organization(s) may make an appeal within five (5) business days of the date notification of sanction imposed. Appeals must be in writing indicating the reason(s) for the appeal and submitted to the Student Affairs office.
- (c) Appeals shall be limited to the following reasons:
 1. Whether the proper procedures were followed in the hearing;
 2. Whether the appropriate standard of review was used in the hearing;
 3. Whether the sanction was appropriate for the violation; or
 4. New information, not available at the time of the original hearing, has become available which would substantially alter the outcome of the hearing.
- (d) Review shall be based solely on the hearing record and the written appeal documents submitted by the student.
- (e) Appellate Authority. The Vice President for Student Affairs, or designee, shall have the authority to do any of the following upon review of an appeal:
 1. Uphold the finding of responsibility and sanction;
 2. Uphold the finding of responsibility but adjust the sanction up or down;
 3. Return the case for further consideration by the original hearing authority; or
 4. Reverse the finding of responsibility.

- (f) The Vice President for Student Affairs or designee shall issue a written decision within five (5) business days after the appeal is heard.
 - (g) The decision of the Vice President for Student Affairs or designee is final.
- (7) **Student Organization Sanctions**
- (a) Any registered student organization may be given a warning, reprimand, placed on probation, suspension, or restriction or may have its registration withdrawn by the Dean of Students, or by a Student Affairs Administrator appointed by the Vice President for Student Affairs. Such actions may be taken after having a hearing conducted in accordance with the procedures outlined in these rules for conduct procedures.
 - (b) The contested case provisions of the UAPA will be used in the case of withdrawal of registration of an organization, unless those provisions have been waived in writing by an authorized representative of the student organization. Withdrawal of registration may be taken for any one (1) of the following reasons:
 1. The organization fails to maintain compliance with the initial requirements for registration;
 2. The organization ceases to operate as an active organization;
 3. The organization requests withdrawal; and
 4. The organization operated or engaged in any activity in violation of the policies, rules, and regulations of APSU, of any governing body, or federal or state laws.

Conflicts of Interest

- (1) Consistent with the Student Due Process Protection Act, T.C.A. § 49-7-1704, student disciplinary proceedings must include protection for respondents and complainants analogous to, and no less protective than, the conflict of interest provisions of T.C.A. § 4-5-30.

Traffic & Parking Regulations

Please review the traffic and parking regulations online at the parking website, www.apsu.edu/parking, or scan the following code.



Smoking/Clean Air Policy Enforcement

- 1. A student found smoking in an unauthorized area can be charged with violating 2(q) of the APSU Code of Student Conduct, which states: Violation of general rules and regulations. Any violation of the general rules and regulations of the University published in an official University publication, including the intentional failure to perform any required action or the intentional performance of prohibited actions.
 - (a) A student may be charged even if he/she puts the cigarette/cigar/etc. out — seeing the student smoking in an unauthorized area is sufficient.

- (b) Students seen smoking in non-designated areas will be required to produce their APSU Govs ID Card upon request.
1. If student does not have the card on their person, he/she will be asked for an alternative picture ID. Student may be charged with 2(h) "Misuse of Austin Peay State University documents or identification. Any failure to carry the APSU ID card at all times or to show it upon proper request."
 2. If the student refuses to produce their APSU Gov's ID Card and/or another form of picture ID, then he/she may additionally be charged with 2(p) "Failure to cooperate with University officials. Failure to comply with directions of University officials in the performance of their duties."
 3. A student on APSU property without any identification may be detained by Campus Police and/or denied access to the campus.
- (c) Students who are verbally abusive or threatening toward any person attempting to enforce the policy may be charged with additional violations such as 2(c) Harassment and/or 2(d) Disorderly Conduct.
- (d) A campus official or student observing the violation should complete a Disciplinary Complaint Form in the Student Affairs office.
- (e) Students may be charged for violation of the policy and fined as provided for in the Code under disciplinary sanction 2(o), Corrective Actions: "Fines. Penalties in the form of fines may be enforced against a student whenever the appropriate hearing officer(s) or hearing body deems necessary. The sanction of fines may be imposed in addition to other disciplinary sanctions. Failure to pay fines to the Business Office within two weeks of the decision will result in further disciplinary action." If the student pays the fine, then there is an inherent assumption that the student is pleading guilty and the hearing officer, as the chief judicial officer, is imposing the sanction.
- (f) There will be graduated fines automatically imposed for violation of the policy:
1. First Offense: \$25
 2. Second Offense: \$50
 3. Third Offense or more: \$100 and referral for formal disciplinary charges
- (g) A faculty or staff member found in violation of the policy will be subject to employee disciplinary procedures.
- (h) Nonstudents violating the Smoking/Clean Air Policy may be charged with trespassing.

2. Appeal Process

- (a) Upon receipt of a charge, a student has three class days to submit a written appeal. Appeals submitted after three days will not be considered.
- (b) To submit an appeal, contact the Student Affairs office at 931-221-7341.
- (c) The issuing official will be afforded the opportunity to comment on appeals before being presented to the appeal authority.
- (d) In addition to the Student Tribunal's authority to adjudicate traffic and parking violations, the Student Tribunal also shall hear and decide all cases involving the appeal of smoking violations by students. The Tribunal will consist of a minimum of three members and decide by majority vote.
- (e) The Tribunal will meet at a minimum every two weeks and report findings in writing to the student, the chief judicial officer and Student Account Services.

APSU CAMPUS SECURITY

Security Policies and Procedures

APSU maintains a 24-hour dispatch service accessible by telephone (931-221-7786), emergency (911) and is always open for walk-in service (Shasteen Building). Officers patrol the campus by automobile and on foot 24 hours a day. The Department of Public Safety is open 365 days a year. Department regulations state that when a person applies for assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information shall be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established departmental procedure.

The campus and facilities of the University are restricted to students, faculty, staff, guests, and invitees of the University, except when part or all of the campus, its buildings or facilities are open to the general public for an approved and designated time and purpose. Campus facilities include all on-campus buildings and off-campus buildings owned or controlled by the University or student organizations recognized by the University. For specific information on access to facilities and key control, refer to APSU Policy No. 4:007.

All persons using campus facilities, including faculty, staff, guests and invitees, shall be subject to all rules and regulations of the University, which are applicable to the conduct of students on campus and to all applicable federal and state laws and regulations. The Department of Public Safety department conducts ongoing surveys of outdoor lighting and reports problems directly to the Physical Plant.

The Department of Public Safety also conducts surveys of the campus for hazardous conditions and reports problems directly to the Physical Plant. In addition, public safety personnel routinely report all unsafe or potentially unsafe conditions found to exist on campus. In the event of a hazardous or unsafe condition, steps are taken to ensure the safety of the University community. There are commissioned officers employed by the Department of Public Safety. Their training consists of a basic police academy, which meets the requirements of the Tennessee Police Officers Standards and Training Commission and an annual in-service training session of 40 hours, which also meets Tennessee P.O.S.T. requirements.

APSU Campus Police are commissioned as peace officers by the president of APSU as provided by state statutes. The commission authorizes officers to enforce laws on the campus and provides officer status on University property and streets contiguous to the campus. Department of Public Safety has a close working relationship with municipal, county, state and federal law enforcement agencies. The Clarksville Police Department offers close support by patrolling surrounding neighborhoods and may investigate major crimes on campus. The Military Police at Fort Campbell provides similar support at the APSU Center at Fort Campbell.

All members of the University community are encouraged to report all criminal activity and other suspicious activity to the Department of Public Safety. Security awareness and reporting procedure presentations are made to all incoming students and new employees during orientation sessions. Should the University acquire any new facilities at remote locations that come under the purview of these laws, arrangements will be made with local law enforcement agencies to provide required crime statistics. These will be distributed annually to facility users to alert them to potential criminal activities. The Student Handbook contains a statement encouraging students to contact Department of Public Safety regarding criminal activity. Other methods to encourage prompt reporting of criminal activity include distribution of newsletters, memorandums, newspaper articles, posters and other media. A list of off-campus student organizations and their addresses are provided regularly to the Clarksville Police Department. They have agreed to forward reports of any criminal activity at these locations to the Department of Public Safety at APSU. Crime prevention programs including a program to engrave identification numbers on valuable items, assault awareness presentations and videos providing information regarding methods to prevent crimes are used on a regular basis. Other information on crime prevention is regularly distributed to students and employees through newsletters, memorandums, campus newspapers and posters.

Campus Crime Statistics

Statistics for all campus crimes will be published on an annual basis in the time frames required by federal and/or state law and will be available at the Office of Public Safety or online at www.apsu.edu/police/crime.

AUSTIN PEAY STATE UNIVERSITY STUDENT RIGHTS

FERPA and Confidentiality and Privacy of Student Records

FERPA is the acronym for the Family Educational Rights and Privacy Act. Originally enacted in 1974 as part of a bill extending the Elementary and Secondary Education Act of 1965, FERPA was enacted as a series of civil rights legislation, designed to assert and protect the rights of students and their parents. Its primary purpose was two-fold: to assure parents of students' access to their education records and to protect such individuals' rights to privacy by limiting the transferability of their records without their consent. Visit www.apsu.edu/registrar/ferpa to view comprehensive FERPA information.

Can a school disclose information to parents in a health or safety emergency?

Yes. Austin Peay State University is permitted to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Can parents be informed about students' violation of alcohol and controlled substance rules?

Yes. APSU is permitted to inform parents of students under the age of 21 of any violation of law or policy concerning the use or possession of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?

Austin Peay may disclose information from "law enforcement unit records" to anyone — including parents or federal, state or local law enforcement authorities — without the consent of the eligible student. Many colleges and universities have their own campus security units, just as Austin Peay State University does. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

When may a school disclose information to parents of dependent students?

Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules or if the student voluntarily provides the University with a waiver providing parents access to educational records.

Can school officials share their observations of students with parents?

Nothing in FERPA prohibits a school official from sharing with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a professor or other school official from letting a parent know of his or her concern about the student based on their personal knowledge or observation.

How does HIPAA apply to students' education records?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services for students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1. The right to inspect and review the content of and obtain copies thereof at a reasonable cost the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the Registrar, dean, head of the academic department or other appropriate official a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall refer the student to the correct official to whom the request should be addressed.

The right of access of a student may not include access to:

- (1) Financial records of the parents of the student or any information contained therein;
- (2) Confidential letters and statements or recommendations concerning admission, employment or the receipt of an honor, which were placed in the records prior to Jan. 1, 1975, or concerning which the student has signed a waiver of access;
- (3) Administrative and educational personnel records ancillary thereto, which are in the sole possession of the maker thereof and which are not accessible to any person except a substitute;
- (4) Records of law enforcement officials;
- (5) Records relating exclusively to a person's employment at the institution when the person is not in attendance as a student of the institution; and records maintained by professional or paraprofessional health-related personnel which are made in connection with the provision of treatment of a student and not available to persons other than the health-related personnel.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Austin Peay State University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202.

Confidentiality and Privacy of Student Records

FERPA requires that Austin Peay State University (APSU), with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from their education records. However, APSU may disclose appropriately designated "directory information" without written consent, unless the student has advised APSU to the contrary in accordance with APSU's procedures.

“Directory information” includes the following: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student and degrees and awards received by a student. The University provides each student the opportunity to restrict disclosure of the designated directory information. The student will be given this opportunity at the beginning of each academic term or must notify APSU in writing by the first day of classes for the semester in which they are attending. (Forms may be obtained from the Office of the Registrar.)

Information concerning educational records which is personally identifiable with a particular student, other than directory information, shall not be released to persons, agencies or organizations other than those herein described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release and to whom the information is to be released, with a copy to the student, if requested, or
2. Such information is furnished in compliance with a judicial order or a subpoena, provided that advance notice of the receipt of the order of subpoena shall be provided to the student prior to compliance if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty, who have legitimate educational interests.

Visit <https://www.apsu.edu/policy/> for the Confidentiality of Student Records Policy.

Additional APSU disclosures can be found at <https://www.apsu.edu/about-apsu/institutional-disclosures.php>. Upon request, the disclosure information can be provided in paper copy.

Students’ Rights and Responsibilities

Anyone enrolling at Austin Peay State University is entitled to all rights granted to their by the Constitution of the United States and is entitled to the full protection of the law. Apart from those rights and duties enjoyed by nonstudents, enrollment in the University carries with it special privileges and imposes special responsibilities. The University has established regulations and certain due process procedures essential to an atmosphere of mutual respect which is sensitive to the rights of all individuals.

The APSU policies listed below can be found at www.apsu.edu/policy. If you have questions, please contact the Student Affairs office at 931-221-7341.

1. Students have the right to enjoy the educational opportunities afforded by the University without discrimination because of age, race, sex, sexual orientation, disability, veteran status or national origin.
2. Students are entitled to the right of due process as provided and explained by the University’s Code of Student Conduct.
3. Students are entitled to freedom from unreasonable search and/or seizure regarding their person, their residence and their personal property.
4. Students have a right to privacy, including the maintenance of confidential records in accordance with the provision of the Family Educational Rights and Privacy Act as amended and as qualified by the Tennessee Public Records Act.
5. Students have the right of access to campus crime statistics and graduation rates, as defined by the Student Right-to-Know and Campus Security Act, as amended.
6. Students have the right to affiliate with officially registered student organizations if the membership requirements of those organizations have been met and the right to establish through official procedures additional student organizations of their choosing.
7. Students have the right to participate in University governance through the Student Government Association, student organizations and representation on University committees.
8. Students have a right to peaceably assemble in accordance with federal, state, local and Austin Peay State University regulations.

9. Students have the right of reasonable access to the University campus and facilities.
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. To not be required to believe or endorse a specific ideology or political viewpoint;
 - d. Accurate information concerning institutional services, regulations, policies and procedures in published form;
 - e. Sound and accurate academic advice, including such matters as courses required for graduation, course and program prerequisites and course sequence;
 - f. 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;
 - g. Flexibility in course scheduling (by dropping and adding) or withdrawing within University guidelines;
 - h. Information about the various types of financial assistance available;
 - i. Freedom to evaluate courses, programs and services and provide input to appropriate segments of the campus administration; and
 - j. Classes to meet in various modalities as scheduled with minimal exception, 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 to the Provost. 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 (www.apsu.edu/appeals) for which fee adjustments are made. If your situation meets the criteria outlined, complete the Appeal Form and submit to Enrollment & Student Achievement (ESA). Supporting documentation must be sent to the ESA office within five (5) business days of the submission of the appeal. The ESA office will provide a decision in writing via email to the appellant's official APSU email account. Decisions of the ESA 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 email to the appellant's official APSU email 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 email 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.

For assistance, please contact Enrollment & Student Achievement at 931-221-6540.

Admissions Appeals

Any applicant who does not fulfill requirements for any category of admission may be asked to submit an Appeal for Further Review form at www.apsu.edu/admissions/admitted/Admission_for_Futher_Review.pdf to be considered by the University's Committee on Admissions Standards (<https://www.apsu.edu/governance/committees/AdmissionStandCom.php>). For assistance, please contact the Office of Admissions at 931-221-7661.

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. New students must submit the completed form and supporting documentation to the Office of Admissions, Ellington Lobby, and currently enrolled students must submit their materials to the Office of the Registrar, Ellington 316. 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.

For assistance, please contact the Office of the Registrar at 931-221-7150.

Traffic Fines/Citations Appeals

Traffic fines and citations may be appealed through accessing the appeal form found on the APSU Parking and Transportation website. For assistance, please contact the Parking and Transportation Department at 931-221-7275.

Housing, Residence Life and Dining Appeals

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

For assistance, please contact Housing, Residence Life and Dining Services at 931-221-7444.

Grade 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 (www.apsu.edu/policy). 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.

Policy 2:040 details the procedure for appealing a grade. A student should first try to resolve the issue with the faculty member if possible. If this attempt is not agreeable, the student should then appeal in writing to the department chair in the area where the instructor is a member. The departmental assistant can provide information about the name of the department chair. If the situation is not resolved at this level, the student can then appeal to the dean of the college over that department. If the appeal needs to proceed further than the dean, the dean will forward the appeal to the Student Academic Grievance Committee (<https://www.apsu.edu/governance/committees/studgrev.php>). The dean will notify the student in writing of the final decision.

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. See Policy 3:002 at www.apsu.edu/policy. For assistance, please contact the Student Affairs office at 931-221-7341.

Special Circumstance Drop or Withdrawal

The Office of Student Affairs will consider a special circumstance withdrawal if the criteria for the withdrawal is met. The criteria set is subject to change at the discretion of the Office of Student Affairs. All necessary paperwork related to the special circumstance withdrawal process should be submitted to the Office of Student Affairs at studentaffairs@apsu.edu. All

necessary paperwork related to a specific course drop because of special circumstance should be submitted to Enrollment and Student Achievement at sa@apsu.edu.

Drop

A request of a specific course drop because of exigent circumstance can be requested and must be processed through the office of Enrollment and Student Achievement. This exigent drop could include courses that require physical activity that may be untenable because of health considerations. A special drop can be enacted for any courses that do not fully withdraw the student from the semester. As an example, if the student needs to drop from 12 credit hours to 3 credit hours, the special drop is the applicable option. If the student needs to drop all currently attended courses, then a withdrawal is required.

Backdated Withdrawal

This type of withdrawal is for an event that has occurred that will require special circumstance withdrawal from all classes at the University. Backdated withdrawals can only be enacted for the currently active semester – as an example, if at the beginning of the semester a special circumstance listed below occurred that prevented attendance for greater than 10 calendar days, then you are able to request a backdated withdrawal.

Retroactive Withdrawal

This type of withdrawal is for an event that has occurred that will require special circumstance withdrawal from all classes at the University in a semester that is not currently active. Retroactive withdrawals are needed if the student has a special circumstance that made them unable to attend the University in a previous semester. For example, if a student has a qualifying circumstance occur during the fall semester and is requesting a special circumstance withdraw during the spring semester, they must use the retroactive withdraw request.

Qualifying Factors related to a Drop or Withdrawal

Special circumstance drop or withdrawal requires official paperwork that specifically notes the student’s inability to attend during the requested period of time for drop or withdrawal. The following circumstances are currently considered:

Military

- Field training exercises
- Military active deployment
- Military deployment (training)
- PCS orders
- School training orders

Health

- Hospitalization
- Immediate family member death
- Immediate family emergency
- Doctor’s statement that includes the student’s inability to attend for a specific or prolonged time period
- Counselor or therapist statement that include the student’s inability to attend for a specific or prolonged time period

Other

- Police Reports
- Documentation that may support your request that is not listed above

Please keep in mind that this appeal is subject to review by the corresponding offices.

Special Circumstance Withdrawal Request: email Student Affairs at studentaffairs@apsu.edu

Special Circumstance Drop Request: email Enrollment and Student Achievement at sa@apsu.edu

Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in State Authorization Reciprocity Agreement States (SARA)

Student complaints relating to consumer protection laws that involve distance learning education offered under the

terms and conditions of the State Authorization Reciprocity Agreement (SARA) must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission (<https://www.tn.gov/the/c/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<https://www.nc-sara.org/resources/guides>) have been violated by the institution operating under the terms of SARA.

For a list of SARA member states, please visit the NC-SARA website (<https://nc-sara.org/directory>). Students residing in non-SARA states should consult their respective state of residence for further instruction for filing a complaint.

Statement of Grievance and State Law Violations

Students should be aware that, should they have concerns or complaints about their program or their financial aid this institution has a complaint procedure. (see Academic and Non-Academic Grievance Procedure contained herein.) To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure before involving others. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints of fraud, waste or abuse may be made by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454. Students or prospective students who wish to file a complaint related to accreditation may contact the Southern Association of Colleges and Schools Commission on Colleges. Please see below.

Complaints of Accreditation

Austin Peay State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, education specialist, and doctoral degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Austin Peay State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

APSU POLICIES & GUIDELINES

Freedom of Expression and Inquiry

APSU recognizes the importance of freedom of expression and inquiry as well as academic freedom in the pursuit of educational excellence. As such, and in compliance with the Tennessee Higher Education Freedom of Expression and Transparency Act, additional information reflecting APSU's commitment to freedom of expression and academic freedom is available at www.apsu.edu/divisiveconcepts.

Acceptable Use of Information Technology Resources Policy

Purpose

The purposes of this policy include:

- 1) To articulate the rights and responsibilities of persons using information technology resources owned, leased or administered by Austin Peay State University (APSU);
- 2) To protect the interests of users and APSU; and
- 3) To facilitate the efficient operation of APSU information technology systems.

General Information

The primary purpose of Austin Peay State University's information technology resources is to enhance and support the educational mission of the University. Access to the University's technology resources is a privilege granted to University students, faculty, staff, contractors and approved guests. These resources include, but are not limited to, computer hardware, software, computer accounts, email accounts and local area networks, as well as connections to other computer networks via the internet. Users are expected to use these resources in a responsible manner.

Restrictions

- A. All users shall comply with the APSU Policy 4:029, Acceptable Use of Information Technology Resources, which may be found at the following URL: www.apsu.edu/policy. Said APSU policy and any subsequent versions thereof is hereby fully incorporated and made a part of this University policy.
- B. Information technology resources may not be used for the following:
 - 1) Entering, without authorization, into any account to use, read and transfer or change contents in any way;
 - 2) Impersonating/misrepresenting another individual's system account or email user name;
 - 3) Using information technology resources to interfere with the work of other students, faculty, staff or University officials;
 - 4) Using information technology resources to send obscene, abusive, threatening, defamatory or harassing messages;
 - 5) Using information technology resources for activities not directly related to academic or research endeavors in such a way that it causes disruption in a University lab or classroom;
 - 6) Using information technology resources to interfere with the normal operation of University computing systems and connected networks, including, but not limited to: introducing viruses, flooding the network with messages or unfairly monopolizing resources that result in the exclusion or significant disruption of others;
 - 7) Using University information technology resources for personal profit or commercial purposes;
 - 8) Using University or state-owned equipment or resources to access obscene or illegal material via the internet; or
 - 9) Using University information technology resources to illegally disperse or receive copyrighted or protected software or software resources;
 - 10) Using University information technology resources for any other activity not directly enhancing or supporting the educational purposes of the University.

Consequences

Intentional failure to comply with this policy will result in action that may include suspension of user privileges or other disciplinary action, including suspension or expulsion from the University or termination of University employment. In addition, violations may result in referral for prosecution by local, state or federal authorities.

Privacy Considerations

The University reserves the right to view or scan any file, email or software stored on University- or state-owned systems or transmitted over University networks. All users should be aware that email messages are written records that could be subject to review with just cause and may be subject to the Tennessee Public Records Act. When required by law, court order or subpoena, email or computer files may be disclosed to the appropriate authorities.

Guidelines for Use of APSU Computer Labs

Purpose

This section describes the different types of computer facilities available, defines who may use these facilities and provides guidelines for acceptable use. These guidelines are intended to cover information which all facilities hold in common. Each facility may supplement these campus-wide guidelines with individual department or unit procedures or protocols to meet specific administrative or academic needs.

Violations of These Guidelines

Disciplinary actions for violating any provisions of these guidelines shall be governed by the applicable provision of the APSU Code of Student Conduct.

Sanctions for violation of these guidelines may include revocation or suspension of computer access privileges in addition to any other sanctions permitted under the Code of Student Conduct and APSU policy on information technology resources (www.apsu.edu/policy).

Violations of law may also be referred for criminal or civil prosecution. Resources covered by these guidelines include host computer systems, personal computers and workstations, computer peripherals, communications networks, software, removable media and files. The use of these resources is governed by federal and state law, as well as by Austin Peay State University policies and procedures. The University may monitor access to any of these resources in order to ensure security of its systems and networks and to enforce University policies.

Monitoring and Inspection of Electronic Records

Electronic records sent, received or stored on computers or systems owned, leased or administered by APSU are the property of Austin Peay. As the property of APSU, the content of such records, including electronic mail, is subject to inspection by APSU personnel. While APSU does not routinely do so, APSU is able and reserves the right to monitor and/or log all network activity of users without notice, including all email and internet communications. Users should have no reasonable expectation of privacy in the use of these resources.

Description of Facilities

The locations of computer facilities, as well as each facility's guidelines, procedures, equipment and hours, may be found on the GovsTech page under Student Resources.

In addition, this information shall be clearly posted inside and/or outside each facility.

Different types of computer facilities exist on this campus. Some APSU computer facilities are designated as open access, while some are specialized departmental facilities used for classes and, occasionally, function as open access. Some facilities have posted hours and are staffed by attendants, while others have no posted hours and are only opened as needed. Open labs include campus network and internet connections, which require a sign-in or identification procedure to ensure that only currently enrolled APSU students use the facility. Users should check each individual facility's procedures or protocols for specific information.

Users and Their Responsibilities

Access to APSU's computer labs is limited to currently enrolled APSU students. Exceptions are made for APSU academic pursuits and approved workshops, seminars or other special events. Users are responsible for ethical use of APSU computer and technology resources, including both honesty in their academic pursuits and respect for others who share these resources. If requested, users should be prepared to sign in and/or may be requested to present a valid APSU picture ID when they enter a computing facility.

Guidelines for Use

A. Access to resources in computing facilities

Computers for individual use are assigned on a first-come, first-served basis. APSU computing and networking resources are limited; therefore, the first priority should be the fulfillment of academic instructional objectives for students using the computer facilities. Users may be asked to justify the academic legitimacy of their activities to lab management. Users should be aware of state and federal laws governing the distribution and display of obscene materials (APSU Policy 4:029).

Students engaged in non-academic pursuits may be asked by attendants to relinquish machines for students who need to do work for their classes. Some computers are reserved for specific purposes because of special features such as an attached plotter or specialized software. These computers are clearly identified in each facility, and students needing those resources shall have priority on those machines.

B. Care of computing and technology resources

Malfunctioning equipment should be reported immediately to the attendant or manager in charge of the facility. The consumption of foods and beverages, including bottled water, is prohibited except in designated areas. Computers are configured according to the needs of students and faculty/staff. Users must not change hardware or software configuration settings. Users who have suggestions for a hardware or software configuration change should speak to the person who manages the facility.

Users are expected to exercise good judgment when submitting printing tasks and take proper care of the computers, printers and all other equipment found in the facilities (see section C, below).

C. Reducing wasteful use of paper and printing supplies

Users are expected to be conservative in their use of paper and to exercise discretion when printing documents to prevent waste of expensive printing materials. Because color cartridges are costly, users must be prudent when sending print jobs to color printers.

Users should submit the print command only once to avoid printing multiple copies of a document. Users should allow adequate time to ensure a successful print job before resending a print command.

Users who need multiple copies of a document must use a photocopying machine for duplication of documents. Coin-operated photocopiers are available in the Woodward Library (during library hours) as well as in the Printing Services center at APSU located on the first floor of the Woodward Library.

Users are urged to use the “print preview” command before submitting a print job. Blank pages that appear in the “print preview” result should be deleted before the print job is sent. Users should make sure they have sent their printing job to the correct printer. To do this, instead of immediately clicking on the printer icon, users should click the “File” command in the main menu toolbar and then select “Print,” which will open the Print dialog box where settings can be checked and adjusted before sending a print command.

Users must only print materials of academic relevance or co-curricular significance. Users should notify the lab attendant if the printer has failed to respond correctly after the first print command. If users have submitted an incorrect print job, they should notify the lab attendant so that the attendant can attempt to cancel the job. Users should save personal email, webpages and any kind of academically irrelevant materials to removable media, such as jump/thumb drives, external hard drives, CD-R or CD-RW disks.

D. Respect for others using the facilities

Those using the facilities should work quietly. Loud conversations and disruptive behavior disturb others who are trying to do academic work. Users may not encroach on others’ use of computing or technology resources. Such activities include, but are not limited to, sending harassing messages, introducing viruses or anything else which damages software or hardware and misrepresenting one’s identity in electronic communication. Persons who are disruptive in computer lab facilities will be asked to leave immediately. The lab attendant may summon the lab supervisor or the faculty advisor if a student refuses to leave. Campus security may be summoned to the facility if a user poses a threat to the safety of the facility. Repeated incidents of disruptive or harassing behavior will result in loss of computer use privileges.

E. Skills needed to use APSU facilities

Campus computer labs are primarily self-service facilities. Users are responsible for learning the skills necessary to use the computer applications. Software documentation and manuals may be made available to users in some facilities. The lab attendant’s responsibilities include: (a) ensuring that users properly sign in and sign out when applicable; (b) troubleshooting hardware; (c) correcting printer malfunctions; and (d) enforcing these lab guidelines. In addition to these primary responsibilities, attendants may be able to provide limited assistance to users based on the attendant’s knowledge of specific software.

F. Software and data on APSU computer lab facilities

Only software owned by or licensed to Austin Peay State University shall reside on campus lab computers. All applicable copyright laws and licenses must be observed. No software or “freeware” shall be installed on any APSU lab computer without express permission from the facility manager. Users must save their work to removable media, such as jump/thumb drives, external hard drives and CD-R or CD-RW disks.

G. Obscene materials

The distribution and display of obscene materials is prohibited by the laws of Tennessee (see Tenn. Code Ann. § 39-1902). Obscene materials are defined under Tennessee law (see T.C.A. § 39-17-901(10)) as those materials which: (a) The average person applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest; (b) The average person applying contemporary community standards would find that the work depicts or describes, in a patently offensive way, sexual conduct; and (c) the work, taken as a whole, lacks serious literary, artistic, political or scientific value. Federal law (18 U.S.C. 2252) prohibits the distribution across state lines of material involving the sexual exploitation of minors.

H. Students with disabilities

Computers on campus are open for student use on a first-come, first-served basis. Some facilities provide stations for users with disabilities. When users identify themselves as disabled and request immediate access, they shall be given access to a designated station only if a vacant computer is available for the student who is being relocated.

Illegal Downloading

All Austin Peay State University students, faculty and staff should be aware that it is illegal to acquire (via digital or other form of transfer) any copyrighted material unless you have legally purchased or have otherwise obtained the express permission of the copyright holder. Copyrighted material includes, but is not limited to, music, videos, books, images and software. With the advancement in technology and easy access via the internet to music, videos, books, images and software programs, along with programs with which to copy the material, you may not be aware whether certain material may be legally copied or not. A helpful list of types of copyright-protected material and copyright laws can be found at www.copyright.gov.

Smoking Policy

All smoking, vaping and tobacco usage is prohibited on the APSU campus, except in designated locations. APSU promotes a healthy, sanitary environment free from tobacco smoke in University facilities, grounds and state-owned vehicles. Regardless of whether classes are in session, this policy prohibits smoking, vaping, and tobacco usage in all buildings, grounds and state-owned vehicles 24 hours a day, year round. People who want to use smoke-free tobacco products may do so 30 feet from each building's exit and entrance. Smoke-free tobacco product use is prohibited in University buildings and state-owned vehicles. Employee violations of this policy should be reported to the appropriate supervisor. Student violations of this policy should be reported to the Office of Student Affairs. There shall be no reprisals against anyone reporting violations of this policy. (See APSU Policy 5:002 and campus smoking map at www.apsu.edu/map.)

Inclement Weather Policy

During severe inclement weather, the University will remain open, classes will be held and the faculty and staff will be expected to perform their normal duties. Unless a modified schedule or an official closing due to catastrophic conditions (such as loss of heat, power outage, etc.) is announced over RAVE Alert, the APSU website, radio or TV broadcasts, employees are expected to report for work and students are expected to attend class. In cases of severe inclement weather or hazardous roads, students are to exercise their own judgment in making decisions about class attendance. For more information, visit the APSU Emergency Management website at www.apsu.edu/emergency-management.

Student Medical Emergencies

If you have a medical emergency on campus, call 911 immediately. Campus police will arrive, along with Clarksville Fire and Rescue and the Ambulance Service, and assist you in obtaining appropriate medical care.

Discrimination, Harassment and Affirmative Action

Austin Peay State University is committed to a nondiscriminatory philosophy that extends to all constituents. To ensure the realization of this goal and be supportive of its educational philosophy, the University has developed a plan for providing equal employment opportunities, as well as affirmative action for protected classes. In order for this plan to be effective, management at all levels must make positive contributions to implementing it. This affirmative action plan commits the University to comply with all pertinent legislation, regulations and executive orders in providing affirmative action, as well as equal employment opportunities.

Austin Peay State University does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable statutes and University policies. Austin Peay State University prohibits sexual harassment, including sexual violence.

The following person have been designated to handle inquiries regarding the nondiscrimination policies: LaNeeça Williams, Chief of Institutional Culture and Title IX Coordinator in the Office of Institutional Culture, Browning Building, Room 140, Clarksville, TN 37044, williamslr@apsu.edu.

The following person has been designated to serve as the institution's Title IX Coordinator to monitor and oversee Title IX complaints: LaNeeça Williams, Chief of Institutional Culture and Title IX Coordinator at 931-221-7690. Students may also contact the Office of Institutional Culture for assistance at 931-221-7267.

Reporting of Rape Allegations

In compliance with the Robert "Robbie" Nottingham Campus Crime Scene Investigation Act of 2004, all APSU staff and faculty are required by law to report to APSU Campus Police, for investigation, any information they receive that any degree of rape or sexual assault has occurred on property owned or controlled by the University. The only persons granted an exception to this requirement to report allegations of rape to the police are licensed counselors and licensed medical professionals who have received a report of such allegations while performing their official duties as an employee of the University. Details of this act may be accessed via the APSU Campus Police website at www.apsu.edu/police.

The Federal Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, they must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville.

As defined in section 40-39-202 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had

been committed in this state. A “sexual offense” means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Because the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional policies or procedures.

Sexual Assault/Domestic Violence/Dating Violence/Stalking

Under Title IX, and as a standard for the Code of Student Conduct, Austin Peay State University is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), Austin Peay State University has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all members of the APSU community (students, faculty and staff) as well as contractors and visitors.

Austin Peay State University will not tolerate sexual assault, domestic violence, dating violence or stalking in any form. Such acts of violence are prohibited by APSU policy, as well as state and federal laws. Individuals who the University determines more likely than not have engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from APSU, regardless of whether they are also facing criminal or civil charges in a court of law.

For more information on Sexual Harassment and Title IX Guidelines, visit www.apsu.edu/equity-access/titleix.

Title IX Federal Law

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., is a federal law that prohibits discrimination on the basis of sex, or denies participation in any federally funded education program or activity. In conjunction with Title IX, Title VII of the Civil Rights Act of 1964 protects individuals against sex discrimination (as well as discrimination on the basis of race, color, national origin and religion) in employment.

Sex discrimination is defined as unequal treatment of individuals based on gender, and has many forms. Sexual violence is a form of sex discrimination, and is defined as any physical sexual act committed upon a person against the person’s will or where/when the person is incapable of giving consent due to use of drugs or alcohol or for other reasons. Sexual violence includes, but is not limited to, sexual assault (non-consensual sexual intercourse and non-consensual sexual contact), dating violence, domestic violence, stalking and retaliation.

Title IX Coordinator

In accordance with Title IX guidance and regulations, Austin Peay State University has appointed LaNeeça Williams as the Title IX Coordinator. If you have experienced or have witnessed any form of sexual discrimination, including sexual violence, we encourage you to report the incident(s) to APSU Campus Police or the Title IX Coordinator at williamslr@apsu.edu or by phone at 931-221-7690.

The Title IX Coordinator is charged with the oversight and monitoring of APSU’s compliance efforts. Austin Peay State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information or any other legally protected class with respect to all employment, programs and activities sponsored by APSU.

For more information, or inquiries or complaints regarding the non-discrimination policies, including Title IX complaints, please visit www.apsu.edu/equity-access/titleix.

Drug and Alcohol Policy

Policy on Alcohol and Other Illicit Drugs

Austin Peay State University strictly prohibits the use, possession or distribution of alcohol and other illicit drugs. See APSU Policy: 7:005, 3:006 and Code of Student Conduct.

Philosophy

Austin Peay State University's fundamental purpose is to produce educated individuals equipped to use their abilities productively and wisely. The curricula and extra-curricular activities of the University are routes to intellectual maturity and means to the development of ideas, insights, values and competencies which form a permanent, personal capacity for thought and action. The University strives to provide an environment for students to construct their own education and to acquire the means of making self-education the rewarding enterprise of a lifetime, enabling them to become effective agents of social change. An environment free of the illegal or abusive use of alcohol or other drugs by members of the academic community encourages this educational development. Therefore, Austin Peay State University is committed to having a campus that is free of alcohol and other drug use.

In keeping with its primary purpose, Austin Peay will utilize educational strategies as its major approach to the problem of alcohol and other drug use. It is important, however, that everyone be aware that any member of the University community who uses illegal drugs or abuses any drug including alcohol may be subject to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University. Austin Peay's interest in punishing offenders is not punitive, but rather to establish clear limits of conduct for all members of the campus community. This policy does NOT punish people who seek rehabilitation. All information provided by people who voluntarily avail themselves of alcohol or other drug counseling or rehabilitation services will be confidential. It will NOT be used against the individual seeking assistance.

Policy on Substance Abuse

It is the policy of this institution that the unlawful manufacture, distribution, acquisition, possession or use of alcohol and illegal drugs on the APSU campus, on property owned or controlled by APSU, or as part of any activity of APSU is strictly prohibited.

Austin Peay is dedicated to the pursuit and dissemination of knowledge, and as such, expects all members of the academic community to behave in a manner conducive to that end. The highest standards of personal and professional conduct must be maintained by faculty, staff and students. Illegal or abusive use of alcohol and other drugs by members of the University community adversely affects the mission of the University and is prohibited. Accordingly, Austin Peay State University adopts the following policy, consistent with federal, state and local laws. The policy is intended to accomplish the following:

1. Prevent substance abuse through strong educational efforts;
2. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the University community who require assistance in stopping substance abuse; and,
3. Discipline appropriately those members of the University community who engage in illegal substance-related behaviors.

Educational Efforts to Prevent Substance Abuse

In keeping with its primary mission of education, Austin Peay will conduct a strong educational program aimed at preventing drug abuse and illegal drug or alcohol use. Educational efforts shall be directed toward all members of the University community and will include information about the incompatibility of the use or sale of illegal substances with the goals of APSU, the health hazards associated with illegal drugs or alcohol use, the incompatibility of substance abuse with the maximum achievement of education, career and other personal goals and the potential legal consequences of involvement with illegal drugs or alcohol.

Services to Prevent Substance Abuse

Those students, faculty and staff who seek assistance with a substance abuse-related problem shall be provided with

information about alcohol and other drug counseling and rehabilitation services through APSU and community organizations. Those who voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality will be observed.

Disciplinary Actions to Prevent Substance Abuse

Students, faculty and staff are responsible, as citizens, for knowing about and complying with the provisions of Tennessee Code Title 39, Chapter 17, Part 4 that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as “controlled substances” in T.C.A. § 39-17-402 -- § 39-17-416. Any member of the University community who violates those laws is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University.

It is not “double jeopardy” for both the civil authorities and the University to proceed against and punish a person for the same specified conduct. The University will initiate its own disciplinary proceeding against a student or employee when the alleged conduct is deemed to affect the interests of the University. Sanctions will be imposed by the University in accordance with this policy, the Staff Handbook, Faculty Handbook, Code of Student Conduct and other appropriate University policies.

Students, faculty and staff members of APSU with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard academic and student conduct requirements. Austin Peay will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance use.

Employees

This section applies to regular and temporary employees, student employees and employees working at the University under the guidelines of federal contract or grant. Compliance with the policy is considered a condition of employment under the terms of the employment.

As a condition of employment, each employee must abide by the terms of this statement and must notify the director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Failure to provide this notification within five days after conviction will result in termination of employment. A conviction includes a finding of guilt, a plea of nolo contendere or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this statement, other than notification, may include one or more of the following: 1. termination; 2. suspension; 3. mandatory participation in, and satisfactory completion of, a substance abuse program or rehabilitation program; and 4. recommendation for professional counseling.

Students

This section applies to any person who is registered for study at Austin Peay State University for any academic period. A person shall be considered a student during any period that follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period and during any period while the student is under suspension from the University.

Possible disciplinary sanctions for failure to comply with the terms of this statement may include one or more of the following: 1. expulsion; 2. suspension; 3. probation; and 4. mandatory educational program.

In addition to the above, students may be required to participate in, and satisfactorily complete, a substance abuse program or rehabilitation program. Finally, in addition to imposed University sanctions, a student may be referred for criminal prosecution. As a condition for receiving federal Title IV financial aid, each student must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and must notify the director of Student Financial Aid of any conviction within five days after such conviction. A student convicted of violating the regulation

may lose their federally funded financial aid and may be subject to disciplinary action under the Code of Student Conduct.

For more information on APSU's alcohol and other drug philosophy, visit: <https://www.apsu.edu/student-affairs/dean-of-students/alcohol-and-other-drug-philosophy/index.php>.

Parental Notification

Austin Peay State University recognizes that students, parents and the University are in a partnership in which each has the responsibility of promoting a healthy and productive educational experience. The University disciplinary process exists to provide corrective action that is educational and developmental, to protect the campus community and to maintain an environment conducive to learning. Violations of the APSU alcohol and drug policy can detract from that learning environment. We believe parents can assist students in fulfilling their educational goals through the use of open dialogue.

T.C.A. § 49-7-146 requires Austin Peay State University to notify the parents or guardians of students under the age of 21 when those students are found responsible for alcohol- and drug-related offenses. In addition, the parent/guardian may be contacted in any instance in which the health or safety of the student has been threatened, either through the student's own acts or the acts of others.

Drugs, Alcohol and Their Risks

Types of Drugs and Health Risks

Schedule I: Heroin, LSD, peyote, mescaline, psilocybin (shrooms), other hallucinogens, methaqualone (quaaludes), MDA, ecstasy and bath salts.

Health Risks: Psychologically and physically addictive; depression, withdrawal symptoms (convulsions, death, unpredictable behavior with hallucinogens); possible damage to unborn fetus.

Schedule II: Morphine, Demerol, codeine, Percodan, Percocet, fentanyl, Dilaudid, Seconal, Nembutal, cocaine, amphetamines, other opium, opium extracts and narcotics, methadone, hydrocodone, Adderall, Ritalin, PCP and codeine-containing cough syrups such as Hycomine and Tussionex.

Health Risks: Psychologically and physically addictive; withdrawal symptoms (convulsions, respiratory failure, frequent accidents); possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death.

Schedule III: Codeine containing medicine such as Fiorinal #3, Tylenol #3, Empirin #3, all anabolic steroids, ketamine, testosterone and suboxone.

Health Risks: psychologically and physically addictive; potential liver damage; nausea and vomiting; dizziness; disorientation; shallow breathing; cold and clammy skin; com; possible death; withdrawal symptoms (anxiety, tremors, insomnia, convulsion); possible damage to unborn fetus.

Schedule IV: Barbiturates and stimulants, Valium, Talwin, Librium Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets), Xanax, Soma, Ativan, Ambien and Tramadol.

Health Risks: Psychologically and physically addictive; drowsiness, withdrawal symptoms (tremors, abdominal and muscle cramps, insomnia, anxiety convulsions, possible death); possible damage to unborn fetus.

Schedule V: Compounds that contain very limited amounts of codeine, dihydrocodeine, ethlmorphine and atropine, such as Terpene Hydrate with codeine and Robitussin ACand Lomotil.

Health Risks: Psychologically and physically addictive; nausea; gastrointestinal symptoms; drowsiness; withdrawal symptoms (runny nose, watery eyes, panic, chills, cramps, irritability, nausea); possible damage to unborn fetus.

Types of Alcohol: Unfortified wine is wine not more than 17% alcohol. Malt beer, 2 of 1% to malt beverage is beer, 2

of 1% to 6% alcohol. Fortified wine is wine not more than 24% alcohol. Spirituous liquor is distilled spirits or ethylalcohol, including spirits of wine, whiskey, rum, brandy, gin, etc. Mixed beverage is a drink composed in whole or part of spirituous liquor.

Health Risks: psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; liver damage; damage to the unborn fetus; impotence at high dosage levels.

Alcohol and Other Drug Resources

University Affiliated Resources

- Campus Police, Shasteen, 931-221-7786
- Student Counseling Services, Ard 202, 931-221-6162
- Boyd Health Services, Ard 104, 931-221-7107
- Student Wellness and Prevention, Ard 125, 931-221-6226
- Housing/Residence Life and Dining Services, Miller 121, 931-221-7444
- Office of Student Affairs, Morgan University Center 206, 931-221-7341

Non-University Affiliated Resources

Self-Help Groups

- Al-Anon of Middle Tennessee, www.middletnalanon.org

Hotlines

- Crisis Call Line (Crisis211), 24 hour, 931-648-1000
- Drug Abuse Hotline, 24 hour, 866-475-4920
- SAMHSA (Substance Abuse and Mental Health Services Administration) National Hotline, 24 hour, 800-662-4357
- Sexual Assault Center for Crisis & Support, 866-811-7473
- National Suicide Prevention Lifeline, 24-hour, 988 or text "TN" to 74174
- TN Free Tobacco Quit Line, 800-QUIT-NOW (784-8669)

Treatment Center Locations

Chattanooga

- Council for Alcohol and Drug Abuse Services, 207 Spears Ave., Chattanooga, TN 37405, 423-756-7644

Clarksville

- Buffalo Valley, Inc., 717 Cumberland Drive, Clarksville, TN 37040, 931-645-9038
- Centerstone, Eighth St., Clarksville, TN 37040, 931-920-7200
- Mental Health Cooperative, 871 Professional Park Drive, Clarksville, TN 37040, 931-645-5440

Memphis

- Comprehensive Counseling Network, 2150 Whitney Ave., Memphis, TN 38127, 901-353-5440

Nashville

- Cumberland Heights, 8283 River Road Pike, Nashville, TN 37209, 615-356-2700
- Centerstone, 4525 Harding Pike, Suites 226, 235, 236, Nashville, TN 37205, 615-460-4080
- Meharry Medical College, 1005 Dr. D.B. Todd Jr. Blvd., Nashville, TN 37208, 615-327-6000
- Oasis Center, 1704 Charlotte Ave. Suite 200, Nashville, TN 37203, 615-327-4455
- Parthenon Pavilion Psychiatric Hospital, 2401 Parman Place, Nashville, TN 37203, 615-342-1450
- Samaritan Recovery Community, 319 S. 4th St., Nashville, TN 37206, 615-244-4802
- Sexual Assault Center, 101 French Landing Dr., Nashville, TN 37228, 615-259-9055
- Vanderbilt Behavioral Health, 1211 Medical Center Dr., Nashville, TN 37203, 615-327-7000

TalkCampus, Free Mental Health App

What is TalkCampus?

The TalkCampus app provides free and instant support for your mental health and wellbeing any time of the day, anywhere in the world. The app allows you to be anonymous while accessing support from peers across the globe in a safe, effective and encouraging environment. You can also access the Clinical Helpline, a 24/7 multi-language chat service where you can engage with trained mental health professionals. This means you don't need to struggle alone; you can talk to your peers about the unique concerns and challenges you face as a student.

How to access TalkCampus

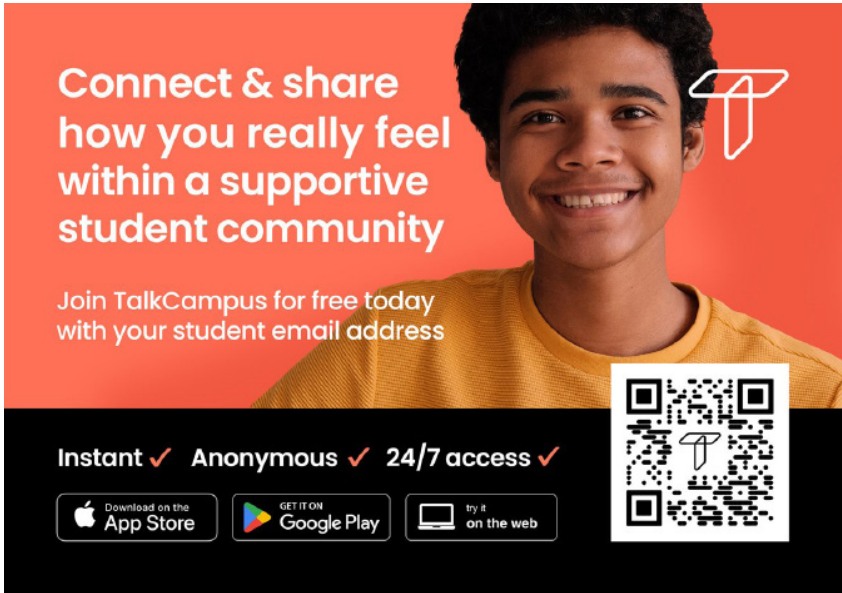
The TalkCampus app is available to all students at the University.

1. Download the TalkCampus app for free from [Google Play](#) or the [App Store](#)
2. Select the 'Sign up' button on the home page of the app
3. Enter your University email address and choose a password

TalkCampus is available in 25 languages, including:

- English
- Mandarin
- Cantonese
- Hindi
- Urdu
- Bengali

Find out more about [TalkCampus and how to use the app](#). (www.talkcampus.io/sign-up)



**Connect & share
how you really feel
within a supportive
student community**


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with your student email address

Instant ✓ Anonymous ✓ 24/7 access ✓

Download on the
App Store

GET IT ON
Google Play

Try it
on the web



Finding Help For Mental Health

Mental health disorders are real, common and often treatable. It's okay to ask for help! Let Student Counseling Services be the first stop. Students are eligible to receive up to 12 counseling sessions per academic year.

Students also have access to TalkCampus, a global peer to peer mental health support app that is available 24/7. TalkCampus can be downloaded free from the app store.

All currently enrolled APSU students are eligible for counseling services which are confidential and free of charge.

Mental Health Resources

Student Counseling Services

Call 931-221-7107 to schedule an appointment

Visit our website at

apsu.edu/health-and-counseling

National Suicide Prevention Lifeline:

Call 988

Crisis Text Line:

Text "Home" to 741741

Mobile Crisis Line:

1-800-681-7444

SAMHSA's National Helpline:

1-800-662-HELP (4357)

Veterans Crisis Line:

Call 988, then press 1 or text 838255

Centerstone:

TN Crisis Line 800-681-7444

New clients 877-467-3123

LGBTQ+ Trevor Lifeline:

1-866-488-7386

Sexual Assault Center Hotline:

1-800-656-4673



**Stay WELL, Stay SAFE,
Stay CONNECTED.**

