

**Austin Peay State
University**

POLICIES

Undergraduate and Graduate Admissions Policy

Issued: June 1, 2020

**Responsible
Official:** Provost and Vice President for Academic Affairs

**Responsible
Office:** Enrollment Management and College of
Graduate Studies

Policy Statement

It is the policy of Austin Peay State University to admit students to the University who meet the requirements detailed in this policy.

Purpose

The purpose of this policy is to create procedures for admission of students to undergraduate and graduate degree programs.

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Undergraduate Admission Admission Standards

Austin Peay State University invites applications from all prospective students. All complete applications are reviewed carefully to determine the likelihood of the applicant's completion of academic requirements leading to graduation in a timely manner. Admission decisions are based on criteria set by the University.

High School Graduation

Public School—graduates of public schools must submit an official high school transcript showing dates/terms of attendance, credits earned while enrolled, and date of graduation (mailed or sent electronically directly from the institution(s) to the APSU Office of Admissions). Transcripts for graduates of Tennessee public high schools must note that the applicant passed the required proficiency examinations. The Special Education diploma or High School Certificate is not accepted.

Non-Public School—graduates of all non-public high schools must submit an official transcript showing dates/terms of attendance, credits earned, and date of graduation (mailed or sent electronically directly from the institution(s) to the APSU Office of Admissions). Transcripts of home-school applicants can provide an official copy from an affiliated organization. Purchased transcripts from organizations not requiring high school attendance for completion of grades 9-12 are considered unsatisfactory documentation of high school graduation. Applicants who are unable to provide a satisfactory high school credential may substitute acceptable scores on the GED or HiSET.

Required High School Courses

All students graduating from high school since 1989 must show proof of satisfactory completion of the following college preparatory courses.

English	Four (4) credits
Math	Three (3) credits
Science	Three (3) credits

Social Science Three (3) credits including United States History*

*T.C.A. § 49-7-110 requires the completion of six (6) semester credit hours of American History by any individual seeking a baccalaureate degree from any institution of higher learning or community college supported or maintained by the State. Students deficient in the completion of United States History are required to complete six semester hours of United States History or three semester hours of United State History and three semester hours of Tennessee History).

1. **First-Time Freshmen** – first-time student’s application for admission will be assessed using the following criteria.

- a. High School GPA, GED, or HiSET^{et} – applicants must provide an official transcript showing proof of graduation, and a successful GPA or score that meets or exceeds the minimum score set by the University.
- b. Assessment Requirements – Applicants will be assessed for college readiness one of the following ways.
 - 1) ACT/SAT scores in English, Reading, and Mathematics
 - 2) Placement Scores in English, Reading, and Mathematics
 - 3) High school grade point average that indicates English, Reading, and Mathematics readiness.
 - 4) Transferable college credit in an English course, Math course, and Reading Intensive Course

Test-Optional – Students can be considered for admissions under the test-optional policy if they have a minimum grade point average of 2.75 or higher.

- c. **High School Course Requirements** - All students that graduated from high school after 1989 must show proof of satisfactory completion of the following college preparatory courses.

1) English	Four (4) credits
2) Math	Three (3) credits
3) Science	Three (3) credits
4) Social Science	Three (3) credits including United States History*

*T.C.A. § 49-7-110 requires the completion of six (6) semester credit hours of American History by any individual seeking a baccalaureate degree from any

institution of higher learning or community college supported or maintained by the State. Students deficient in the completion of United States History are required to complete six semester hours of United States History or three semester hours of United State History and three semester hours of Tennessee History).

2. **Transfer Students** - A transfer applicant is a student who has earned 12 or more transferable credits from a college or university [after high school graduation](#). APSU will assess transfer applicants using the following criteria.
 - a. Official transcript(s) – applicant must provide official transcripts from all previously attended colleges and universities.
 - b. The grade point average must ~~be~~ meet or exceed the minimum set by the University.
 - d. Assessment Requirements – If a student is deficient in Mathematics, English, or ~~H~~history, the applicants will be assessed for college readiness one of the following ways:
 - 1) ACT/SAT scores in English, Reading, and Mathematics
 - 2) Placement Scores in English, Reading, and Mathematics
 - 3) High school grade point average that indicates English, Reading, and Mathematics readiness.
 - 4) Transferable college credit in an English course, Math course, and Reading Intensive Course

Military Applicants

In addition to the undergraduate requirements, all military (both active-duty and veterans) are required to submit documents for military credit prior to enrollment. The following documents should be sent to the Office of Admissions directly from the issuing agency except for Form DD 214:

Branches	Documents Needed
Army	JST transcript
Air Force	Community College of the Air Force transcript
Army National Guard	JST transcript or NGB Form 22

Navy	JST transcript
US Marine Corp	JST transcript
US Military Reserves	Enlistment contract 4-1 or 4-2 or DD Form 2586 or JST transcript
Veterans (Retired or Discharged)	DD Form 214 Member Copy 4 or other forms with characterization of service

International Applicants

In addition to the undergraduate requirements, all international applicants must submit the following for admission to the University.

a. Financial Support – international applicants must submit a financial statement as evidence of the student’s ability to pay all fees and expenses.

~~a.~~b. [Proof of English Proficiency – Official TOEFL iBT Score with a minimum score of 61 sent directly from the TOEFL Center \(www.ets.org/toefl\) -OR- Official International English Language Testing System \(IELTS\) exam with a score of 5.5, sent directly from the testing center.](#)

~~English Language Proficiency—applicants whose native language is not English will be required to submit proof of proficiency set by the University.~~

~~b.~~c. Immunization and Medical Insurance – applicants must show proof of appropriate immunizations and insurance required by the University.

d. Passport Information – A copy of the applicant’s passport biographical page.

Early Admission

1. **Early Admission** – [H](#)igh school senior that has not yet graduated from and is seeking to enter APSU full-time. Such students will be assessed using the following criteria set by the University.
 - a. High School GPA – applicants must provide an official transcript showing a GPA that meets or exceeds the minimum score set by the University
 - b. Student Recommendation – a recommendation from a guidance counselor or principal accepting University credit.
 - c. Parent Authorization – written parental or guardian approval to enroll in courses if under the age of majority.

- d. Assessment Requirements – Applicants will be assessed for college readiness in one of the following ways:
 - 1) ACT/SAT scores in English, Reading, and Mathematics
 - 2) Placement Scores in English, Reading, and Mathematics
 - 3) High school grade point average that indicates English, Reading, and Mathematics readiness.
 - 4) Transferable college credit in an English course, Math course, and Reading Intensive Course

Concurrent Admission

1. **Dual Enrollment** – High school junior and senior that will earn credit **earned** for both the high school and University course(s).
 - a. High School GPA – applicants must provide an official transcript showing a GPA that meets or exceeds the minimum score set by the University
 - e. Student Recommendation – a recommendation from a guidance counselor or principal accepting University credit.
 - f. Parent Authorization – written parental or guardian approval to enroll in courses if under the age of majority.
 - g. Assessment Requirements – Applicants will be assessed for college readiness one of the following ways:
 - 1) ACT/SAT scores in English, Reading, and Mathematics
 - 2) Placement Scores in English, Reading, and Mathematics
 - 3) High school grade point average that indicates English, Reading, and Mathematics readiness.
 - 4) Transferable college credit in an English course, Math course, and Reading Intensive Course

2. **Joint Enrollment** – High school junior and senior that will earn credit **earned** for the University course(s) only; – credits earned do not apply to high school diploma.
 - b. High School GPA – applicants must provide an official transcript showing a GPA that meets or exceeds the minimum score set by the University

- h. Student Recommendation – a recommendation from a guidance counselor or principal accepting University credit-
- i. Parent Authorization – written parental or guardian approval to enroll in courses if student is under the age of majority-
- j. Assessment Requirements – Applicants will be assessed for college readiness in one of the following ways:-
 - 1) ACT/SAT scores in English, Reading, and Mathematics
 - 2) Placement Scores in English, Reading, and Mathematics
 - 3) High school grade point average that indicates English, Reading, and Mathematics readiness-
 - 4) Transferable college credit in an English course, Math course, and Reading Intensive Course

3. Academically Talented and Gifted – Any high school students that will earn credit **earned** for both the high school and University [course\(s\)](#)

- a. Enrolled in a Tennessee public or private high school-
- b. High School GPA – applicants must provide an official transcript showing a GPA that meets or exceeds the equivalent to 3.2 on a 4.0 maximum basis and if such placement is part of the student’s planned Individual Education Program (IEP) as established by the multidisciplinary team.
- b. Student Recommendation – a recommendation from a principal-
- c. Parent Authorization – written parental or guardian approval to enroll in courses, as appropriate-
- d. Approval by the University Executive Director of Admissions-
- e. Assessment Requirements – Applicants will be assessed for college readiness in one of the following ways:-
 - 1. ACT/SAT scores in English, Reading, and Mathematics
 - 2. Placement Scores in English, Reading, and Mathematics
 - 3. High school grade point average that indicates English, Reading, and Mathematics readiness-
 - 4. Transferable college credit in an English course, Math course, and Reading Intensive Course

4. APSU Middle College - Applicants must be accepted and recommended by the Clarksville-Montgomery County School

System. Applicants must meet minimum requirements as established in the APSU/CMCSS Middle College Memorandum of Understanding.

5. **Governor’s School** - Applicants for the Governor’s School for Computational Physics must meet concurrent admissions standards.

Non-Degree Seeking Applicants

APSU shall establish procedures for all non-degree-seeking students with specific criteria in the University catalog.

Returning Applicants

Applicants seeking readmission must resubmit an application for admission if they have not attended for one calendar year or more and submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Alternative Standards

Any applicant who does not fulfill requirements for any category of admission may be asked to submit an Appeal for Further Review form to be considered by the university’s Committee on Admissions Standards.

Graduate Applicants ~~Graduate Applicants~~

Graduate applicants must have earned an undergraduate baccalaureate from a regionally accredited institution with a cumulative GPA of at least a 2.5 GPA* prior to being admitted to an APSU graduate program. Graduate applicants must complete the graduate application, submit required materials, and pay the non-refundable application fee to be considered for an APSU graduate program. Submission of all required materials does not guarantee admission to APSU's graduate programs.

*Note, the minimum undergraduate cumulative GPA could be higher for some graduate programs. APSU uses a 4-point scale for determining GPA calculations.

Graduate Admission Requirements

~~Graduate Admission Requirements~~

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must consider that all applications require at least 3 to 5 business days to be processed by Graduate Admissions. — It is recommended that applications be submitted as early as possible, but no later than two (2) weeks prior to the beginning of the first semester in which the student plans to enroll. However, for some graduate programs, application deadlines exist. The College of Graduate Studies has minimum admission requirements for the purpose of admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that

may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete graduate admission application submitted to the College of Graduate Studies that includes the following:

I. Completed Application

II. Application Fee (nonrefundable)

III. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework*; these must be submitted directly to APSU by the institution and show that:

- a bachelor's degree was earned from a regionally accredited institution, and
- a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).

*Non-degree seeking students and certificate-seeking students are only required to provide an official undergraduate transcript from a regionally accredited institution showing completion of the undergraduate degree with a minimum cumulative GPA of 2.5. In lieu of an undergraduate transcript, if the student is currently enrolled in a graduate program at another accredited institution, then a letter of "good standing" from that institution will also be sufficient.

IV. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination (GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/future-students/admissions-forms.php>.

Military

~~For People with Military Service~~

~~Prior to enrollment, military (both active duty and veterans) are required to submit documents for military credit. With the exception of the Form DD214, the following documents should be sent to Graduate Admissions directly from the issuing agency.~~

~~Branch—Document(s) Needed~~

~~Air Force—Community College of the Air Force transcript or DD Form 295~~

~~Army—AARTS transcript or DD Form 295~~

~~National Guard—AARTS transcript of NGB Form 22~~

~~Marine Corps—ITSS MATMEP or SMART~~

~~Reserves—Enlisted contract 4-1 or 4-2 or DD Form 2586~~

~~Navy—DD Form 295 or SMART~~

~~Veterans—DD Form 214 Member Copy 4, with characterization of service (Retired or Discharged)~~

Military

In addition to the graduate requirements, all military (both active-duty and veterans) are required to submit documents for military credit prior to enrollment. The following documents should be sent to the Office of Admissions directly from the issuing agency except for Form DD 214:

<u>Branches</u>	<u>Documents Needed</u>
<u>Army</u>	<u>JST transcript</u>
<u>Air Force</u>	<u>Community College of the Air Force transcript</u>
<u>Army National Guard</u>	<u>JST transcript or NGB Form 22</u>
<u>Navy</u>	<u>JST transcript</u>
<u>US Marine Corp</u>	<u>JST transcript</u>
<u>US Military Reserves</u>	<u>Enlistment contract 4-1 or 4-2 or DD Form 2586 or JST transcript</u>
<u>Veterans (Retired or Discharged)</u>	<u>DD Form 214 Member Copy 4 or other forms with characterization of service</u>
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Categories of Admission

~~Categories of Admission~~

Regular Admission Status will be granted to applicants who have met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied.

Conditional Admission Status may be granted to applicants who have not officially met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied. Under conditional status, any outstanding admission items, unofficial transcripts, and unofficial entrance exams may be submitted until the official documents are received by Graduate Admissions. It is the applicant's responsibility to understand specific admission requirements and submit all required admission documents, official transcripts, and entrance exams by the 10th day of classes (for 8-week sessions, the 6th day of class is the deadline for submitting official documents) for the first registered semester to which the student has applied. — After all admission requirements are satisfied and official documents are received, the applicant will be granted Regular Admission Status. — Applicants who do not submit all admission requirements by the prescribed time period above will be dropped from all classes in which they are enrolled. — If, within the department, an appeal process is warranted, the Department Chair will submit an appeal letter to the Dean of the College of Graduate Studies to delay the dropping of enrolled classes.

Denied Admission Status will be granted to applicants who do not meet the regular or conditional criteria for admission.

Non-Degree Seeking Status may be granted to applicants who desire to enroll in Graduate Studies for reasons other than to seek a degree. An applicant in this category is required to submit an application for admission, the non-refundable application fee, and an official transcript showing a bachelor's degree with a cumulative undergraduate GPA of at least 2.5. — Applicants in this category must apply for admission each semester for which they wish to enroll. Students in the non-degree seeking category are not eligible to receive financial aid. All admission decisions regarding non-degree seeking students will be made by the Graduate Coordinator and/or Department Chair. With the approval of a graduate program, a non-degree seeking student may apply for admission as a degree-seeking student; to be accepted he or she must meet all required admissions criteria.

Certificate-Seeking Status is for students who are seeking specific certificates at APSU. An applicant must be admitted to the department from which he or she is seeking the certificate. The applicant must have a minimum cumulative undergraduate GPA of

2.5. If the applicant seeks a degree once the certificate is complete, he or she must be readmitted into that program. All credits earned for the certificate can be used toward a degree as long as they are within the program of study for the degree. Certificate-seeking students are eligible for graduate assistantships.

Readmission Applicants

~~Readmission Applicants~~

An applicant seeking readmission to APSU must resubmit an admission application if he or she has not attended for one calendar year or more and must submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

~~Undergraduate Student Taking Graduate Credits~~

Undergraduate Student Taking Graduate Credits

Senior I status is for undergraduate APSU students who are within nine (9) hours of completing baccalaureate requirements, who have achieved 4 minimum cumulative GPAs of 3.0, and who have received satisfactory scores on the entrance exams as prescribed by the intended graduate programs. Graduate credits may not be applied to the bachelor's degree. Students admitted to this status are eligible for graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Senior II status is for APSU students who are within twenty one (21) credit hours of completion of baccalaureate degrees and who have achieved minimum cumulative GPAs of 2.75. Senior II students may register for only one (1) graduate class per term and must reapply for each subsequent semester. Graduate credits earned may not be applied to the bachelor's degree. Students admitted to this status are not

eligible to hold graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Selective Admission (Psychology) – Undergraduate seniors may enroll in graduate-level Psychology courses and apply the credit toward their undergraduate degrees. These students must have completed 24 hours of undergraduate coursework in Psychology, must have minimum cumulative GPAs of 3.0, must obtain minimum GRE scores of 140 verbal and 140 quantitative, and must have completed all necessary course prerequisites. Approval from the Chair of the Psychology Department is also required. Credit in these courses may not be counted toward a graduate degree. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

~~Accelerated Master's Pathways (AMP) allow undergraduate students to enroll in graduate courses while completing their undergraduate degree requirements. Qualified students (those with exceptional GPA's and who have received departmental approval) may enroll in no more than twelve (12) graduate level credit hours while completing their undergraduate degrees. The graduate credits will replace relevant undergraduate course requirements within a major for graduation, and any graduate credits earned will also count toward the graduation requirements for a graduate degree (typically the undergraduate major and graduate courses are within the same department/discipline). Student qualifications to pursue an AMP are determined by each academic department.~~

~~Post-graduates Taking Graduate Credits~~

~~Post-graduate Status is for an applicant with a previously earned master's degree or greater who is not seeking another degree. No credit limitation applies to the Post-graduate status. The student must submit an official copy of his or her transcript showing the master's degree earned. With departmental approval, a student who decides to pursue a degree while in this status may apply up to nine (9) acceptable graduate semester hours toward that degree. The student must also apply for admission as a degree-seeking student and meet all admission criteria.~~

Post-Graduates Taking Graduate Credits

Transient Applicants

Transient Status is granted to an applicant currently enrolled in a graduate program at another college or university who wishes to take courses at APSU for transfer credit. A letter of good academic standing from the Graduate Dean or an official transcript from the current institution must be submitted to APSU's Graduate Admissions Office.

Immunizations

~~A. All applicants for admission shall provide health information that, at a minimum, establishes the applicant's compliance with rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases prior to attendance at a higher education institution, and, compliance with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.~~

~~B. Prior to full-time attendance, all students must provide documentation that illustrates receipt of the required immunizations or receive approval of a medical contraindication or religious exemption.~~

~~C. New, incoming students who live in on-campus student housing must comply with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.~~

Admission of International Graduate Students

~~Admission of International Students~~

~~The Graduate Admissions Office handles application procedures for graduate international applicants. For information, call (931) 221-7662, write to: Austin Peay State University, Graduate Admissions, P.O. Box 4458, Clarksville, TN 37044, or visit the website at~~

~~<http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.~~

~~<https://www.apsu.edu/grad-studies/index.php> and~~

~~<https://www.apsu.edu/international/international-graduate-admission/>.~~

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must consider that all applications require at least 3 to 5 business days to process in Graduate Admissions.— It is recommended that applications be submitted as early as possible. The College of Graduate Studies has minimum admission requirements for the purpose of the admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is

the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete application submitted to the College of Graduate Studies. In order to be considered for graduate admission, the following documents must be received for review:

1. Completed Graduate Admission Application and General International Applicant Information:— All non-immigrants must provide proof of status, including copies of their visas. All international applicants will receive information concerning any special requirements for admission from Graduate Admissions.— APSU's Student Health Services will provide Graduate Admissions with information concerning policy requirements, associated costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.
2. Application Fee (nonrefundable)
3. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework; these must be submitted directly to APSU from the institution and show that
 - a. a bachelor's degree was earned from a regionally accredited institution and
 - b. a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).
4. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination (GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin.— An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see

if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>.

5. Proof of English Proficiency*:-_ Official TOEFL iBT Score with a minimum score of 61 sent directly from the TOEFL Center (www.ets.org/toefl) -OR- Official International English Language Testing System (IELTS) exam with a score of 5.5, sent directly from the testing center.

~~*Students from the following countries are not required to submit English proficiency scores: Antigua, Australia, Bahamas, Belize, Botswana, British Islands, Canada, Gambia, Ghana, Ireland, Kenya, Liberia, Malawi, Namibia, New Zealand, Nigeria, South Africa, Tanzania, Uganda, United Kingdom, Zambia, and Zimbabwe.~~ *Students who have [graduated from higher education institutions teaching courses only in English are not required to submit English proficiency scores.](#)

6. Copy of Passport:-_ If traveling with dependents, submit copies of all dependent passports.
7. Admission materials required for your intended graduate program as determined by the program. Examples may include GRE scores, recommendation letters, personal statement, resume, or writing sample.
8. APSU Financial Support Form with proof of resources: Please note:-_ All fees are subject to change. The Financial Support Form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.
9. International Student Verification Form:-_ If you are a transfer student from another U.S. college, university, or other school, you must have the college, university, or other school send us a photocopy of your I-20 form/DS-2019 form, I-94 form, US Visa page, and passport information page, along with the International Student Transfer Verification Form.-_ The International Student Transfer Verification form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.
10. Medical Documentation:-_ Every international applicant is required to submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis, no later than thirty (30) days from the first day of classes. Failure to submit such certification shall result in denial of admission or discontinued enrollment. In the event

that a student has tuberculosis or potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination of a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program. International applicants may opt to have the screening for tuberculosis done through Boyd Health Services. Contact must be made with the Boyd Health Services personnel within two weeks of the first day of classes (which will allow for completion of the process within thirty days of the first day of classes).

11. Medical and Hospitalization Insurance: As a condition of admission and continued enrollment at APSU, all international applicants must have and maintain medical and hospitalization insurance. Students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Proof of medical and hospitalization insurance must be provided to Boyd Health Services. International students will automatically be enrolled in a Student/Scholar Health & Accident Insurance Plan, unless documentation of adequate coverage is provided. Automatic enrollment in the Plan shall not take place later than the time of class registration, and the cost of the coverage will be added to the student's registration fees. For the purposes of this policy, adequate medical and hospitalization insurance coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the Student/Scholar Health & Accident Insurance Plan. For additional information, contact Student Health Services at (931) 221-7107.
12. Immunizations:—All international applicants born after 1956 shall provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine to the Student Health Services office. A student will not be allowed to register for classes until these requirements are met.
13. Permanent Resident Alien: Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien cards.

General Information

Residency An applicant's residency classification is made at the time of admission in accordance with Austin Peay State University regulations for residency. Non-Tennessee residents classified as in-state for fee payment purposes include military personnel stationed in Tennessee or Fort Campbell, their spouses and dependents, residents

from the Kentucky counties of Christian, Logan, Todd, Trigg, Allen, Calloway, and Simpson; and part-time students employed full-time in Tennessee. APSU residency regulations can be found by going to this link: [Regulations for Residency](#).

Residency Classification:—New, returning and currently enrolled students may appeal in writing to the residency classification officer in the Office of the Registrar on an Application for Residency form. An appeal of the decision made by the Office of Admissions or the Office of the Registrar may be taken to the Residency Appeals Committee. Appointments for students to appear before the committee and copies of written appeals for committee members will be made by the Office of the Registrar. Only appeals from students who appear before the committee are heard. Students who do not wish to appear may have his/her appeal reviewed in absentia.—Unless additional guests are requested in advance and approved by the Committee chair, only the student may appear before the committee. Students may bring additional material to support their appeal at the committee meeting.—All appeals must be done prior to the first day of classes.—Those appealing to the Residency Appeals Committee must submit his/her Residency Appeals Application prior to the committee meeting.—Please consult the Office of the Registrar for those committee meeting dates.

Lawful Presence

New and returning students applying for Spring 2013 and later must verify their lawful presence in the United States as mandated by the State of Tennessee.—More information on this requirement can be found at the [Tennessee Eligibility Verification for Entitlements Act page](#).

Immunizations

A. All applicants for admission shall provide health information that, at a minimum, establishes the applicant's compliance with rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases prior to attendance at a higher education institution, and, compliance with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.

B. Prior to full-time attendance, all students must provide documentation that illustrates receipt of the required immunizations or receive approval of a medical contraindication or religious exemption.

C. New, incoming students who live in on-campus student housing must comply with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization

[schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.](#)

Immunizations

~~The state of Tennessee requires all first-time, transfer, readmit and graduate full-time students to provide proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations with the Varicella (chickenpox) vaccine. A student will not be allowed to register for classes until these requirements are met. For additional information, contact Student Health Services at (931) 221-7107. The state of Tennessee mandates that each public or private post-secondary institution provide information concerning hepatitis B infection to all students entering the institution for the first time. Those students who will be living in on-campus housing for the first time must also submit proof of meningococcal meningitis vaccination. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about the diseases. The information concerning these diseases is from the Centers for Disease Control and the American College Health Association. The law does not require that students receive the vaccination; however, the law does require students to provide a signed copy of the waiver form to APSU, Student Health Services, Box 4655, Clarksville, TN 37044 or fax to (931) 221-7388.~~

Revision Dates

- APSU Policy 2:038 – Rev.: June 1, 2020
- APSU Policy 2:038 – Rev.: November 30, 2018
- APSU Policy 2:038 – Rev.: February 1, 2018
- APSU Policy 2:038 (previously 3:025) – Rev.: March 25, 2017
- APSU Policy 2:038 – Rev.: November 14, 1994
- APSU Policy 2:038 – Issued: January 1, 1990

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					

Approved

President: signature on file