

Maximum Attempted Credit Hours	Description
60	Maximum allowed for graduate degree (first master's)
70	Maximum allowed for those seeking a Psychology graduate degree (first master's)
100	Maximum allowed for a specialist's degree or second master's degree (includes hours for first master's degree)
120	Maximum allowed for a doctoral degree program (includes hours for first master's degree)
120	Maximum allowed for Physical Therapy graduate degree

Students who have a combination of the following: one or more master's degree, specialist degree, and/or teacher certification courses, and are currently seeking an additional graduate degree will need to contact the Financial Aid Office to determine eligibility if hours attempted exceed published limitations.

More detailed information is available at www.tnstate.edu/finaid.

For satisfactory progress purposes, transfer students may be considered eligible to receive financial aid, and will be handled in one of the following ways:

- If their academic history and/or transfer record meets our progress standards, students will be considered eligible for aid
- If their academic history and/or transfer record is below the standards indicated above, student will be given one semester of probationary status, and measured against standards at the end of the term of enrollment, with the exception of Maximum Time Frame. Student measured "bad" for maximum time frame will be ineligible for aid unless an appeal is granted by the Satisfactory Academic Progress Committee. For more information on the appeal process, please access www.tnstate.edu/finaid.

For existing and transfer students, if this failure occurred because of a mitigating circumstance, the student may appeal to the Satisfactory Progress Committee to continue to receive financial aid. If the committee determines such student had a mitigating circumstance, he/she will be considered to be making satisfactory progress. During that year he/she must raise his/her GPA and total hours earned versus total hours completed to the required level as shown in the chart. Progress will be measured at the end of the Fall and Spring terms.

Special Services students will be required to meet the same requirements as other students; however, their GPA will be determined based on the agreement between the University and the U.S. Department of Education.

All Student Financial Aid Recipients

Enrollment is measured on the 14th day of class for financial aid purposes. Financial Aid is adjusted based on the actual enrollment on this date. A student who received Federal Financial Aid assistance and withdraws completely officially or unofficially from the university must return any unearned funds to the Student Financial Aid Programs. The institution must calculate the amount of the funds that were unearned, up through the 60% point in each payment period or period of enrollment. A pro rata schedule will be used to determine how much SFA Program funds that a student has earned at the time of withdrawal. NOTE: The amount of refundable (or balance out-

standing) institutional charges will be set by the University policy. If there is a balance owed from these adjustments, the student is responsible for payment.

Admission to the University

Undergraduate Admission

All inquiries about admission, applications for admission, and transcripts of credit should be addressed to the Director of Admissions, Tennessee State University, 3500 John Merritt Blvd., Nashville, TN 37209-1561.

Freshman Admission

Applicants for admission to the freshman class should submit their application materials as early as possible in their senior year of high school.

Applicants should request high schools to send transcripts including all semesters of high school credits as soon as grades are available. Applicants are requested to furnish supplementary records such as official high school transcripts showing proof of graduation and receipt of a diploma immediately following graduation. The high school transcript of Tennessee public high school graduates must also have proof that required proficiency examination have been passed.

The State of Tennessee as of July 1, 1998 requires new students and readmitted full-time students to provide proof of two doses of immunization with Measles, Mumps, and Rubella (MMR) vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. This information should be submitted with the admissions application. An applicant will not be allowed to register for courses until the immunization requirements above are submitted.

Beginning fall 1989, all State Board of Regents Universities require that undergraduate freshmen have the high school subject units listed below for regular admission.

Subject Area	Required Units
English	4
Visual and/or Performing Arts, including a survey course or participation in one or more of the arts (music, dance, theatre, visual arts)	1
Algebra I and II	2
Geometry or other advanced math course with geometry as a major component	1
Natural/Physical Sciences, including at least one unit, with lab, of Biology or Technology, chemistry, physics or Principles of Technology II	2
Social Studies, including world history, ancient history, modern history, world geography, European history	1
United States History	1
A single Foreign Language	2

In addition to these, an additional unit in the arts, in mathematics, and in foreign languages is required. Different requirements may exist for some freshman applicants (e.g., GED, early admission, international students, or students who graduated from high school more than five years prior to applying for college admission).

First-time Freshmen General Requirements

1. All students are required to submit an application for admission and a \$25 non-refundable processing fee. Fee waivers are not accepted as a substitute for the processing fee.
2. Any student desiring admission without conditions must have submitted an application, an application fee, and all documents (transcripts) at least 45 days prior to the semester of intent.
3. All graduates of nonpublic high schools (i.e., private schools, home schools, and church related schools) must submit an official transcript from an affiliated organization as defined by law T.C.A. 49-50-801) or be accompanied by a certification of registration with the superintendent of the local education agency which the student would have otherwise attended. Applicants who cannot provide a satisfactory secondary school credential must provide acceptable scores on the examination.

Regular Admission In-State

For regular admissions, an applicant must meet the following requirements for 2005-2007:

- A. ACT Score of 19 or 900 and above on the SAT, or
- B. Minimum grade point average of 2.25 on a 4.00 system and
- C. Must pass the Tennessee Proficiency Examination, and
- D. Must have completed 14 High School State Board of Regents Unit requirements.

NOTE 1: ACT or SAT scores are required of all students under 21 years of age for advisement and placement purposes.

NOTE 2: An applicant over the age of 21, who fails to meet the required grade point average may be admitted by attaining the required ACT score of 19.

NOTE 3: Residency classification for fee-paying purposes determines whether the applicant is in-state or out-of-state. The children of graduates who live out-of-state are governed by in-state admissions requirements but are required to pay out-of-state tuition.

Regular Admissions Out-of-State

For regular admissions, an applicant must meet the following requirements for 2005-2007.

- A. ACT Score of 19 or 900 and above on the SAT, or
- B. Minimum grade point average of 2.50 on a 4.00 system and
- C. Must have completed 14 High School State Board of Regents Unit requirements.

NOTE 1: ACT or SAT scores are required of all students under 21 years of age for advisement and placement purposes.

NOTE 2: An applicant over the age of 21, who fails to meet the required grade point average may be admitted by attaining the required ACT score 19.

NOTE 3: Residency classification for fee-paying purposes determines whether the applicant is in-state or out-of-state. The children of graduates who live out-of-state are governed by in-state admissions requirements but are required to pay out-of-state tuition.

Admission by Exception

1. Students who have a deficiency of no more than two high school units will be granted Admission by Exception, provided they meet the following criteria:
 - a. An ACT minimum composite score of 21 (or comparable SAT score of 970).
2. Students who have a deficiency of no more than two high school units but have an ACT score below 21 (or comparable SAT score) may be granted Admission by Exception upon review of the Admissions Committee, provided they meet the following criteria:
 - a. An ACT minimum composite score of 19 (or comparable SAT score of 900), and
 - b. A high school grade point average of at least 2.5

The Admissions Committee, chaired by the Dean of Admissions, will review students on an individual basis and grant Admission by Exception based on the record and application materials of each student.

All students granted Admission by Exception must remove any deficiencies within the first 60 hours of University work.

Regulated Admission

1. Applicants will be given consideration for admission on a regulated basis if they meet the following requirements:
 - a. completed all State Board of Regents high school units but do not meet the required grade point average and/or test score,
 - b. deficient no more than two State Board of Regents high school units but meet and/or exceed an acceptable grade point average and/or test score.
2. Applicants admitted under regulated status must complete courses specified with grades of "C" or better. Such specified courses must be completed in the first two semesters and first summer of enrollment in order for the student to be continued in the University.
3. Such regulated admissions must have the approval of the Director of Admissions. The number of students permitted to enroll in this category will not exceed five percent (5%) of the total number of first-time freshmen admitted in any given term, or 100 students, whichever is greater.

Admission Based on GED Test

Any applicant desiring admission based on the General Education Development Test must meet the following requirements:

- A. Be 18 years of age.
- B. Submit a GED Report showing a composite score of 450/45 or above and an official High School Transcript.
- C. Take the ACT/SAT. Applicants who are 21 years of age or older and meet the required GED score are exempt from taking the ACT/SAT.
- D. Remove high school deficiencies within 64 hours after initial enrollment. (Applicants who received a GED degree in 1989 are considered to have met all high school unit requirements except for Foreign Language.)
- E. GED recipients must take the COMPASS and/or ACT test for placement purposes.

High School Deficiency Removal

The following courses/tests may be taken for deficiency removal. Courses taken to remove deficiencies in the affected subjects also apply toward fulfillment of general education requirements.

High School	Requirements	TSU Deficiency Removal
English	4	Take COMPASS Test and abide by placement
Algebra I	1	Take COMPASS Test and abide by placement
Algebra II	1	Take COMPASS Test and abide by placement
Advanced Math	2	DSMA 099
Nat/Phy Sci.	2	BIOL 1010 & Lab, Chem 101+100 Lab CHEM 1010+1011, CHEM 1020+1021, BIOL 1110 & Lab, BIOL 1120 & Lab, BIOL 2210 & Lab, BIOL 2220 & Lab (1 or 2 courses may be needed)
U. S. History	1	History 2010
Social Studies	1	Enroll in HIST 1210, HIST 1220, HIST 1211, HIST 1221
Foreign Lang.	2	FREN 1010 & 1020, GR 1010 & 1020, SPAN 1010 & 1020 (1 or 2 courses may be needed)
Visual/	1	ART 1012, ART 1350, HPER 1022,
Performing Arts		THTR 1010

Must earn grade of "C" or better.

Placement

All first-time freshman students under the age of twenty-one (21) are required to submit their American College Test (ACT) or Scholastic Aptitude Test (SAT) scores as a condition for admission. ACT sub-scores in Reading, Math and English are used to determine initial placement in college preparatory or college-level courses. Any student, regardless of age, who has a valid ACT will be placed according to that test. Students who place in college preparatory courses and who wish to challenge their initial ACT placement in Reading, Math and/or English may take the COMPASS adaptive computerized placement test for a fee of \$20. First-time students over twenty-one years of age who do not have a valid ACT will use COMPASS for placement purposes. There is no fee if COMPASS must be used as the placement test.

Transfer students who have not been previously assessed and who have not earned credits in college-level English composition or college-level, algebra-based mathematics must undergo COMPASS assessment in the appropriate area(s). Transfer students are not required to submit ACT/SAT scores, although they are encouraged to do so if they have valid scores.

Non-degree students who have not completed the first college-level course in English or mathematics must undergo COMPASS assessment in the appropriate subject area and must complete courses indicated by COMPASS placement prior to enrolling in the respective college-level English or mathematics course.

On the basis of the placement test results, students will be placed in remedial/developmental classes and/or laboratories or college-level courses. Completion of remedial and developmental courses and labs is required before students can move to degree-credit courses for which developmental courses are prerequisite. Students who are placed according to their ACT scores are exempt from COMPASS testing unless such testing is required to remove 1989 high school deficiencies. However, if during the first two weeks of classes, an instructor has well documented evidence that a student is deficient in one or more of the basic skills or academic competencies, the instructor may refer the student to the Director of Developmental Studies for assessment and placement, using the form provided by the Director's office. Such students shall not be allowed to continue in a college-level course for which their COMPASS assessment indicates the need for pre-requisite skills.

If placement test scores so indicate, the student may be administratively withdrawn, upon proper notification, from course(s) which require the skills in which he/she is deficient.

Students must not be enrolled in an R/D English, mathematics, or reading course without a valid ACT or placement. The student must meet the exit criteria of the final R/D course in the subject area and complete the final subject-area examinations to meet all requirements for that area.

Failure to abide by ACT or COMPASS placement will not be used as a basis for waiving requirements.

If there are extenuating circumstances, a student may retake the COMPASS for a fee of \$20, providing the student has taken no course work in the retest area.

ADVANCED PLACEMENT CREDIT

The University will award advanced standing to entering freshmen based upon Advanced Placement Examination results. Scores of 3 to 5 will be awarded appropriate credit.

Official copies of the Examination scores must be submitted by the testing agency to the Office of Admissions and Records. Refer to the following chart for credits awarded:

SUBJECT	SCORE	CRS	RELATED COURSE(S)
History of Art	3,4	3	Art 1012
Biology	3	4	BIOL 1010, 1020 or 1030 w/lab
	4,5	8	BIOL 1110 & 1120 w/lab
Chemistry	3	3	CHEM 1010 w/lab
Lang & Comp.	3	3	ENGL 1010
	4,5	6	ENGL 1010 & 1020
French	3	3	FREN 1010
	4,5	6	FREN 1010 & 1020
Gov't Politics	3	3	POLI 2010
Comparative	4,5	6	POLI 2010 & 2040
European Hist	3	3	HIST Elective
	4,5	6	HIST Elective
United States	3	3	HIST 2010
	4,5	6	HIST 2010 & 2020
World History	3	3	HIST 1220
	4,5	6	HIST 1220 & 2022
Calculus (ab)	3	3	MATH 1830
	4,5	6	MATH 1830 & 1140
Calculus (bc)	3	3	MATH 1830 & 1140
	4,5	9	MATH 1830, 1140 & 1710
Theory	3,4,5	2	MUSC 1010
Listen & Lit.	3	3	MUSC 140
	4,5	5	MUSC 1010 & 1400
Physics	3	3	PHYS 2010 w/lab
(B) Mechanics	4,5	6	PHYS 2010 & 2030 w/lab
	3	3	PHYS 2010 w/lab
(C) Elect/Mag	4,5	8	PHYS 3110 & 3120
Language	3	3	SPAN 1010
	4,5	6	SPAN 1010 & 1020
Computer Sci	3	3	COMP 1210
CS (A)	3	3	COMP 1210
CS (AB)	4,5	6	COMP 1210 & 2110

Economics	3	3	ECON 2010
	4,5	6	ECON 2010 & 2120
Spanish	3	3	SPAN 1010
	4,5	4,5	SPAN 1010,1020
Psychology	3	3	PSYC 2010
	4,5	6	PSYC 2010 & 2020

Required Testing

Any or all students may be required to take one or more tests designed to measure general education achievement and achievement in major areas as a prerequisite to graduation, for the purpose of evaluation of academic programs. Unless otherwise provided for in an individual program, no minimum score or level or achievement is required for graduation. Participation in testing may be required of all students, of students in selected programs, and of students selected on a sample basis.

Early Admission

Students who wish to begin college at the end of their junior year may qualify under the following conditions:

1. be at least 16 years of age;
2. have completed the junior year of high school with a minimum of 14 high school units;
3. have a 3.2 grade-point average on all work taken during grades 9, 10, and 11;
4. have a minimum ACT composite score of 22;
5. be recommended for participation in the program by either the high school principal or the guidance counselor;
6. taken and passed the Tennessee Proficiency Test.

Re-Admission

1. Students who leave the University voluntarily and who do not enroll for courses during one or more regular semesters must submit an application for readmission to the university. Summer is not considered a regular semester in determining absence from the University.
2. Students who return to TSU after attending other colleges or universities must submit an application for readmission and a transcript from all institutions attended since leaving TSU. Applicants in this category need a grade point average equal to TSU's retention standards when all courses attempted at all colleges are combined.
3. Re-enrollees who wish to attend TSU after being suspended should follow items 1 and 2 above as well as the following:
 - a. Students who receive their first suspension at the end of the fall semester may not register at TSU until the following summer.
 - b. Students receiving their first suspension at the end of the spring semester will not be eligible to re-enroll until the following spring semester.
 - c. Students receiving their first suspension at the end of the summer session will not be eligible to re-enroll until the following spring semester.

d. Students who attend another accredited institution during their suspension from TSU and raise their cumulative GPA to meet TSU's retention standards will be allowed to re-enroll at TSU.

4. In determining retention and re-enrollment, Summer I and Summer II grades will be as one term.

Transfer Students

All students seeking advanced standing must submit official transcripts of all college credit earned. A student will be considered a transfer student if any college work has been taken at another institution.

All transfer applicants must:

- (1) Submit two official transcripts from each college/university attended.
- (2) Submit an official COMPASS report, if applicable.
- (3) Submit official ACT or SAT scores.
- (4) Have a GPA (based on all courses attempted at Tennessee Board of Regents colleges/universities) equal to TSU's retention standards.
- (5) Have a minimum 2.00 GPA, for out-of-state college/university.
- (6) Take the COMPASS subtest in Mathematics and/or English if the ACT (Enhanced) subtest(s) in the subject(s) is not acceptable or if college credit has not been earned in English and/or Mathematics. Transfer students with 60 or more hours of transfer credit are exempt from University Orientation if they have not attempted Math and/or English.
- (7) Students who have taken remedial and/or developmental courses at a non-TBR institution must undergo COMPASS assessment. However, if they transfer remedial and/or developmental course work which is equivalent to that offered at the University, the course(s) for which the transfer course is equivalent will be waived. Remedial and developmental courses transferred from other TBR institutions are automatically accepted.

To qualify for admission by transfer from a Tennessee Board of Regents community college or university in the State of Tennessee, a student must meet the following grade-point average requirements:

HOURS

ATTEMPTED

0-14

15-29

30-50

51-57

Above 67 hours

REQUIRED GPA

No minimum GPA

(Will be admitted as special students until GPA is at least 1.4)

Not less than 1.4 cumulative average

Not less than 1.7 cumulative average

Not less than 1.9 cumulative average

Not less than 2.0 cumulative average

To qualify for admission by transfer from an out-of-state college or university, a student must have, as a minimum, an overall 2.00 grade-point average. The 2.0 GPA also applies to instate colleges/universities not in TBR system. Credits earned by students who are Tennessee residents attending TBR community college and universities in Tennessee will be accepted toward degree programs on the same basis as work taken on the campus of Tennessee State University.

All other students seeking advanced standing will be admitted to Tennessee State University provided they meet the minimum re-

quirement of a 2.00 grade-point average. All transfer grades will be used in computing the average required for admission. Students transferring from a junior or community college must complete an additional minimum of 60 hours credit for the bachelor's degree at TSU. Furthermore, any student dismissed from a college or university for academic reasons must be eligible to re-enter that institution prior to acceptance at TSU.

Credit earned at other colleges and universities (accredited/non-accredited) will be assigned by the Office of Admissions once the student is admitted. The University does not grant upper division credit (3000-4000 level courses) for lower division work transferred from community or junior colleges. In addition, no upper division credit will be granted for any lower division credit transferred from any other university or college; any exceptions to this particular provision must be approved by the Office of Admissions and Records and the appropriate department head.

The Office of Admissions and Records will provide all transfer students an equivalency evaluation of all transfer credit during the first semester of enrollment at the University. All transfer credits from institutions not on the semester system will be converted to semester credits. Cumulative averages are computed on the basis of A equals 4 quality points for each credit hour.

Specific questions regarding transfer credit should be addressed to the Office of Admissions and Records and the appropriate department head.

Transient Students

A transient student is one who is regularly enrolled in another college or university and who desires admission for a limited period, usually one semester. The transient student is required to submit a regular application for admission and to furnish an official transcript and a letter of good standing from the college or university Registrar's Office in which he/she is enrolled. The transient student who wishes to become a regular student must file an appropriate application and meet the same requirements for admission as a transfer student.

Transient students who have taken the COMPASS at other TBR institutions and who have not yet completed required courses must abide by test placement results.

Advanced Standing

Students who are eligible may establish advanced standing through approved examination programs and educational experiences in the armed services. Students are awarded a grade of "P" for credit received. Transcripts, military documents, and original score reports must be submitted to the Office of Admissions and Records for evaluation and review. Approved programs are:

1. College Level Examination Programs (CLEP) of the College Entrance Examination Board
2. DANTES Standardized Tests administered by Educational Testing Service
3. Advanced Placement Program of the College Entrance Examination Board
4. Military training courses in the Armed Services of the United States as recommended by the Guide to the Evaluation of Educational Experiences in the Armed Services published by the Commission on Educational Credit of the American Council on Education. For evaluation purposes:

A. U.S. Army Veterans should present the Army/ACE Registry transcript. (ARTS);

B. U.S. Air Force Veterans should present a Community College of the Air Force transcript.

The DD214 or other official documentation should be submitted to support request for credits via A and B above.

Adult Special Student

This category is typically designed to serve the interests of adults who do not wish to pursue a degree at the present, but who wish to receive academic credit. An individual may be admitted subject to the following provisions:

1. He or she must hold a high school diploma or the equivalent and meet the requirement for admissions.
2. He or she may complete a maximum of 36 semester hours credit at TSU in this category. After receiving 36 hours, the applicant, to continue enrolling at TSU, must apply for regular classification and must meet transfer admission requirements.
3. He or she must take the COMPASS sub-test in English and/or Math before enrolling in these college-level courses unless the applicant has been placed by a valid ACT/SAT. If the student's ACT places him/her in college preparatory courses rather than in college-level courses, the student may take the COMPASS to challenge such placement for a fee of \$20.

Special Student (Audit)

Any person who is 18 years of age or older and wishes to take a course but receive no credit (audit) may do so by applying at the Admissions Office. Regular registration fees will be charged for auditing courses. Registration is on a space available basis. Students cannot audit developmental courses.

60-Year/Disabled (Audit) Student

Applicants who are 60 years old or older or permanently and totally disabled (T.C.A., Section 49-3251), and domiciled in Tennessee are required to pay the \$15 application fee but are not required to pay registration fees if they audit courses. Proof of age or disability is required (proof of disability is required annually). Registration is on a space-available basis. Regular registration fees will be charged for credit courses.

65-Year/Disabled Credit Student

Persons 65 years of age or older or permanently and totally disabled persons (T.C.A., Section 49-3251) who are domiciled in Tennessee may register for classes on a space available basis for credit, paying a minimum registration fee. The cost is one-half the semester hour rate up to a maximum of \$75. An application fee of \$15 is required. The applicant must be a high school graduate or the equivalent, and the applicant must submit proof of age or disability (proof of disability is required annually).

International Students

International students with superior scholastic records are considered for admission as freshmen and as transfer students. An applicant whose native language is not English is required to submit a test score of 500 as the minimum acceptance level of performance on the Test of English as a Foreign Language, (TOEFL) or 80% on The Michigan Test. Students who have ACT/SAT equivalent score will be placed according to these scores. Students who have not had college-level English and/or Math must undergo COMPASS testing. Applicant must:

1. Submit requested information at least 60 days prior to the beginning of the semester of enrollment.
2. Submit official TOEFL (Test of English as a foreign language) scores.
3. Submit a Notarized Affidavit of support and bank statement. These documents must not be older than six (6) months prior to desired semester of enrollment.
4. Submit official transcripts from each educational institution and examination certificate (0 levels).
5. Proof of a current physical examination.
6. Submit official transcripts from colleges/universities attended in the United States.
7. Copies of Visa and Alien Registration card.
8. Take the ACT/SAT test.

If complete documents are not on file by this deadline, the application will be considered for the next scheduled registration period. The application must be accompanied by a nonrefundable fee of **\$25**.

Educational Consortium TSU/MTSU

Tennessee State University and Middle Tennessee State University have joined in an educational consortium to provide advantages available to undergraduate students enrolled at each institution. The procedures for TSU students seeking to register for MTSU courses are as follows:

1. Obtain advisement and approval from academic department.
2. Obtain an "Agreement for Admission and Registration" form from TSU Records Office.
3. Complete top of form.
4. Have form approved and signed by the Records Office.
5. Register at TSU for TSU courses, pay fees.
6. Present form to Admissions and Records personnel at MTSU.
7. Register for courses at MTSU and present TSU receipt, pay additional fees to MTSU, if any.

Cross-Town Enrollment in the Air Force Reserve Officers Training Corps

Educational institutions within Nashville and the surrounding area having a Cross-town Agreement with Tennessee State University may allow their students to enroll in the university's AFROTC Program. These students are eligible to receive all benefits, privileges, and scholarships as fully enrolled TSU students. At present, Vanderbilt University, Middle Tennessee State University, Fisk University, David Lipscomb College, Western Kentucky, Trevecca Nazarene College, Belmont College, Volunteer State Community College, and Meharry Medical College, Aquinas Junior College have such agreements with the University.

Immunization Requirements

The State of Tennessee as of July 1, 1998 requires students entering and returning to colleges and universities provide proof of two doses of immunization with Measles, Mumps, and Rubella (MMR) vaccines administered on or after the first year of birth.

Students will not be allowed to register for courses until immunization forms are filed in the TSU Student Health Services department. If additional information is desired contact the Queen Washington Health Center at (615) 963-5291.

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state 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 must also be informed about the risk of meningococcal meningitis infection. Tennessee law requires that 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 Center of Disease Control and the American College Health Association. The law does not require that students receive vaccination for enrollment, but, however requires students to provide a signed copy of the waiver form to TSU Student Health Services, 3500 John A. Merritt Blvd., PO Box 9528 Nashville TN 37209-1561 or fax to (615) 963-5084.

Residency Classification

The Admissions Office is charged with the determination of a student's residency status for fee-paying purposes and as the basis for some University admission requirements. Classification is determined by information submitted on the admission application and/or application for re-classification. Notification in writing is made soon after the student applies for re-classification. The deadline dates are:

Summer Session	April 1
Fall Semester	July 1
Spring Semester	November 1

Students seeking a change in residency based on the "Work Rule" must:

- Complete the Change in Residency Application.
- Submit required documentation as outlined in the Residency Application.
- Submit most recent copy or copies of check stubs.
- Have a letter of verification relative to work status (full-time/part-time) forwarded on official letter head by employer.

Students seeking a change in permanent residency must:

- Complete the Change in Residency Application.
- Submit required documentation as outlined in the Residency Application.
- Submit copy of income taxes and proof of full-time employment in TN for at least 1 year prior to enrollment

All decisions are based on regulations established by the Tennessee State Board of Regents, with the intent that all Tennessee public institutions of higher education apply uniform classification rules. Should a student be denied in-state classification, the student has the right of appeal. The appeal steps are:

1. Director of Admissions
2. Provost and Executive Vice President
3. President of the University
4. Tennessee State Board of Regents