



EAST TENNESSEE STATE
UNIVERSITY

**Termination and Appeal of Student
Work Study Employment and APS Service
Positions**

Policy Name: Termination and Appeal of Student Work Study Employment and APS Service Positions

Policy Purpose

This policy specifies the appeals process for termination for cause of University employment under student Federal Work Study, Regular Work Study, or Academic Performance Scholarship (APS) programs.

Applicability

This policy applies to East Tennessee State University (ETSU or University) students.

Responsible Official, Office, and Interpretation

The Director of the Office of Financial Aid and Scholarships is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Financial Aid and Scholarships. The Vice President for Student Life and Enrollment, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Termination for Cause

For purposes of Work-Study Employment and APS service-position appeals, termination for cause means termination based on documented misconduct, violation of applicable rules or supervisor directives, dishonesty, repeated attendance problems, or failure to perform the essential duties of the assigned service position.

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Policy

Part-time University employment provides students with an opportunity to earn extra income while learning about personal responsibility and professionalism in the work place. Consistent with this educational objective, and the University's commitment to treat people with dignity and respect, students employed by ETSU on the Federal Work Study program or Regular Work Study program who are terminated for cause have the right to appeal the decision to the next higher level of authority in the administrative hierarchy.

If the student appeals the decision,

1. The student shall be advised of the reasons for his/her termination.
2. The student shall have the right to present a written appeal or to appeal in person to the next higher authority.
3. The student shall be advised in writing of the outcome of the appeal.

If a student fails to meet the requirements of his/her Academic Performance Scholarship service position due to extenuating circumstances, the supervisor has the right to terminate the student's service position. However, the supervisor must contact the Office of Financial Aid and Scholarships prior to termination with written request and supporting documentation. Since APS students are required to complete seventy-five (75) service hours per semester, accommodations will be required to allow the student to complete his/her required service hours.

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Procedures

1. Termination of Student Employment and Appealing Termination of Student Employment Under the Federal Work Study Program or Regular Work Study Program.
 - 1.1. The student is advised of the reasons for his/her termination by his/her supervisor.
 - 1.2. The supervisor submits a [Termination Request](#) and submits copies of disciplinary documents to the Student Employment Coordinator in the Office of Financial Aid & Scholarships.
 - 1.3. The Termination Request is processed by the Student Employment Coordinator in the Office of Financial Aid & Scholarships. The student will be informed that the termination has been processed.
 - 1.4. The student submits the appeal in writing to the supervisor of the individual who terminated the student's employment.
 - 1.5. The supervisor who receives the appeal advises the student in writing of the outcome of the appeal.
2. Termination of Service Position and Appealing Termination Under the Academic Performance Scholarship Program.
 - 2.1. Termination.
 - 2.1.1. The student's supervisor sends a request to terminate APS service position agreement to the Student Employment Coordinator in the Office of Financial Aid including all pertinent documentation regarding the reasons for termination and submits to the Student Employment Coordinator for review/decision.
 - 2.1.2. The Student Employment Coordinator and Assistant Director of Processing in the Office of Financial Aid & Scholarships reviews the request for termination and all documentation presented by the student's supervisor.
 - 2.1.3. If termination is approved, the student's supervisor and the student are notified in writing and the Office of Financial Aid & Scholarships reassigns the student to a new position.
 - 2.2. Appeals.
 - 2.2.1. Appeals are handled by the department where the student is completing service hours.

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- 2.2.2. Should the student choose to appeal the termination, the student submits the appeal in writing within five (5) business days from written notice of termination to the supervisor of the individual who terminated the student's employment.
- 2.2.3. The supervisor who receives the appeal shall issue a written decision within ten (10) business days after receipt of the appeal, unless additional time is reasonably necessary, in which case the student will be notified in writing.

Applicable Forms and Websites

[Handbook for Student Workers at ETSU](#)

[Handbook for Student Worker Supervisors at ETSU](#)

[Handbook for APS Supervisors at ETSU.](#)

[Handbook for APS Service Positions at ETSU](#)

Authority and Revisions

Authority: T.C.A. § 49-8-203, et seq.

Previous Policy: Termination of Student Employment

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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