

**Admissions and Credits Committee
Tennessee Technological University
Procedures**

Admissions and Credits Committee

I. NAME - The Admissions and Credits Committee of Tennessee Technological University.

II. PURPOSE - The Admissions and Credits Committee assists the President and the Vice President for Academic Affairs of Tennessee Technological University as follows:

The Admissions and Credits Committee recommends policies, standards, and regulations for the admission and retention of students. It reviews cases of students with problems concerning admission, readmission, academic credit and/or requirements. The Committee studies problems and recommends policies relating to credits to be recognized by the University. The Committee may also act on other matters referred to it by the Academic Council. The committee shall file an Annual Report with the Academic Council.

III. MEMBERS - The Admissions and Credits Committee shall consist of the following members, appointed by the University President in accordance with approved procedures:

A. FACULTY - A minimum of six (6) faculty members, representing the Schools and Colleges.

B. ADMINISTRATIVE - A minimum of six (6) administrators.

C. STUDENT - A minimum of two (2) student members, selected from the list of names submitted by the President of the Student Government Association.

D. TERMS OF OFFICE - Student members will serve one (1) year terms, with faculty and administrative members serve three (3) years, with appointments to be effective at the beginning of the Fall Semester. All appointments are subject to renewal at the discretion of the President.

E. ATTENDANCE AT MEETINGS - If a member of the Committee must be absent, he/she may send a representative with full voting privileges, if that representative is from the office or constituency of the member and the Chairperson is notified in advance.

IV. OFFICERS:

A. Chairperson - The Chairperson shall be elected annually from the Committee membership.

The Chairperson shall:

- 1. Preside at all meetings or designate another member to preside.**
- 2. Prepare a tentative agenda for each meeting, to be distributed at least two working days prior to the meeting.**
- 3. Approve the minutes of the meetings to be distributed to the Committee members.**
- 4. Call special meetings when necessary.**
- 5. Appoint ad hoc subcommittees as needed.**

6. Inform the Administration and Faculty of action taken by the Committee.

7. Supervise the preparation and distribution of matters before the Committee's activities.

8. Invite guests to participate in discussion of matters before the Committee when such action is desirable.

9. Execute policies of the Committee.

B. Executive Officer - The President will appoint a staff member to serve as executive officer and resource person and to provide staff support services.

V. MEETINGS

A. Two regular meetings, one per semester, of the full Admissions and Credits Committee shall be held each academic year with additional meetings scheduled as necessary.

B. 1. Any member may submit items to the Chairperson for consideration by the Committee.

2. Any faculty member may submit items to the Chairperson for consideration by the Committee.

3. Major items for consideration on the agenda shall be distributed to Committee members at least one week prior to the meeting.

C. The agenda shall be adopted at the beginning of each meeting by a majority of those members present.

D. Two-thirds of the members of the Committee shall constitute a quorum.

VI. SUBCOMMITTEES

A. Subcommittees will be formed for evaluation of student requests for exception to University Academic Regulations related to the purposes of the Committee and for student requests for readmission. Subcommittees do not establish policy.

B. Membership - Members shall be appointed from the full Committee by the Chairperson for each meeting. This appointment authority may be delegated to the Executive Officer for convenience. The Subcommittee shall consist of a minimum of four members plus the Executive Officer, with at least two colleges or schools represented. If a member of the committee has made a recommendation concerning one of the students under consideration he/she will not be allowed to vote on the final decision.

VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.

VIII. AMENDMENT OF PROCEDURES

These procedures can be amended at any regular meeting of the Committee by a two-thirds vote of the members, provided that the amendment has been submitted in writing to each member at least one week prior to the meeting. Amendments to Procedures are subject to final approval by the Administrative Council.

IX. COMMITTEE ACTION AND REVIEW

Actions of this Committee are subject to review by the Academic Council and approval by the President.

X. EFFECTIVE DATE OF IMPLEMENTATION

These modified procedures shall become effective at the beginning of the 2000-01 academic year.

Amended: April 5, 2000