



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: New Academic Unit- College of Fine Arts

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Proposal for the establishment of a new academic unit, the College of Fine Arts, with the existing School of Art, Craft, & Design and School of Music currently within the College of Education.

## TTU Internal Cover Form for New Academic Units

Please refer to the TTU Office of the Provost website for Policy 227- New Academic Units before developing a proposal. <http://www.tntech.edu/provost/new-programs/>

Name of New Academic Unit: College of Fine Arts

Proposed Implementation Date: July 1, 2017

Information Contact: Dr. Christy Killman / X3467  
Name                                    Telephone

Committee Approvals:  
Academic Council

Approval Date: 4/12/2017

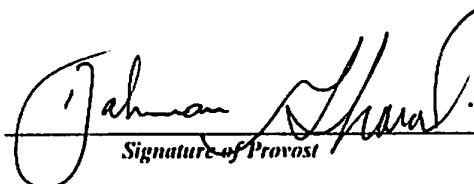
Administrative Council

Approval Date: NA

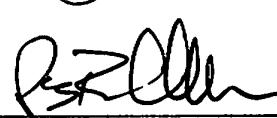
University Assembly

Approval Date: 4/19/2017

Academic Affairs Approval:

Jahman Sharl C., 5-22-17  
Signature of Provost                                    Date

President's Approval:

R. D. Miller, 6/5/2017  
Signature of President                                    Date

Revised 4/2017

### New Academic Unit Proposal per THEC Policy A 1.3

**Name of the proposed academic unit:** College of Fine Arts

**Rationale for the proposed academic unit:** Tennessee Tech's vision statement asserts that TTU will be nationally recognized as a leading technological university in the South, providing academic, economic, and cultural leadership in the region. A College of Fine Arts would provide cultural leadership throughout the region, state, and nation by highlighting the world-class art and music created here at Tech. Designating a "space" for the Fine Arts to continue to flourish and contribute to the academic and cultural experience at Tech speaks directly to the mission of serving the people of the Upper Cumberland, and others across the state and nation. Tech also offers an array of extracurricular activities as part of student life. A College of Fine Arts would bolster those experiences for increased student participation. Additional benefits of a College of Fine Arts include distinct branding and a unique college identity for students majoring in the Fine Arts. A more homogeneous college alignment strengthens opportunities for recognition of both alumni and current students. Marketing dollars will be better used to advertise a unified message to potential students with focused recruitment materials and efforts. A stand-alone College of Fine Arts will better align to accreditation requirements (NASM & NASAD) and will make the respective schools more visible to prospective students and employers. A College of Fine Arts better aligns curricular offerings at Tennessee Tech with our Flight Plan peers—Tennessee, national, and aspirational (See attached).

The remaining College of Education with the departments of Counseling and Psychology; Curriculum and Instruction; and Exercise Science, Physical Education and Wellness will also better align to accreditation requirements (CACREP & CAEP) and the organizational structure of our Flight Plan peers. Importantly, this restructure will make a positive impact on the College of Education and help us to better achieve the State's goals to improve educator preparation programs. This realignment would strategically assist efforts to produce more and better qualified teachers in critical areas of demand. In order to provide equitable access for P-12 students to high quality teachers across the state and to bolster the teacher pipeline directive from Governor Haslam and Commissioner McQueen, the streamlined College of Education will focus on more high need licensure initiatives.

**Inventory of academic program offerings:** The current academic program offerings housed in the two units will remain.

- School of Art, Craft & Design with a Bachelor of Fine Arts in: Art Education; Clay; Design (Digital Media); Fibers; Glass; Metals; Painting; Wood
- School of Music with a Bachelor of Music in: Music Education (Concentration in Instrumental or Vocal/General); Music Performance; Jazz Studies; Composition

**Updated organizational chart:** The new college would report to Academic Affairs and be aligned with the existing colleges at TTU (See attached proposed organizational chart). Tenure appointments will move with respective faculty members.

**Cost benefit analysis:** Existing departmental budgets for the School of Art, Craft & Design and the School of Music will transfer from the College of Education to the new College of Fine Arts. New costs to support the new academic unit include:

1. College of Fine Arts Dean's Office
  - a. New position/line for COFA dean, with no additional costs
  - b. New position/line for administrative associate, level 4 or 5, of \$31,000
  - c. Add permanent operating budget of \$15,000
  - d. Add permanent travel budget of \$6,000
2. College of Education Dean's Office
  - a. Move a current associate dean into COEd dean's line
  - b. Increase associate dean salary to dean level, additional \$48,500

New costs are \$21,000 in operating and \$79,500 in salaries, totaling \$100,500 annually. This amount will be reallocated from unrestricted university resources to each respective college (\$48,500 to College of Education; \$52,000 to College of Fine Arts).

Due to more strategic marketing efforts with greater visibility of Art and Music, we expect an enrollment increase of twenty-five additional students per year on top of the current enrollment trend. Student growth at this rate would generate an additional \$205,000 in revenue annually. To educate the additional twenty-five students per year, no supplementary resources are needed; therefore, since capacity will not be exceeded, the full \$205,000 per year will be revenue to the university.

| Academic Year        | New Revenue Generated |                  |                  |                  |                    |
|----------------------|-----------------------|------------------|------------------|------------------|--------------------|
|                      | 2017-18               | 2018-19          | 2019-20          | 2020-21          | 2021-22            |
| Year 1               | \$205,000             | \$205,000        | \$205,000        | \$205,000        | \$205,000          |
| Year 2               |                       | \$205,000        | \$205,000        | \$205,000        | \$205,000          |
| Year 3               |                       |                  | \$205,000        | \$205,000        | \$205,000          |
| Year 4               |                       |                  |                  | \$205,000        | \$205,000          |
| Year 5               |                       |                  |                  |                  | \$205,000          |
| <b>Total Revenue</b> | <b>\$205,000</b>      | <b>\$410,000</b> | <b>\$615,000</b> | <b>\$820,000</b> | <b>\$1,025,000</b> |

Enrollment trends for the past 10 years are included in the table below. We expect strategic marketing efforts via distinct branding and a unique identity with the College of Fine Arts to bolster recruitment efforts and grow enrollment.

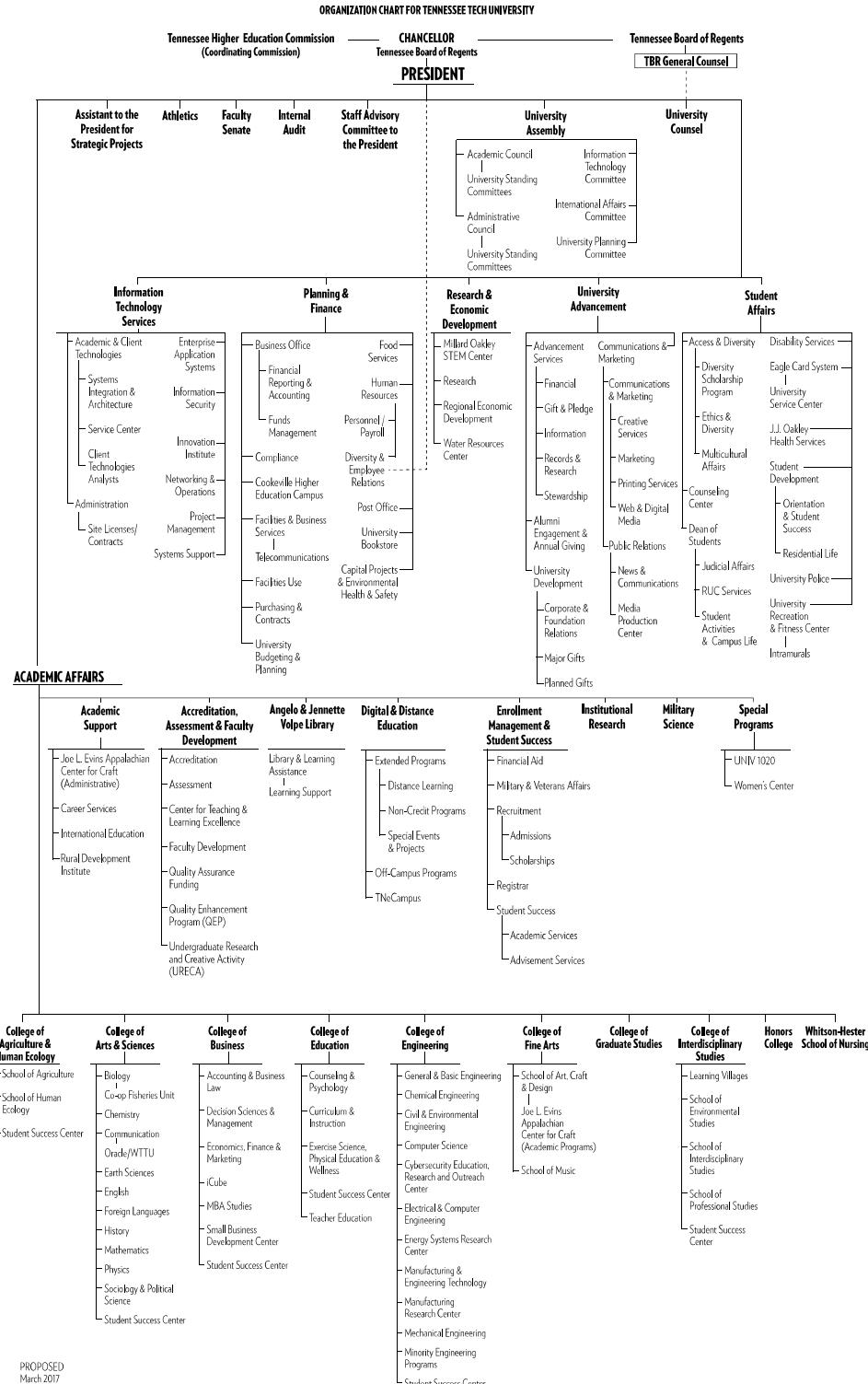
| Fall Enrollment Trend By Program |      |      |      |      |      |      |      |      |      |      |      |
|----------------------------------|------|------|------|------|------|------|------|------|------|------|------|
|                                  | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
| <b>Art</b>                       | 134  | 123  | 128  | 134  | 110  | 110  | 110  | 119  | 132  | 137  | 149  |
| <b>Music</b>                     | 175  | 153  | 162  | 181  | 167  | 179  | 187  | 191  | 179  | 168  | 155  |

**Existing or anticipated facilities for proposed academic unit:** Programs in the proposed College of Fine Arts are currently and will continue to be housed in the Bryan Fine Arts Building, Foundation Hall, and the Appalachian Center for Craft. The only additional space required is an office suite for the COFA dean and administrative associate in the Bryan Fine Arts Building. No renovations are required to accommodate the office suite.

**Letter of support from President Oldham: see attached**

**Accompanying name change proposal:** The Department of Music proposes to change its name to the School of Music to better reflect its comprehensive programming and to better align with the School of Art, Craft & Design.

Academic & Student Affairs Committee Materials - Formation of a New Academic Unit



| National Peers     |   |   |
|--------------------|---|---|
|                    | College of Fine & Applied Arts  | Reich College of Education  |
| Appalachian State  | Applied Design; Art; Communication; Military Science & Leadership; Sustainable Development; Sustainable Technology & the Built Environment; Theatre & Dance   | Curriculum & Instruction; Family & Child Studies; Human Development & Psychological Counseling; Reading Education & Special Education; Leadership & Educational Studies; Doctoral Program in Educational Leadership |
| U of Idaho         | College of Art & Architecture   | College of Education  |
|                    | Architecture; Art & Design; Bioregional Planning; Interior Design; Landscape Architecture; Virtual Technology & Design  | Curriculum & Instruction; Leadership & Counseling; Movement Sciences  |
| UA Huntsville      | College of Arts, Humanities & Social Sciences   | College of Education  |
|                    | Art, Art History & Design; Communication Arts; English; Global Studies; History; Music; Philosophy; Political Science; Psychology; Science, Technology & Society; Sociology; Theatre; Women's & Gender Studies; World Languages & Cultures  | Curriculum & Instruction; Kinesiology   |
| U of Maine         | College of Liberal Arts & Sciences  | College of Education & Human Development  |
|                    | Anthropology; Art; Chemistry; Communication & Journalism; Computing & Information Science; English; History; Mathematics & Statistics; Modern Languages & Classics; New Media; Philosophy; Physics & Astronomy; Political Science; Psychology; School of Performing Arts; Interdisciplinary Studies; International Affairs                  | School of Educational Leadership, Higher Education & Human Development; School of Kinesiology, Physical Education & Athletic Training; School of Learning & Teaching  |
| Louisiana Tech     | College of Liberal Arts   | College of Education  |
|                    | Professional Aviation; School of Communication; School of Design; General Studies; School of History & Social Sciences; Interdisciplinary Studies; School of Literature & Language; School of Performing Arts   | Curriculum, Instruction & Leadership; Kinesiology; Psychology & Behavioral Sciences   |
| South Dakota State | College of Arts & Sciences  | College of Education & Human Sciences   |
|                    | Aerospace Studies; Architecture; Chemistry & Biochemistry; Communication Studies & Theatre; Economics; English; Geography; History, Political Science, Philosophy & Religion; Journalism & Mass Communication; Military Science; Modern Languages & Global Studies; Music; Physics; Psychology; School of Design; Sociology & Rural Studies | Consumer Sciences; Counseling & Human Development; Health & Nutritional Sciences; Teaching, Learning & Leadership   |
| Murray State       | College of Humanities & Fine Arts   | College of Education & Human Services   |
|                    | Art & Design; English & Philosophy; History; Liberal Arts; Modern Languages; Music; Political Science & Sociology; Psychology; Theatre  | Adolescent, Career & Special Education; Community Leadership & Human Services; Early Childhood & Elementary Education; Educational Studies, Leadership & Counseling   |

|                  | College of Arts & Sciences  | College of Education   |
|------------------|---|--|
| New Mexico State | AFROTC; Anthropology; Art; Astronomy; Biology; Biochemistry & Chemistry; Communication Studies; Computer Science; Creative Media Institute; Criminal Justice; English; Geography; Geological Sciences; Government; History; Interdisciplinary Studies; Journalism & Mass Communications; Languages & Linguistics; Mathematical Sciences; Molecular Biology; Music; Philosophy; Physics; Psychology; Sociology; Theatre Arts | Counseling & Psychology; Curriculum & Instruction; Educational Leadership & Administration; Kinesiology & Dance; Special Education & Communication Disorders |

| Aspirational Peers |   |  |
|--------------------|---|--|
| Clemson            | College of Architecture, Arts and Humanities  | College of Education   |
|                    | School of Architecture; Art; Construction Science & Management; English; History; Landscape Architecture; Languages; Performing Arts; Philosophy & Religion; City Planning & Real Estate Development                              | Education & Human Development; Educational & Organizational Leadership; Teaching & Learning  |
| Miami U            | College of Creative Arts  | College of Education, Health & Society   |
|                    | Architecture & Interior Design; Art; Music; Theatre   | Educational Leadership; Education Psychology; Family Science & Social Work; Kinesiology & Health; Teacher Education  |
| James Madison      | College of Visual & Performing Arts   | College of Education   |
|                    | Schools of Art, Design & Art History; School of Music; School of Theatre & Dance  | Early, Elementary & Reading Education; Educational Foundations & Exceptionalities; Learning, Technology & Leadership Education; Middle, Secondary & Math Education; Military Science |
| SUNY Binghamton    | Harper College of Arts & Sciences   | Graduate College of Education  |
|                    | Division of Fine Arts & Humanities; Division of Science & Mathematics; Division of Social Sciences  | Teacher Education; Educational Leadership  |
| U of New Hampshire | College of Liberal Arts   |  |
|                    | Anthropology; Art & Art History; Classics, Humanities & Italian Studies; Communication; Education; English; Geography; History; Interdisciplinary Studies; Language, Literatures & Cultures; Music; Philosophy; Political Science |  |

| Tennessee Peers |   |   |
|-----------------|---|---|
|                 | College of Arts & Sciences  | College of Health, Education and Professional Studies   |
| UT Chattanooga  | Art; Biology, Geology & Environmental Science; Chemistry & Physics; Communication; English; History; Mathematics; Modern & Classical Languages & Literature; Performing Arts; Philosophy & Religion; Political Science & Public Service; Psychology; Social, Cultural & Justice Studies   | Health and Human Performance; Occupational Therapy; Physical Therapy; School of Nursing; School of Education; School of Professional Studies  |
| U of Memphis    | College of Communication & Fine Arts<br>Architecture; Art; Communication; Journalism & Strategic Media; Rudi E. Scheidt School of Music; Theatre & Dance  | College of Education<br>Counseling, Educational Psychology & Research; Instruction & Curriculum Leadership; Leadership  |
| MTSU            | College of Liberal Arts<br>Art; Communication Studies & Organizational Communication; English; Foreign Languages & Literatures; History; School of Music; Philosophy; Political Science & International Relations; Sociology & Anthropology; Theatre & Dance  | College of Education<br>Elementary & Special Education; Womack Educational Leadership   |
| ETSU            | College of Arts & Sciences<br>Appalachian Studies; Art & Design; Biological Sciences; Chemistry; Communication & Performance; Criminal Justice & Criminology; Geosciences; History; Literature & Language; Media & Communication; Mathematics & Statistics; Medical Professions; Music; Philosophy & Humanities; Physics & Astronomy; Political Science, International Affairs & Public Administration; Psychology; Social Work; Sociology & Anthropology | Clemmer College of Education<br>Counseling & Human Service; Curriculum & Instruction; Early Childhood Education; Educational Leadership & Policy Analysis; Sport, Exercise, Recreation & Kinesiology; Educational Foundations & Special Education |



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Bachelor of Science, Elementary Education

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

The College of Education is establishing a new Bachelor of Science (B.S.) degree program in Elementary Education from an existing Elementary Education concentration in Multidisciplinary Studies.

## **TTU Internal Cover Form (Required for All Proposals)**

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal.  
<https://www.tntech.edu/provost/new-programs>

Degree Designation or Type of Certificate Bachelor of Science

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B.S. in Elementary Education

**Formal Degree Abbreviation**      **Title of Proposed Program to be Established or Impacted**

Concentration(s):

Briefly describe changes (if any):

Establishing a new bachelor of science degree program from an existing concentration. Current program: Multidisciplinary Studies, Elementary Education concentration.

Proposed Implementation Date: August 2017

For more information contact: Dr. Jeremy Wendt / X3181  
Name Telephone

#### **Committee Approvals:**

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## University Curriculum Committee (for undergraduate programs)

Approval Date: 2/9/17

## Graduate School Executive Committee (for graduate programs)

Approval Date: N/A

### **Admissions and Credits Committee (if applicable)**

Approval Date: N/A

Academic Council

Approval Date: 5/12/17

**Academic Affairs Approval:**

oval: Johanna Marshall Date 4-27-17  
Signature of Provost



## Academic Program Modifications (APM) Checklist

### *Policy A1.1 Academic Program Modifications*

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All APMs must be in a paginated document with a table of contents and submitted as a PDF addressing the specific items outlined below. Note: The APM must be submitted upon approval by appropriate institutional or individual governing board processes to THEC for consideration. APM submissions will be reviewed on a rolling basis.

**The Department of Curriculum & Instruction proposes the creation of a stand-alone degree from a current concentration. The B.S. in Multidisciplinary Studies with a concentration in Elementary Education would transition to the B.S. in Elementary Education. Changes in teacher licensure, accreditation, and promotional needs have driven the request (additional info below).**

The following items must be included in APM submission:

- **Cover Letter from Chief Academic Officer Verifying the Proposed Program Submission Has Gone Through All Necessary Institutional Approval Channels**
- **Current and Proposed Program Name (and any concentrations), Degree Designation, and CIP Code** (*The current program name including all concentrations, degree designation and CIP code should also be provided.*)

| <b>Before the Proposed Change</b><br><i>(List as it now appears on the official Academic Program Inventory at THEC.)</i> |               |                   | <b>After the Proposed Change</b><br><i>(List as it should appear on the official Academic Program Inventory at THEC, once approved.)</i> |               |                   |
|--|---------------|-------------------|--|---------------|-------------------|
| <b>Title</b><br>Title of Existing Academic Program<br>(include all existing concentrations before program modification)  | <b>Degree</b> | <b>CIP Code</b>   | <b>Title</b><br>Title of New Program after program modification is approved (including all concentrations)                               | <b>Degree</b> | <b>CIP Code</b>   |
| Multidisciplinary Studies<br>Elementary Education  | BS            | 08.13.120<br>6.00 | Elementary Education   | BS            | 08.13.120<br>2.00 |

- **Proposed Implementation Date:** Fall 2017
- **Proposed Termination Dates for Any Concentrations Proposed as Free Standing Academic Programs:** NA
- **Anticipated Delivery Site:** TTU Main campus and 2+2 locations (Motlow State Tullahoma, McMinnville; Roane State Crossville, Huntsville, Harriman, Oak Ridge; Pellissippi State)

- **Academic Program Liaison (APL) Name and Contact Information:**  
*Jeremy Wendt, Department Chair, Curriculum & Instruction; 931-372-3181; jwendt@tnstate.edu*

- **Background for Proposed Academic Program Modification** (*State the rationale for the proposed change.*)

Historically, the concentration has had several names, but was placed under the title of multidisciplinary studies in the 1980's. Given the current enrollment fluctuations in the field of education, it is vital that the program be very visible and easily identified. Other elementary education programs in the state of Tennessee vary in title, but none specifically offer a "B.S. in Elementary Education". This will create a unique opportunity for student degrees. In addition, as the state changes licensure requirements, no additional changes will be required.

- **Need for Program**

Changes in licensure and educator supply and demand have created a competitive environment that has prompted the College of Ed to establish a free-standing degree program from an existing concentration. TTU proposes to move the *Multidisciplinary Studies Elementary Education* concentration to a stand-alone B.S. program in *Elementary Education*. The largest concentration in the College of Education seeks to change to a more visible title that is easily recognized by prospective students and professionals. The reorganization of this concentration is intended to create a stronger brand identity for the large Elementary Education program. This request also enables simpler marketing and promotion and identification of majors.

- **Potential Impact of Modification on Current Program** (*including other concentrations within the current Program) and other similar programs within the institution*)

New freshmen students, admitted for Fall 2017, will be classified under the title. Current students classified as seniors in Fall 2017 will stay on track under the old title/program and will graduate under the Multidisciplinary Studies degree. Fall 2017 juniors and sophomores will be transitioned over to the newly named program via the change of major process. Coursework will not be impacted since the program of study stays the same. All changes are simply in the program name and will not affect other program concentrations or degrees.

- **Existing Programs Offered at Public and Private Tennessee Institutions** – *List all programs within the same CIP code definition at the same academic level (Bachelor's, Master's, Doctoral) currently offered in public and private higher education in Tennessee. (Please utilize the following tabular format).*

There are no other BS programs in Elementary Education. There are M.Ed. programs in Elementary Education at ETSU, TSU, and UTC.

- **Enrollment and Degrees Awarded by Concentration** – Complete only if APM request is for elevation of existing concentration to a free-standing degree program. (Please utilize the following tabular format).

|                      | Fall Headcount Enrollment |        |        |                     | Degrees Awarded |                 |                 |                |
|----------------------|---------------------------|--------|--------|---------------------|-----------------|-----------------|-----------------|----------------|
|                      | Year 1                    | Year 2 | Year 3 | 3 Year Fall Average | Academic Year 1 | Academic Year 2 | Academic Year 3 | 3 Year Average |
| 1 Concentration      | 630                       | 554    | 380    | 521                 | 469             | 426             | 414             | 436*           |
|                      |                           |        |        |                     |                 |                 |                 |                |
|                      |                           |        |        |                     |                 |                 |                 |                |
| <b>Total Program</b> |                           |        |        |                     |                 |                 |                 |                |

\*This average does not include Elementary Education licenses at the graduate level, as the concentration is not identified as Elementary Education, but Curriculum & Instruction.

- **Student Learning Outcomes** – Describe what students should know, understand and/or be able to do at the conclusion of the program.

#### **Goals**

Candidates seeking initial licensure at the undergraduate level complete course work in general education, giving them a broad background in the arts and sciences and strengthening basic skills in communication. They complete a teaching field major and a professional education component that:

- Leads to a high level of scholarship in the content they will teach,
- Builds understanding of learning and the learning process,
- Develops teaching competencies,
- Cultivates skills in establishing and maintaining a positive and productive classroom climate, and
- Builds competence in a variety of strategies for performance assessment, its interpretation, and its implications for instruction.

#### **Candidate Dispositions**

Professional dispositions provide the guiding network for the collection of evidence that prepare candidates for teaching, principal, school counselor or school psychologist licensure who:

- Demonstrate scholarship in subject matter, understand tools of inquiry, and effectively integrate learning across the curriculum.
- Communicate effectively, using verbal, nonverbal, and media techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.
- Demonstrate positive relationships and collaborate effectively with partners in the educational process.
- Accept the responsibility to provide a supportive, safe, and technologically integrated environment and to facilitate learning in ways that promote critical thinking, problem solving and intellectual growth.
- Establish an atmosphere of respect and create an environment conducive to learning that considers the values, backgrounds, and learning needs of individual learners.
- Engage in reflection that leads to appropriate professional behavior, effective educational decision making and a commitment to lifelong learning and professional growth.

Throughout the professional education preparation program, basic elements of caring are modeled, stressed, and assessed. Regularly encouraged in class and in field experiences are such qualities as:

- Respect for each individual student.
- Empathy based on understanding the student as a unique individual.
- Effective use of verbal and nonverbal communication skills.
- Active listening.
- Open-mindedness that facilitates collaboration and intellectual growth.
- Communicating high-expectations founded on confidence that each student can achieve excellence.

- **Assessment** - *Provide a plan for assessing student learning outcomes while the students are in the program and after they have completed the program.*  
Student learning outcomes are assessed through multiple measures as dictated by SACSCOC requirements, CAEP national accreditation standards, and State of Tennessee licensure and program approval requirements. <https://www.tntech.edu/education/>
- **Accreditation** – CAEP/SACSCOC will be notified with program approval
- **Current and Proposed Curriculum Requirements**- see attached
- **New Courses Needed**– n/a
- **Curriculum Crosswalk of Proposed Curriculum to Accreditation Competencies** n/a
- **Distance Learning** – n/a
- **Current and Proposed Admission, Retention and Graduation Policies**- no change in current university policies

- **Current Faculty** - List the name, rank, highest degree, primary department and estimate of the level of involvement of all faculty members who will participate in the proposed program. If the program is at the graduate level, also list the number of masters' theses and doctoral dissertations each of these faculty members have directed to completion. (Please utilize the following tabular format).

| Name                 | Rank                | Highest Degree | Primary Department | FTE in Program |  |
|----------------------|---------------------|----------------|--------------------|----------------|--|
| Dr. James Akenson    | Professor           | Doctorate      | C&I                |                |  |
| Dr. Jennifer Meadows | Assistant Professor | Doctorate      | C&I                |                |  |
| Dr. Amy Rogers       | Lecturer            | Doctorate      | C&I                |                |  |
| Dr. Amber Spears     | Assistant Professor | Doctorate      | C&I                |                |  |
| Dr. Stephanie Wendt  | Assistant Professor | Doctorate      | C&I                |                |  |
|                      |                     |                |                    |                |  |

- **Finance** – no major financial projections or changes to current structure are anticipated

| <b>Multidisciplinary Studies, Elementary Education Concentration, B.S.</b> |  |                     |  |  |                     |
|--|--|---------------------|--|--|---------------------|
| <b>Freshman Year</b>   |  | <b>Credit Hours</b> | <b>Sophomore Year</b>                            |  | <b>Credit Hours</b> |
| BIOL 1310-Concepts of Biology & Envirn                                     |  | 3                   | EDPY 2200-Educational Psychology                 |  | 3                   |
| CHEM 1310-Concepts of Chemistry  |  | 3                   | ENGL 2130-Topics in American Literature          |  | 3                   |
| ENGL 1010-English Composition I  |  | 3                   | ENGL 2230-Topics in British Literature <b>OR</b> |  |                     |
| ENGL 1020-English Composition II   |  | 3                   | ENGL 2330-Topics in World Literature             |  | 3                   |
| FOED 2011-Intro to Teach. & Technology                                     |  | 2                   | SPCH 2410-Intro to Speech Comm. <b>OR</b>        |  |                     |
| FOED 1820-Intro. Field Experience <b>OR</b>                                |  |                     | PC 2500-Communicating in the Profession          |  | 3                   |
| FOED 1822-Intro. Field Experience & Orientation                            |  | 1                   | GEOL 1310-Concepts of Geology                    |  | 3                   |
| GEOG 1120-Human Geography  |  | 3                   | HEC 3500-Devel: Middle Childhood/Adolescence     |  | 3                   |
| HIST 2010-American History I   |  | 3                   | PHYS 1310- Concepts of Physics                   |  | 3                   |
| HIST 2020-American History II  |  | 3                   | Humanities/Fine Arts Elective (Gen Ed)           |  | 3                   |
| MATH 1410-Number Concepts for Teachers                                     |  | 3                   | Social/Behavioral Sciences Elective (Gen Ed)     |  | 3                   |
| MATH 1420-Geometry Concepts for Teachers                                   |  | 3                   | MATH Elective                                    |  | 3                   |
| <b>Total: 30</b>   |  |                     | <b>Total: 30</b>                                 |  |                     |
|  |  |                     |  |  |                     |
|  |  |                     |  |  |                     |
|  |  |                     |  |  |                     |
|  |  |                     |  |  |                     |
| <b>Junior Year</b>   |  | <b>Credit Hours</b> | <b>Senior Year</b>                               |  | <b>Credit Hours</b> |
| CUED 4700-Ed Data & Assessment   |  | 2                   | CUED 4800-Student Engagement                     |  | 3                   |
| ECSP 4100-Developmentally App Practices: K-4                               |  | 3                   | ELED 4871-Residency I                            |  | 5                   |
| ELED 3140-Teaching of Social Studies                                       |  | 2                   | ELED 4872-Professional Seminar I                 |  | 5                   |
| ELED 3152-Teaching of Mathematics  |  | 3                   | ELED 4881-Residency II                           |  | 10                  |
| ELED 4142-Teaching of Science  |  | 3                   | ELED 4882-Professional Seminar II                |  | 2                   |
| ESLP 4100(5100)-ESL M&M for PK-12  |  | 3                   | <b>Total: 25</b>                                 |  |                     |
| FOED 3010-Integ. Inst. Tech. into Classrm.                                 |  | 3                   |  |  |                     |
| FOED 3800-Field Experiences in Education                                   |  | 2                   |  |  |                     |
| FOED 3810-Field Exp. in Education  |  | 2                   |  |  |                     |
| READ 3311-Literacy I   |  | 7                   |  |  |                     |
| SPED 3000-Teach Persons with Disabilities                                  |  | 3                   |  |  |                     |
| Elective   |  | 2                   |  |  |                     |
| <b>Total: 35</b>   |  |                     |  |  |                     |
|  |  |                     |  |  |                     |
|  |  |                     |  |  |                     |
|  |  |                     |  |  |                     |
|  |  |                     |  |  |                     |

| <b>Elementary Education, B.S.</b>               |  |                     |  |  |                     |
|---|--|---------------------|--|--|---------------------|
| <b>Freshman Year</b>                            |  | <b>Credit Hours</b> | <b>Sophomore Year</b>                            |  | <b>Credit Hours</b> |
| BIOL 1310-Concepts of Biology & Envirn          |  | 3                   | EDPY 2200-Educational Psychology                 |  | 3                   |
| CHEM 1310-Concepts of Chemistry                 |  | 3                   | ENGL 2130-Topics in American Literature          |  | 3                   |
| ENGL 1010-English Composition I                 |  | 3                   | ENGL 2230-Topics in British Literature <b>OR</b> |  |                     |
| ENGL 1020-English Composition II                |  | 3                   | ENGL 2330-Topics in World Literature             |  | 3                   |
| FOED 2011-Intro to Teach. & Technology          |  | 2                   | SPCH 2410-Intro to Speech Comm. <b>OR</b>        |  |                     |
| FOED 1820-Intro. Field Experience <b>OR</b>     |  |                     | PC 2500-Communicating in the Profession          |  | 3                   |
| FOED 1822-Intro. Field Experience & Orientation |  | 1                   | GEOL 1310-Concepts of Geology                    |  | 3                   |
| GEOG 1120-Human Geography                       |  | 3                   | HEC 3500-Devel: Middle Childhood/Adolescence     |  | 3                   |
| HIST 2010-American History I                    |  | 3                   | PHYS 1310- Concepts of Physics                   |  | 3                   |
| HIST 2020-American History II                   |  | 3                   | Humanities/Fine Arts Elective (Gen Ed)           |  | 3                   |
| MATH 1410-Number Concepts for Teachers          |  | 3                   | Social/Behavioral Sciences Elective (Gen Ed)     |  | 3                   |
| MATH 1420-Geometry Concepts for Teachers        |  | 3                   | MATH Elective                                    |  | 3                   |
| <b>Total: 30</b>                                |  |                     | <b>Total: 30</b>                                 |  |                     |
|   |  |                     |  |  |                     |
|   |  |                     |  |  |                     |
|   |  |                     |  |  |                     |
|   |  |                     |  |  |                     |
| <b>Junior Year</b>                              |  | <b>Credit Hours</b> | <b>Senior Year</b>                               |  | <b>Credit Hours</b> |
| CUED 4700-Ed Data & Assessment                  |  | 2                   | CUED 4800-Student Engagement                     |  | 3                   |
| ECSP 4100-Developmentally App Practices: K-4    |  | 3                   | ELED 4871-Residency I                            |  | 5                   |
| ELED 3140-Teaching of Social Studies            |  | 2                   | ELED 4872-Professional Seminar I                 |  | 5                   |
| ELED 3152-Teaching of Mathematics               |  | 3                   | ELED 4881-Residency II                           |  | 10                  |
| ELED 4142-Teaching of Science                   |  | 3                   | ELED 4882-Professional Seminar II                |  | 2                   |
| ESLP 4100(5100)-ESL M&M for PK-12               |  | 3                   | <b>Total: 25</b>                                 |  |                     |
| FOED 3010-Integ. Inst. Tech. into Classrm.      |  | 3                   |  |  |                     |
| FOED 3800-Field Experiences in Education        |  | 2                   |  |  |                     |
| FOED 3810-Field Exp. in Education               |  | 2                   |  |  |                     |
| READ 3311-Literacy I                            |  | 7                   |  |  |                     |
| SPED 3000-Teach Persons with Disabilities       |  | 3                   |  |  |                     |
| Elective  |  | 2                   |  |  |                     |
| <b>Total: 35</b>                                |  |                     |  |  |                     |
|   |  |                     |  |  |                     |
|   |  |                     |  |  |                     |
|   |  |                     |  |  |                     |
|   |  |                     |  |  |                     |



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: P.S.M in Environmental Informatics, Changes to Admission Requirements

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

The College of Interdisciplinary Studies proposes to establish new admission requirements for the Professional Science Master's degree program in Environmental Informatics.

## **TTU Internal Cover Form (Required for All Proposals)**

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal.  
<https://www.tntech.edu/provost/new-programs>

Degree Designation or Type of Certificate Professional Science Master's

P.S.M. in Environmental Informatics  
Formal Degree Abbreviation      Title of Proposed Program to be Established or Impacted

Concentration(s): \_\_\_\_\_

Briefly describe changes (if any):

## Establishing new admissions requirements for the Professional Science Master's program in Environmental Informatics

Proposed Implementation Date: August 2017

For more information contact: Dr. Hayden Mattingly / X3698  
Name Telephone

#### **Committee Approvals:**

## University Curriculum Committee (for undergraduate programs)

Approval Date: N/A

## Graduate School Executive Committee (for graduate programs)

Approval Date: 4/14/17

### **Admissions and Credits Committee (if applicable)**

Approval Date: N/A

Academic Council

Approval Date: 4/12/17

### Academic Affairs Approval:

*[Signature of Provost] Date*



Approved by T TU  
Graduate School Executive Committee  
Date Approved In Committee: 4/4/17

School of Environmental Studies

Box 5152 • Cookeville, TN 38505-0001 • (931) 372-3507 • Fax (931) 372-6346

**MEMORANDUM**

**TO:** Graduate Studies Executive Committee

**VIA:** Dr. Mike Gotcher, Dean, College of Interdisciplinary Studies *M.Gotcher*

**FROM:** Dr. Hayden Mattingly, Interim Director, School of Environmental Studies *H.Mattingly*

**DATE:** March 13, 2017

**RE:** Change to admissions requirements for students entering Professional Science Master's Environmental Informatics degree program

The following changes to admissions requirements for the PSM-Environmental Informatics degree program are requested, effective April 17, 2017:

**Previous requirements:**

- Undergraduate GPA of at least 3.0 on a 4.0 scale in environmental sciences, natural resource management, environmental engineering, or equivalent field of study.\*
- Total of at least 1000 on the verbal and quantitative portions of the GRE® General Test (GRE) (306 New revised score) along with a 3.5 score on the analytical writing portion of the test.
- Official transcripts from all previously-attended colleges or universities
- Three (3) letters of recommendation from faculty familiar with the academic ability of the applicant.
- International applicants must also meet the English Language Requirement by providing test results on one (1) of the following:
  - TOEFL – 550 minimum (213 computer-based or 79 internet-based)
  - IELTS – minimum base score of 6.0
- \*Applicants that have baccalaureate degrees in a closely related field will be evaluated on a case-by-case basis and may be admitted to full standing upon completion of identified background courses.

**Change to:**

- Undergraduate degree in science, technology, engineering, or mathematics discipline\* with GPA of at least 3.0 on a 4.0 scale; [OR] a total score of at least 300 on verbal and quantitative portions of the GRE® General Test along with a score of at least 3.5 on the analytical writing portion of the test.
- Official transcripts from all previously attended colleges or universities
- Three (3) letters of recommendation from faculty or supervisors familiar with the academic ability of the applicant.

- International applicants must also meet the English Language Requirement by providing test results on one (1) of the following:
  - TOEFL – 550 minimum (213 computer-based or 79 internet-based)
  - IELTS – minimum base score of 6.0
- \*Applicants that have baccalaureate degrees in a closely related field will be evaluated on a case-by-case basis and may be admitted to full standing upon completion of identified background courses.

**Justification:** Beginning Fall 2017, the PSM-Environmental Informatics program will be offered in an online format in addition to the existing on-ground format. Along with this change, we anticipate that a significant portion of new applicants will be working professionals who have been out of college for several years. GRE test scores for these new applicants may not be accurate indicators of their potential for success in the degree program. In addition, some PSM programs at other universities do not require the GRE for admission. This issue was discussed at the most recent PSM-Environmental Informatics Industrial Advisory Board meeting (Fall 2016) and the board members recommended making a change to our admissions requirements to allow such flexibility in our admissions requirements.

**Financial Impact:** There will be no additional costs.



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Ph.D. in Environmental Sciences, Changes to Admission Requirements

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

The College of Interdisciplinary Studies proposes to establish new GRE admission requirements for the Ph.D. in Environmental Sciences. This change applies to both concentrations within the degree program.

## **TTU Internal Cover Form (Required for All Proposals)**

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal.  
<https://www.tntech.edu/provost/new-programs>

Degree Designation or Type of Certificate Doctor of Philosophy,

## Ph.D. in Environmental Sciences

**Formal Degree Abbreviation                      Title of Proposed Program to be Established or Impacted**

Concentration(s): Biology, Chemistry

Briefly describe changes (if any):

Establishing new GRE admissions requirements for the degree program.  
Change applies to both concentrations within the program.

Proposed Implementation Date: August 2017

For more information contact: Dr. Hayden Mattingly / X3698  
Name Telephone

#### **Committee Approvals:**

## University Curriculum Committee (for undergraduate programs)

Approval Date: N/A

## Graduate School Executive Committee (for graduate programs)

Approval Date: 4/4/17

**Admissions and Credits Committee  
(if applicable)**

Approval Date: N/A

Academic Council

Approval Date: 4/12/17

### Academic Affairs Approval:

*Signature of Processor*

Date



Approved by T TU  
Graduate School Executive Committee  
Date Approved In Committee: 4/4/17

School of Environmental Studies

Box 5152 • Cookeville, TN 38505-0001 • (931) 372-6246 • Fax (931) 372-6346

MEMORANDUM

TO: Graduate Studies Executive Committee

VIA: Dr. Mike Gotcher, Dean, College of Interdisciplinary Studies *JHG*

VIA: Environmental Sciences PhD Executive Committee *HJM*

FROM: Dr. Hayden Mattingly, Interim Director, School of Environmental Studies *Hayden Mattingly*

DATE: March 22, 2017

RE: Change to admissions requirements for students entering Environmental Sciences Ph.D. degree program

The following change to GRE admissions requirements for the Environmental Sciences Ph.D. degree program is requested, effective July 1, 2017:

**Previous requirements:**

- Program Requirements
  - Combined score of at least 1000 on the verbal and quantitative portions of the exam
- Biology Concentration
  - Minimum combined score of 1500 on the verbal, quantitative, and analytical writing (converted score\*) portions of the GRE General Test (GRE). \*Converted score=(analytical writing score/6) X 800.
- Chemistry Concentration
  - (No special GRE requirements beyond program requirements)

**Change to:**

- GRE scores of at least 300 (Quantitative + Verbal) and 3.5 (Analytical Writing) for students entering any concentration within the Environmental Sciences Ph.D. degree program

**Justification:** The previous GRE requirements used the former GRE scoring system and therefore were outdated. In addition, EVS faculty and executive committee members agreed that a uniform GRE standard for admission to the program was preferable to the previous situation where GRE criteria differed between the two concentrations (Biology vs. Chemistry). This requested change is expected to simplify and streamline admission decisions, and create more equitable criteria for student entry into the degree program. All other admissions requirements for the EVS PhD program will remain the same (GPA, Language Proficiency, letters of recommendation, etc.).

**Financial Impact:** None.



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: P.S.M in Environmental Informatics, Changes to Admission Requirements in Fast-Track Program Option



Review



Action



No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

The College of Interdisciplinary Studies proposes to establish new admission requirements for the Professional Science Master's degree program in the Environmental Informatics Fast-Track program option.

## **TTU Internal Cover Form (Required for All Proposals)**

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal.  
<https://www.tntech.edu/provost/new-programs>

Degree Designation or Type of Certificate Professional Science Master's

P.S.M. in Environmental Informatics  
Formal Degree Abbreviation      Title of Proposed Program to be Established or Impacted

Concentration(s): Fast-Track Program Option

Briefly describe changes (if any):

Establishing new admissions requirements for the Professional Science Master's program in Environmental Informatics, Fast-Track Program.

Proposed Implementation Date: August 2017

For more information contact: Dr. Hayden Mattingly / X3698  
Name \_\_\_\_\_ Telephone \_\_\_\_\_

#### **Committee Approvals:**

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## University Curriculum Committee (for undergraduate programs)

Approval Date: N/A

## Graduate School Executive Committee (for graduate programs)

Approval Date: 2/4/17

## Admissions and Credits Committee (if applicable)

Approval Date: N/A

Academic Council

Approval Date: 4/12/17

### Academic Affairs Approval:

val: Jahman Y. M. M. 4-27-17  
Signature of Provost Date



Approved by T TU  
Graduate School Executive Committee  
Date Approved In Committee: 4/4/17

School of Environmental Studies  
Box 5152 • Cookeville, TN 38505-0001 • (931) 372-6246 • Fax (931) 372-6346

**MEMORANDUM**

**TO:** Graduate Studies Executive Committee

**VIA:** College of Interdisciplinary Studies Curriculum Committee

**VIA:** Dr. Mike Gotcher, Dean, College of Interdisciplinary Studies *M. Gotcher*

**FROM:** Hayden Mattingly, Interim Director, School of Environmental Studies *Hayden Mattingly*

**DATE:** March 14, 2017

**RE:** Requirements for undergraduate students entering a fast-track option for the Professional Science Master's Environmental Informatics degree program

Effective April 15, 2017, we request approval of a fast-track program for undergraduate students who wish to earn credit that can apply at the graduate level in the Professional Science Master's Environmental Informatics degree program:

**Fast-Track Professional Science Master's Degree in Environmental Informatics**

This will allow selected undergraduates to enroll for up to six (6) hours of graduate courses prior to formal admission to the P.S.M., Environmental Informatics program. The courses taken during the student's junior/senior year can be used to satisfy both undergraduate and graduate degree requirements. Participation does not change the requirements for either the undergraduate or graduate program in Environmental Informatics. Once admitted to this program, the student will be allowed to enroll in appropriate courses in the junior or senior year with the consent of the student's undergraduate advisor and the Director of the P.S.M. program. Courses completed at the Graduate Level are only guaranteed to apply to the completion of the P.S.M. Environmental Informatics program.

**Admission to Fast-Track**

Minimum requirements for admission are:

- Applicant must be earning a baccalaureate degree in a related field, which will be evaluated on a case-by-case basis
- Recommendation of a faculty member in the student's major
- Overall GPA of 3.0
- Program participants should consult with their future P.S.M. advisor regarding appropriate graduate courses to take during their junior/senior year.
- The student must earn a minimum grade of "B" in the graduate courses in order to apply them to their P.S.M program of study.
- All requirements for full admission to Graduate School must be met upon undergraduate graduation. Students in the Fast-Track program must still apply for admission to the

Graduate School and meeting Fast-Track requirements does not necessarily guarantee admission to the PSM-Environmental Informatics degree program.

- Students who do not succeed in their first graduate course (B grade or better) will be advised to withdraw from the Fast Track program and complete their B.S. degree in a normal manner.

Fulfilling the above minimum requirements does not guarantee acceptance into the Professional Science Master's, Environmental Informatics Fast Track program. Students who meet the above minimum requirements must consult with the College of Interdisciplinary Studies and the School of Environmental Studies for eligibility and acceptance.

**Financial Impact:** We do not anticipate any new costs implementing this fast-track program.



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: M.A. in Exercise Science, Physical Education, & Wellness, Online Program Changes to Admission Requirements.



Review



Action



No action required

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PRESENTERS: Provost Ghorashi

**PURPOSE & KEY POINTS:**

The College of Education proposes to change the admission requirements for the Online Master of Arts in Exercise Science, Physical Education, & Wellness. These changes do not apply to the program's hybrid or traditional delivery methods.

## **TTU Internal Cover Form (Required for All Proposals)**

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal.  
<https://www.tntech.edu/provost/new-programs>

Degree Designation or Type of Certificate **Master of Arts**

M.A. in Exercise Science, Physical Education, & Wellness

Concentration(s): Online Program only

Briefly describe changes (if any):

Changes to the admission requirements for the Online M.A. in Exercise Science. These changes do not apply to the program's hybrid or traditional delivery methods.

Proposed Implementation Date: August 2017

For more information contact: Dr. Christy Killman / X3467  
Name Telephone

#### **Committee Approvals:**

## **University Curriculum Committee (for undergraduate programs)**

Approval Date: N/A

## Graduate School Executive Committee (for graduate programs)

Approval Date: 3/14/17

Admissions and Credits Committee  
(if applicable)

Approval Date: N/A

### Academic Council

Approval Date: 9/12/17

### **Academic Affairs Approval:**

al: Jahman Yousaf 4-27-17  
*Signature of Provost* Date

**MEMORANDUM**

**TO:** Graduate School Executive Committee (GSEC)

**VIA:** College of Education Executive Leadership Council (ELC)

**VIA:** Dr. Lisa Zagumny, Associate Dean, College of Education

**FROM:** Dr. Christy Killman, Chair, Department of Exercise Science, Physical Education & Wellness

**DATE:** February 22, 2017

**SUBJECT:** Revised Admission Requirements for the On-line MA program in Exercise Science

**EFFECTIVE DATE:** FALL 2017

**JUSTIFICATION:** Changing to these proposed admission requirements will provide flexibility in seeking and admitting well qualified MA candidates into the online Master of Arts in Exercise Science program.

**Admission requirements**

**FROM:**

Admission Requirements for Provisional Standing:

- Undergraduate GPA of 2.25
- Three (3) current letters of recommendation from those who have supervised a previous education or work experience
- A letter describing interest in program and future professional goals
- Official test scores on the MAT (372 minimum) or GRE® General Test (GRE): Exceed 150 on Verbal Reasoning and score 138 or above on Quantitative Reasoning AND a score of 4.0 or above is required on Analytical Writing. -OR- Exceed 141 on Quantitative Reasoning and score 143 or above on Verbal Reasoning AND a score of 4.0 or above is required on Analytical Writing.

Admission Requirements for Full Standing:

- Undergraduate GPA of 2.50
- Three (3) current letters of recommendation from those who have supervised a previous education or work experience
- A letter describing interest in program and future professional goals

- Official test scores on the MAT (380 minimum) or GRE<sup>(®)</sup> General Test (GRE): Exceed 150 on Verbal Reasoning and score 138 or above on Quantitative Reasoning AND a score of 4.0 or above is required on Analytical Writing. -OR- Exceed 141 on Quantitative Reasoning and score 143 or above on Verbal Reasoning AND a score of 4.0 or above is required on Analytical Writing.

Students entering the graduate program in Exercise Science, Physical Education and Wellness are required to participate in an initial on-campus orientation before starting classes. Orientations are offered on specific Saturdays in August, January, and May prior to the start of the academic term. The orientation addresses the online course management system, outlines course sequences for each program of study, and provides an overview of appropriate online academic practices. Students are also required to take comprehensive exams on campus during their last semester of classes.

TO:

Applicants for admission to the MA in Exercise Science are expected to have earned a BS degree from an approved program. There is no restriction on undergraduate program of study. Admission is decided based on a multi-parameter criterion that can include the following and will be evaluated by the graduate faculty in the department:

1. Minimum 2.5 undergraduate GPA for provisional admission and minimum 2.75 undergraduate GPA for full standing;
2. Waive entrance exam with undergraduate GPA of 3.75 or higher;
3. Waive entrance exam for students who have a passing score on EdTPA and minimum 3.0 undergraduate GPA;
4. Minimum MAT score of 370 for provisional and 380 for Full standing or GRE<sup>(®)</sup> General Test (GRE): Exceed 150 on Verbal Reasoning and score 138 or above on Quantitative Reasoning AND a score of 4.0 or above is required on Analytical Writing. -OR- Exceed 141 on Quantitative Reasoning and score 143 or above on Verbal Reasoning AND a score of 4.0 or above is required on Analytical Writing;
5. Minimum of 2 letters of recommendation from someone who can address scholarly aptitude;
6. All undergraduate transcripts;
7. Candidate provide a writing sample from an undergraduate 4000 level class or complete the provided writing prompt;
8. Letter of Intent outlining the purpose and proposed outcomes of being in the program;
9. Participate in face-to-face or skype interview if required.

Based on the level of satisfaction of the above criteria, the department will either recommend admission to full standing, provisional standing, or deny admission. Standing status may be changed to Full standing after the student satisfies the requirements specified by the department at the time of admission or upon departmental review.



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: M.A. in Counseling & Psychology, Changes to Admission Requirements

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

The College of Education proposes to change the admission requirements for the Master of Arts in Counseling and Psychology.

## **TTU Internal Cover Form (Required for All Proposals)**

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal.  
<https://www.tntech.edu/provost/new-programs>

Degree Designation or Type of Certificate Master of Arts

M.A. in Counseling and Psychology  
Formal Degree Abbreviation      Title of Proposed Program to be Established or Impacted

Concentration(s): \_\_\_\_\_

Briefly describe changes (if any):

Changes to the admission requirements for the M.A. in Counseling and Psychology.

Proposed Implementation Date: August 2017

For more information contact: Dr. Barry Stein / X3562  
Name Telephone

Committee Approvals:

## **University Curriculum Committee (for undergraduate programs)**

Approval Date: N/A

## Graduate School Executive Committee (for graduate programs)

Approval Date: 10/4/14

### **Admissions and Credits Committee (if applicable)**

Approval Date: N/A

## Academic Council

Approval Date: 11/9/14

### Academic Affairs Approval:

val: Jahman Y. Minali / 4-27-17  
*Signature of Provost* Date



Tennessee Tech  
UNIVERSITY

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College of Education • Department of Counseling and Psychology  
Box 5031 • Cookeville, TN 38505-0001 • (931) 372-3457

**MEMORANDUM**

**TO:** Graduate School Executive Committee (GSEC)

**VIA:** College of Education Executive Leadership Council (ELC)

**VIA:** Teacher Education Committee

**FROM:** Dr. Barry Stein, Chairperson of Counseling and Psychology

**DATE:** August 26, 2016

**SUBJECT:** Proposed changes in admission criteria for the Master of Arts (MA) degree in the Department of Counseling and Psychology.

The Counseling and Psychology department would like to request a change in our graduate admissions policy. This change allows successful Fast Track program students to be admitted without having to take the GRE. The current and proposed criteria are attached.

## **Proposed Changes in Admissions Requirements for MA in Counseling and Psychology**

### **Current Admission Requirements Counseling & Psychology:**

#### **Master of Arts Degree Admission Criteria**

Students pursuing graduate study in the Department of Counseling and Psychology can select from among several concentrations that are designed to lead to licensure in the State of Tennessee or that lead to non-licensure degrees.

#### **Admission Criteria:**

The Department offers admission to applicants who appear to have the highest potential for graduate study and who have the disposition to be successful in their concentration. The minimum admission requirements are:

1. A bachelor's degree from an accredited institution.
2. Satisfactory undergraduate grade point average, usually a minimum of 2.75 on a 4.0 scale.
3. Enough undergraduate training in psychology to do graduate work in the chosen concentration.
4. Three acceptable letters of recommendation for graduate study from faculty members or other persons who have adequate knowledge of the applicant's professional qualities or potential for success as a graduate student.
5. A score of 400 (old format) or 146 (new format) on the verbal portion, and 400 (old format) or 140 (new format) quantitative portions of the GRE® General Test (GRE) along with a 4.0 score on the analytical writing portion.

Satisfying minimal standards, however, does not guarantee your admission. Admission decisions are based on departmental review, using a combination of factors, including an interview to evaluate dispositions for professionals in the chosen concentration.

Students may be admitted with provisional status if they do not meet all of the criteria above but do meet the minimum requirements of the graduate school and are approved for provisional status by the departmental admissions committee. Provisional status will limit students to a maximum of nine (9) hours before the departmental admissions committee makes a recommendation for full admission. To advance from provisional to full admission a student must earn a 3.0 GPA on the nine (9) semester hours of graduate study in the concentration and be approved by the departmental admissions committee.

#### **Evidence of English Language Proficiency**

All applicants from countries in which the official language is not English are required to submit evidence of proficiency in English equivalent to level 9 in FLS.

**Proposed Admission Requirements Counseling & Psychology:**

**Master of Arts Degree Admission Criteria**

Students pursuing graduate study in the Department of Counseling and Psychology can select from among several concentrations that are designed to lead to licensure in the State of Tennessee or that lead to non-licensure degrees.

**Admission Criteria:**

The Department offers admission to applicants who appear to have the highest potential for graduate study and who have the disposition to be successful in their concentration. The minimum admission requirements are:

1. A bachelor's degree from an accredited institution.
2. Satisfactory undergraduate grade point average, usually a minimum of 2.75 on a 4.0 scale.
3. Enough undergraduate training in psychology to do graduate work in the chosen concentration.
4. Three acceptable letters of recommendation for graduate study from faculty members or other persons who have adequate knowledge of the applicant's professional qualities or potential for success as a graduate student.
5. A score of 400 (old format) or 146 (new format) on the verbal portion, and 400 (old format) or 140 (new format) quantitative portions of the GRE® General Test (GRE) along with a 4.0 score on the analytical writing portion. Students who have successfully completed TTU's Fast Track program and meet all other requirements for admission to graduate school may be exempted from taking the GRE.

Satisfying minimal standards, however, does not guarantee your admission. Admission decisions are based on departmental review, using a combination of factors, including an interview to evaluate dispositions for professionals in the chosen concentration.

Students may be admitted with provisional status if they do not meet all of the criteria above but do meet the minimum requirements of the graduate school and are approved for provisional status by the departmental admissions committee. Provisional status will limit students to a maximum of nine (9) hours before the departmental admissions committee makes a recommendation for full admission. To advance from provisional to full admission a student must earn a 3.0 GPA on the nine (9) semester hours of graduate study in the concentration and be approved by the departmental admissions committee.

**Evidence of English Language Proficiency**

All applicants from countries in which the official language is not English are required to submit evidence of proficiency in English equivalent to level 9 in FLS.



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: M.S. in Chemical Engineering, Non-Thesis Option



Review



Action



No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

The College of Engineering proposes to establish a Non-Thesis Option for the Master of Science in Chemical Engineering.

## **TTU Internal Cover Form (Required for All Proposals)**

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal.  
<https://www.tntech.edu/provost/new-programs>

Degree Designation or Type of Certificate Master of Science

## M.S. \_\_\_\_\_ in Chemical Engineering

**Formal Degree Abbreviation**      **Title of Proposed Program to be Established or Impacted**

Concentration(s):

Creation of a new application for the Shared Equipment module.

Proposed Implementation Date: August 2017

For more information contact: Dr. Pedro Arce / X3297  
Name Telephone

Committee Approvals:

## University Curriculum Committee (for undergraduate programs)

Approval Date: N/A

## Graduate School Executive Committee (for graduate programs)

Approval Date: 4/4/17

### **Admissions and Credits Committee (if applicable)**

Approval Date: \_\_\_\_\_

Academic Council

Approval Date: 4/12/17

### Academic Affairs Approval:

*Signature of Provost*

Date \_\_\_\_\_



Approved by TTU  
Graduate School Executive Committee  
Date Approved In Committee: 4/4/17

## Chemical Engineering

TENNESSEE TECH

### Memo

To: Graduate School Executive Committee

*JMB/HG* MAR 14 2017

Via: College of Engineering Graduate Committee

Via: Dr. Pedro E. Arce, Chair

From: CHE Graduate Committee

Robby Sanders, Chair *Robby Sanders*

The Department of Chemical Engineering requests approval to offer a non-thesis option in its MS degree program. The information presented below provides additional details regarding the program and request.

#### **ADD: MS-CHE with Non-thesis Option**

**MS-CHE with Non-thesis Option:** The MS-CHE program of study with non-thesis option requires a minimum of 34 credit hours of course work and shall include: CHE 6920 - Graduate Seminar (1 credit) to be completed during the first fall semester of study; 9 credit hours of graduate level breadth (core) courses from a list maintained by the CHE department; a minimum of twelve (12) credit hours of graduate level CHE elective courses; a three (3) credit hours CHE 6970: Non-Thesis Design Project course that will enhance independent learning skills, and a maximum of nine (9) hours of graduate level elective courses from outside the department. Additionally, each student should also pass a written comprehensive exam administered by the department.

#### *Example curriculum:*

##### 9 credits of graduate level breadth courses

- CHE 6010: Advanced Chemical Engineering Thermodynamics
- CHE 6140: Physical Transport I
- CHE 6210: Advanced Kinetics

##### 12 credits of graduate level CHE elective courses

- Examples of representative courses are provided on the following page.

3 credit hour project

- CHE 6970: Non-Thesis Design Project

9 credit hours of graduate levels courses from outside the department

- Examples of representative courses are provided on the following page.

Justification: The non-thesis option in CHE is designed for students interested in acquiring advanced chemical engineering knowledge as part of professional development with less of a focus on research. The program outlined above is in-line with that in other College of Engineering MS non-thesis option programs.

Effective starting in the Fall 2017 semester.

**DELETE:** N/A

**CHANGE:** N/A

Elective courses offered in the CHE Department in the last few years include:

- CHE 5210. Chemical Reaction Engineering
- CHE 5330. Polymer Engineering
- CHE 5661. Transport in Biochemical / Biological Processes
- CHE 6810. Advanced Fuel Cells
- CHE 6810. Advanced Issues in Polymer Engineering
- CHE 6810. Advanced Protein Biophysics and Simulation
- CHE 6810. Biofuels and the Rural Socioecology
- CHE 6810. Catalytic Systems
- CHE 6810. Modeling of Chemical Engineering Systems
- CHE 6810. Physical Transport I
- CHE 6810. Special Topics in Chemical Engineering
- CHE 7970. Survey of Protein Engineering
- CHE 7970. Advanced Application of Protein Engineering
- CHE 7970. Electrokinetics-Hydrodynamics
- CHE 7970. STEM Design: Team Management & Assessment
- CHE 7980. Advanced Kinetics in the Environment

Examples of courses outside the Department taken by CHE graduate students include:

- BIOL 5040. Immunology
- BGMT 6200. Organizational Leadership
- EDPY 6310. Educational Statistics
- EVS 7900. Scientific Writing and Grantsmanship
- CEE 5430. Water / Wastewater Treatment
- CEE 6200. Statistical Inference for Engineers
- CEE 6900. Introduction to Finite Element Analysis
- CHEM 5210. Chemistry of Polymers
- CHEM 5620. General Biochemistry
- CHEM 6410. Advanced Analytical Chemistry
- CHEM 6610. Advanced Biochemistry
- MATH 5510. Advanced Math for Engineers
- MATH 6510. Finite Difference Solutions
- MATH 6810. Partial Differential Equations
- ME 6360. Introduction to Continuum Mechanics
- ME 6810. Advanced Materials Science I
- NURS 6103. Advanced Pathophysiology
- NURS 6104. Advanced Pharmacology



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 202, Academic Freedom and Responsibility

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 202, Academic Freedom and Responsibility, establishes and details Tennessee Tech's policy regarding academic freedom and responsibility.

**Tennessee Technological University  
Policy No. 202**

**Academic  
Freedom and  
Responsibility**

*Effective Date:* July 1, 2017

Pending

**Policy No.:** 202

**Policy Name:** Academic Freedom and Responsibility

**Policy Subject:** Policy statement establishing and detailing Tennessee Tech's policy on academic freedom and responsibility

**Date Revised:** January 1, 2015

## **I. Purpose**

This policy statement establishes and details Tennessee Tech's policy regarding academic freedom and responsibility.

## **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Provost, with recommendations for revision presented to the Academic Council , University Assembly and the Board of Trustees.

## **III. Policy/Procedure**

### **A. Academic Freedom and Responsibility**

1. The faculty member is entitled to freedom in the classroom in discussing his/ her subject, being careful not to introduce into the teaching unrelated subject matter.
2. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties, including and consistent with any and all policies pertaining to clinical and research practices. Research for financial gain must be based upon an understanding with the authorities of Tennessee Tech, which is documented, reduced to writing, and signed by the faculty member and the appropriate academic officer(s).
3. The faculty member is a citizen, a member of a learned profession, and an officer of Tennessee Tech. When the faculty member speaks or writes as a citizen, he/she should be free from Tennessee Tech censorship or discipline, but his/her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should remember that the public may judge the profession and Tennessee Tech by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she does not speak for Tennessee Tech.
4. Academic freedom is essential to fulfill the ultimate objectives of an educational university/college - the free search for and exposition of truth - and applies to teaching, research, and faculty participation in institutional governance. Freedom in research is fundamental to the advancement of truth, and academic freedom in teaching is fundamental for the protection of the rights of the faculty member in

teaching and of the student to freedom in learning. Faculty participation in institutional governance is fundamental to the development and maintenance of effective academic policies, national and regional accreditation, and shared responsibility for the delivery of educational programs and services to students. Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, gross misconduct, failure to carry out assigned duties, arbitrary and capricious disregard of standards of professional conduct, falsification of information on an employment application or other information concerning qualifications for a position, failure to comply with Tennessee Tech policy when such policy and assignment are reasonable and nondiscriminatory, violation of Tennessee Tech Policy 141 Discrimination and Harassment or Tennessee Tech Policy 143 Sexual Misconduct and other grounds as set forth in Tennessee Code Annotated Section 49-8-302 may constitute adequate cause for dismissal or other disciplinary sanctions against faculty members.

5. The right to academic freedom imposes upon the faculty an equal obligation to take appropriate professional action against faculty members who are derelict in discharging their professional responsibilities. The faculty member has an obligation to participate in tenure and promotion review of colleagues as specified in Tennessee Tech policy. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter. While academic tenure is essential for the protection of academic freedom, the full benefits and responsibilities of academic freedom extend to all individuals teaching at Tennessee Tech whether or not they are eligible for tenure.

#### **IV. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. § 49-8-301(a)

Approved by:

Academic Council: September 7, 2016

University Assembly: April 19, 2017



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 203, Faculty Roles and Responsibilities

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 203, Faculty Roles and Responsibilities, delineates and defines the primary roles and responsibilities of Tennessee Tech faculty. In addition, this policy establishes the method by which each faculty member annually shall determine how to allocate appropriately his/her time among these roles and responsibilities. The policy also affirms the faculty role in academic and governance matters.

**Tennessee Technological University**  
**Policy No. 203**

**Faculty Roles  
and  
Responsibilities**

*Effective Date: July 1, 2017*

**Policy No.:** 203

**Policy Name:** Faculty Roles and Responsibilities

**Policy Subject:** Faculty Roles and Responsibilities

**Date Revised:**

## I. Purpose

This policy delineates and defines the primary roles and responsibilities of Tennessee Tech faculty. In addition, this policy establishes the method by which each faculty member annually shall determine how to allocate appropriately his/her time among these roles and responsibilities. The policy also affirms the faculty role in academic and governance matters.

## II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Provost, with recommendations for revision presented to the Academic and Administrative Councils and University Assembly.

## III. Scope

The term “faculty” shall not, for the purposes of this policy, include members of Tennessee Tech instructional personnel defined as adjuncts, part-time instructors, one-year appointments, post-doctoral fellows, visiting lecturers, and graduate students.

## IV. Definition

### A. Faculty

1. Full-time benefitted personnel whose principal activities include teaching, research/scholarship/creative activity, and/or service/outreach and who hold academic rank as professor, associate professor, assistant professor, tenured or tenure-track instructor or as lecturer, senior lecturer, or master lecturer.
  2. If not otherwise included within the above definition of “faculty,” the term “faculty” may include academic deans, academic vice presidents, and the president, provided they hold academic rank. In addition, the term “faculty” may include persons previously designated as members of the faculty who are assigned to other positions at Tennessee Tech.
- B. Full time – benefitted Tennessee Tech faculty employed on a continuing basis, expected to exceed one academic year, and who have a regular work week of 37.5 hours or who carry a full teaching load or its equivalent (to include modified fiscal year [nine-month] employees).
- C. Principal activities – the person’s regular assignment in the areas of teaching,

research/scholarship/creative activity, and service/outreach.

1. Teaching - any strategy in which information is imparted so that others may learn, and may include, but is not limited, to a variety of techniques including instruction, mentoring, development of course materials or courseware, and development of innovative approaches to instruction.
  2. Research/scholarship/creative activity – the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge and includes garnering internal and external resources to foster and develop such activities. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, and creative activities.
  3. Service/outreach – involvement within the community as defined by Tennessee Tech’s role and mission, service to Tennessee Tech, and service within the bounds of the faculty member’s discipline and budgeted assignment.
- D. Academic rank – an element of faculty status that generally correlates with the faculty member’s title and may be assigned only to faculty who meet or exceed the minimum rank criteria as described in Tennessee Tech’s promotion policy.
- E. Adjuncts – instructional or research employees who do not hold academic rank and who are employed for a single term at a time rather than for a complete academic or fiscal year.

The president may make an exception to these definitions with Board approval.

## V. Policy

- A. The faculty play a vital role in academic and governance matters.
1. Academic matters – The creation, change, and approval of curricula and new programs begin with the faculty. Faculty participate in the creation and development of the curriculum through membership on appropriate department or school curriculum committees, college-level curriculum committees, and the university Curriculum Committee and/or the Graduate Studies Executive Committee in the case of changes in the curriculum that involve graduate credit. Each department, interdisciplinary major, or school assigns faculty to oversee curriculum development and review.

2. Governance matters – Tennessee Tech is committed to shared governance. The University recognizes that faculty participation in institutional governance is fundamental to the development and maintenance of effective academic policies. Through membership on University standing and special purpose committees, faculty members provide advice and expertise to administrators. The Faculty Senate conveys faculty concerns to administrators and advises administrative officers on University policy.
- B. The responsibilities of full-time faculty members generally include the following three principal functions: teaching, research/scholarship/creative activity, and/or service/outreach. In addition, some faculty members may have duties in advising and/or administration. Prior to the end of the spring semester, each faculty member and the administrator to whom he/she immediately reports shall determine in a cooperative fashion the activities and percentage of effort in each area of responsibility for the coming academic year.
- C. The terms “teaching,” “research/scholarship/creative activity,” and “service/outreach” shall be limited to those academic activities properly assignable to Tennessee Tech’s current funds expenditures accounts designated as “Instruction,” “Research,” “Public Service,” and “Academic Support.” The terms exclude those activities properly assigned to accounts for “Student Services,” “Institutional Support,” “Operation and Maintenance of Plan,” etc.\*

\*Reference: “Financial Accounting and Reporting Manual for Higher Education” (NACUBO FARM Section 703.03 – Primary Functional Expense Classifications

## **VI. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

## **VII. Citation of Authority for Policy**

T.C.A §49-8-301(a)

Approved by:

Academic Council: 2016-11-09

Administrative Council: 2017-01-25

University Assembly: 2017-04-19



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 204, Faculty Appointments

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 204, Faculty Appointments, establishes the criteria and processes regarding faculty appointments at Tennessee Tech.

# Tennessee Technological University

## Policy No. 204



*Effective Date:* July 1, 2017

**Policy No: 204**

**Policy Name: Faculty Appointments**

**Policy Subject: Faculty Appointments**

**I. Purpose**

The purpose of this policy is to establish the criteria and processes regarding faculty appointments at Tennessee Tech.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Provost, with recommendations for revision presented to the Academic Council, the University Assembly, and the Board of Trustees.

**III. Policy**

The types of faculty appointments at Tennessee Tech include tenure-track, tenure, lecturer, clinical-track, research-track, and temporary appointments.

**A. Tenure-Track Appointments**

1. Tenure-track appointments are appointments for full-time faculty with academic rank and may be for the academic or fiscal year.
2. Tenure-track appointments are for faculty who are employed in a probationary period of employment prior to consideration for tenure.
3. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.

**B. Tenure Appointments**

1. Tenure appointments are appointments of full-time faculty who have been awarded tenure by the Tennessee Tech Board of Trustees pursuant to the provisions of Policy 205 Faculty Tenure.
2. To protect academic freedom, tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as provided in Policy 205 Faculty Tenure.
3. Such appointments do not include assurance of continued employment at any specified salary or position, or employment during summer sessions or intersession.

**C. Lecturer Appointments**

1. Lecturer appointments are full-time faculty appointments at the rank of Lecturer, Senior Lecturer, or Master Lecturer.

2. Lecturer appointments are for a fixed three-year period, are non-tenurable, and are renewable based on satisfactory annual performance reviews.

3. Faculty in this classification participate in the academic programs primarily by providing instructional services. Lecturers may participate in committee service and faculty meetings, excluding those related to tenure or promotion of professorial-rank faculty.

D. Clinical-Track Appointments.

1. Clinical-track appointments are full-time faculty appointments that are non-tenurable, renewable appointments for fixed terms; permit promotion in rank; and permit conversion of the appointment to tenure-track at any time prior to, but not later than, the expiration of the first three-year term, depending on funding availability and faculty performance.
2. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice.
3. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.

E. Research-Track Appointments

1. Research-track appointments are full-time faculty appointments, are non-tenurable, renewable appointments for fixed terms; permit promotion in rank; and permit conversion of the appointment to tenure track at any time prior to, but ~~not~~ not later than, the expiration of the first three-year term, depending on funding availability and faculty performance.
2. Faculty in this classification participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process.
3. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, or other sources.

F. Temporary Appointments

1. Temporary appointments are for a specific purpose for a time appropriate for that purpose. Temporary appointments may be terminated according to the terms of the contract of employment or appointment. Ordinarily, temporary appointments should be used only for ~~lecturers~~, adjunct or part-time faculty, faculty employed to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds.
2. In addition, temporary appointments may be used for faculty employed on the basis of state-appropriated funds in academic departments/units where the

- permanent and continued need for the position has not been established, provided that such appointments normally should not exceed three academic years.
3. After that, the position can be re-advertised, and the instructor can apply again and be hired if he/she is the best candidate.
  4. Appointments of faculty members supported by more than fifty percent grant funds, or other soft money sources, may be approved by the President for periods exceeding three years.
  5. Other extensions of temporary appointments for periods exceeding three years require approval of the Tennessee Tech Board of Trustees.

**IV. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

**V. Citation of Authority**

T.C.A. § 49-8-301(a)

**VI. Approved by:**

Academic Council: April 12, 2017

University Assembly: April 19, 2017



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 213, Faculty Voluntary Separation Policy

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

This policy establishes and details the process to be followed by faculty members who voluntarily choose to separate from Tennessee Tech by resignation or retirement. Nothing in this policy is intended to contradict or in any way limit the provisions of other applicable Tennessee Tech policies.

**Tennessee Technological University  
Policy No. 213**

**Faculty  
Voluntary  
Separation  
Policy**

*Effective Date:* July 1, 2017

**Policy No.:** 213

**Policy Name:** Faculty Voluntary Separation Policy

**Policy Subject:** Policy and procedure for the voluntary separation of faculty members from Tennessee Tech by resignation or retirement

**Date Revised:**

### **I. Purpose**

This policy establishes and details the process to be followed by faculty members who voluntarily choose to separate from Tennessee Tech by resignation or retirement. Nothing in this policy is intended to contradict or in any way limit the provisions of other applicable Tennessee Tech policies.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Provost with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

### **III. Policy**

- A.** Except in extraordinary circumstances, the effective date of a voluntary separation by retirement or resignation for faculty<sup>1</sup> shall be at the end of an academic semester.
- B.** Non-teaching faculty who voluntarily choose to separate from employment with Tennessee Tech are expected to provide written notice of their intent to separate to their direct supervisor (dean, department chair or school director) as soon as possible, but in no event less than one month prior to the end of the academic semester.
- 1.** An employee who chooses to retire from Tennessee Tech must notify his/her direct supervisor and the human resources department in writing no less than sixty (60) days from the date of retirement, absent extraordinary circumstances.
- 2.** An employee's retirement notification and retirement date cannot be rescinded once the human resources department has been formally notified, absent extraordinary circumstances.
- C.** Teaching faculty who intend to separate from employment prior to the beginning of the upcoming academic year are expected to provide written notice of such intent to their dean, department chair, or school director as soon as possible, but

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<sup>1</sup> For purposes of this policy only, "faculty" shall include full-time faculty, one-year appointments, and adjuncts.

no later than April 15 of the academic year in which he or she intends to retire/resign.

- D.** The procedure for separating from Tennessee Tech through voluntary resignation or retirement shall be governed by TTU Policy 663.

#### **IV. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(4)

Approved by:

Academic Council: September 7, 2016

University Assembly: November 16, 2016



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 217, Student Academic Misconduct

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 217, Student Academic Misconduct, establishes the policies and procedures for addressing Academic Misconduct at Tennessee Tech.

# Tennessee Technological University

## Policy No. 217

# Student Academic Misconduct Policy



*Effective Date: July 1, 2016*

**Policy No:** 217

**Policy Name:** Student Academic Misconduct Policy

**Policy Subject:** Responsibilities Related to Academic Misconduct and Processes that Govern Student Academic Misconduct Proceedings

**Date Revised:** February 14, 2017; June 15, 2017

## I. Purpose

This policy establishes the policies and procedures for addressing Academic Misconduct at Tennessee Tech.

## II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Senior Associate Provost with recommendations for revision presented to the Academic Council and University Assembly.

## III. Guiding Principles in Developing this Policy

A. Academic integrity is at the foundation of the educational process.

Maintaining high standards of academic integrity in every class at Tennessee Tech is critical to the reputation of Tennessee Tech, its students, alumni, and the employers of Tennessee Tech graduates.

B. All Students have the right to due process as described in this policy when charged with Academic Misconduct and may not be penalized with respect to grades or other means without being informed of the right to due process.

## III. <sup>1</sup>Definitions and Examples of Academic Misconduct

A. “Academic Misconduct” – any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage. Individual departments at Tennessee

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<sup>1</sup>The definitions of Academic Misconduct in this section are from “Definitions & Examples of Academic Misconduct,” Center for Student Conduct, Division of Student Affairs, University of California, Berkeley and are used with permission.

Technological University may have differing expectations for Students, so Students are responsible for seeking out information when unsure of what is expected.

Below are some basic definitions and examples of academic misconduct.

Please note that this list is not exhaustive.

1. Cheating

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question, such as:

- a. Copying or attempting to copy from others during an exam or on an assignment.
- b. Communicating answers with another person during an exam.
- c. Preprogramming a calculator to contain answers or other unauthorized information for exams.
- d. Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
- e. Allowing others to do an assignment or portion of an assignment for oneself, including the use of a commercial term-paper service.
- f. Submission of the same assignment for more than one class without prior approval of all the instructors involved.
- g. Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- h. Taking an exam for another person or having someone take an exam for oneself.

2. Plagiarism

Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source, for example:

- a. Wholesale copying of passages from works of others into one self's homework, essay, term paper, or dissertation without acknowledgment.
- b. Use of the views, opinions, or insights of another without acknowledgment.
- c. Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.

3. Class Materials

- a. Removing, defacing, or deliberately keeping from other Students library materials that are on reserve for specific classes.
  - b. Contaminating laboratory samples or altering indicators during a practical exam, such as moving a pin in a dissection specimen for an anatomy class.
  - c. Selling, distributing, website posting, or publishing class lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.
4. False Information and Representation, Fabrication or Alteration of Information
- a. Furnishing false information in the context of an academic assignment.
  - b. Failing to identify oneself honestly in the context of an academic obligation.
  - c. Fabricating or altering information or data and presenting it as legitimate.
  - d. Providing false or misleading information to an instructor or any other University official.
5. Theft or Damage of Intellectual Property
- a. Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software.
  - b. Improper access to, or electronically interfering with, the property of another person or the University via computer or other means.
  - c. Obtaining a copy of an exam or assignment prior to its approved release by the instructor.
6. Alteration of University Documents
- a. Forgery of an instructor's signature on a letter of recommendation or any other document.
  - b. Submitting an altered transcript of grades to or from another institution or employer.
  - c. Putting one's name on another person's exam or assignment.
  - d. Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.
- B. "Dean" – the Dean of the College offering the course in which the cheating allegedly occurred.

- C. “Department Chair” – Chair of the Student’s academic department.
- D. “Instructor” – the person listed as the ‘Instructor of Record’ for the class.
- E. “Student” – for the purposes of this policy, any person who is admitted and/or registered for study at Tennessee Tech for any academic period. This shall also include any period of time that the student may be completing the requirements to clear an “Incomplete” grade, but not otherwise registered for classes.
- F. “Requirement” – Any assignment, project, exam, quiz, or assessment tool, regardless of its name, that is used in determining the Student’s grade in the class.

## **V. Responsibilities**

### **A. Instructor Responsibility**

- 1. The Instructor has the primary responsibility for maintenance of academic integrity, including filing a charge of Academic Misconduct when s/he reasonably believes such has occurred.
- 2. The Instructor shall provide in the class syllabus a definition of what resources are allowed and what resources are not allowed for completion of Student Requirements, including any differences between allowable resources for in-class and outside-of-class Requirements.
- 3. The Instructor may impose additional restrictions/allowances during the class for a specific Requirement but must clearly communicate any changes to the Students.
- 4. Before penalizing a Student for Academic Misconduct, the Instructor must file a charge of Academic Misconduct following this policy if s/he has evidence that reasonably supports a charge of Academic Misconduct.
- 5. In cases where an Instructor reasonably believes that the integrity of a requirement has been compromised but is unable establish by a preponderance of the evidence the parties involved in the matter, the

Instructor may discard the results of the original assignment only if the Instructor re-administers the exam or assignment to the entire class.

B. Student Responsibilities

1. The Student is responsible for understanding and abiding by this policy, including reading Academic Conduct information provided in the class syllabus and asking for clarification if unclear about what is and is not allowed in the production of all Requirements in the class.
2. The Student is responsible for following any instructions related to additional restrictions/allowances for a specific Requirement provided in class and asking for clarification if necessary. In the event of a class absence, the burden is on the Student to ask the Instructor what, if any, restrictions/allowances for a specific Requirement were provided during the missed class.

**VI. Procedures for Filing a Charge of Academic Misconduct**

- A. An Instructor must follow the procedures outlined in this policy if s/he believes a charge of Academic Misconduct is warranted.

Step 1 - The Instructor shall document in writing the charge, including details of the evidence of Academic Misconduct, a recommendation related to the appropriate penalty and the Student's right to a hearing [Academic Misconduct Charging Document Template](#)

- B. Step 2 - The Instructor must provide the Charging Document to the Student, the Department Chair, Dean, the Provost's Office and the Office of the Registrar within five business days of the Instructor's determination that Academic Misconduct has occurred.

1. For the purposes of this policy, a Charging Document sent from the Instructor's Tennessee Tech email account to the Student's Tennessee Tech email account will constitute "in writing." Instructors may not use any other type of email accounts for communicating with the Student.
2. Possible recommendations for a penalty may include, but are not limited to, the following:
  - a. Reduced grade for the Requirement; (College Committee sanction)

- b. "F" or Zero for the Requirement; (College Committee sanction)
  - c. "F" grade for the class; (College Committee sanction)
  - d. Reprimand; (University Committee sanction)
  - e. Probation; (University Committee sanction)
  - f. Suspension; or (University Committee sanction)
  - g. Expulsion. (University Committee sanction)
3. If an Instructor recommends a penalty in excess of an "F" grade for the class in the Charging Document, the University Academic Misconduct Committee must review and approve that recommendation in accordance with the procedures described in Step 7 below.
  4. Once an Instructor determines that a charge of Academic Misconduct against a Student is warranted, Tennessee Tech will not allow the Student to withdraw from the class to avoid the charge of Academic Misconduct. If the deadline for submission of grades to the Office of the Registrar occurs prior to the resolution of the charge of Academic Misconduct, the Instructor shall enter a grade of "I", which will be updated within a reasonable time in accordance with the final outcome of all applicable procedures described in this policy.

C. Step 3 – The Student's Options after a Charge of Misconduct is Filed

1. Option 1: Student Does Not Dispute the Charge
  - a. If the Student has not filed a [Academic Misconduct Request for Hearing Form](#) within three (3) business days of receipt of the Charging Document the Dean's Office shall inform the Instructor and the Provost.
  - b. Failure to dispute the charge will result in imposition of a penalty and may be used as evidence in any subsequent proceeding.

- c. The Instructor may then assign a reduced grade for the Requirement, an "F" or "zero" for the Requirement or an "F" in the class as originally described in the Charging Document.
  - d. If a penalty greater than an "F" in the class (reprimand, probation, suspension, expulsion) was recommended by the Instructor or the Office of the Provost in a Charging Document, the Instructor may enter a grade of "F" for the class and the case proceeds to the University Academic Misconduct Committee (Step 7).
  - e. A Student who fails to file a timely appeal will not be allowed to appeal a reduced grade or a grade of "F" assigned for a Requirement or class due to Academic Misconduct.
  - f. The process either ends here or proceeds to Step 7 as prescribed in d. above.
2. Option 2: The Student Disputes the Charge
- a. The Student must file an appeal with the Office of the Dean using a [Academic Misconduct Request for Hearing Form](#) within three (3) business days after receipt of the Charging Document, absent good cause.
  - b. For the purposes of this policy, "receipt" means the date the Instructor sent the Charging Document to the Student's Tennessee Tech email account ~~or three business days after the Instructor mailed the Charging Document to the Student~~.
  - c. The Process continues to Step 4.
- D. Step 4 - College Academic Misconduct Committee Procedures - If the Student files a timely Request for Hearing, the Office of the Dean shall notify the Chairperson or Alternate, if Chairperson is not available, of the College Academic Misconduct Committee ("College Committee") of the need for the College Committee to meet to hear the dispute.
- E. Step 5 - The Office of the Dean shall, after consultation with the Chairperson or Alternate if the Chairperson is not available, notify the Student, the

Instructor, the Department Chair and College Committee members of the date, time and place of the hearing.

- F. Step 6 - The hearing shall be held within five (5) business days, absent good cause, but not sooner than three (3) business days of the Student filing a timely Request for Hearing.
  1. The Instructor and Student shall appear before the College Committee in person to present their cases. In the event one or the other cannot attend, the Instructor and/or Student may present their cases in writing.
  2. The College Committee must communicate its decision in writing to the Student and Instructor within two (2) business days of the hearing, absent good cause. For the purposes of this policy, a decision sent from the Chairperson of the College Committee's Tennessee Tech email account to the Student's Tennessee Tech email account and the Instructor's Tennessee Tech email account will constitute "in writing." The College Committee may not use any other type of email accounts for communicating with the Student or Instructor.
  3. If the College Committee finds that the preponderance of evidence supports the charge, the College Committee shall advise the Instructor that s/he may assign a reduced grade for the Requirement, an "F" or "zero" for the Requirement or an "F" in the class as originally described in the Charging Document.
    - a. The decision of the College Committee is final.
    - b. The Student may not appeal the College Committee's finding through the Grade Appeal Process.
    - c. The Student may not withdraw from the class.
    - d. The process ends here or may move to Step 7 in the following circumstances:
      - (1) If the Instructor's recommendation was for a penalty greater than an "F" in the class (reprimand, probation, suspension, expulsion), the College Committee shall advise the Instructor that s/he may assign an "F" for the class.

- (2) Either the College Committee or the Provost may then refer the case to the University Academic Misconduct Committee for further action (Step 7).
- (3) If the College Committee finds the preponderance of evidence does not support the charge, the College Committee shall recommend to the Instructor that s/he determine the Student's grade in accordance with the stated class policy without prejudice or penalty associated with the alleged misconduct.
  - (a) The Student may elect to withdraw from the class following Tennessee Tech procedure at this time; the withdrawal date will be effective at the date the original hold was placed by the Registrar or
  - (b) The Student may appeal the Instructor's final grade according to the Grade Appeal Procedure.

#### G. Step 7 - University Academic Misconduct Procedures

1. The University Academic Misconduct Committee ("University Committee") is the sole committee designated to hear Academic Misconduct charges that involve possible suspension, probation or expulsion.
2. Based on the Instructor's initial Charging Document; the recommendation of the College Academic Misconduct Committee; or the Office of the Provost, the case can be referred to the University Committee for consideration of additional penalties beyond an "F" in the class. In cases where the Charging Document does not include information related to additional penalties, the Student must receive an amended Charging Document.
3. The Office of the Provost may request the University Committee hear any charge of Academic Misconduct whenever the Provost deems, in her/his sole discretion that the circumstances of the charge warrant such a request, including but not limited to cases where the Student has been found guilty on another occasion of Academic Misconduct. In such cases, the Office of the Provost shall provide an amended Charging Document to the Student.

- H. Step 8 – The Office of the Provost shall notify the Student of the intent to seek additional Penalties.
- I. Step 9 – A Student who contests the charge of Academic Misconduct before the University Committee has two options (1 or 2, below):
  - 1. In cases where the penalty sought is suspension or expulsion, the Student may elect to have the case disposed of under the Uniform Administrative Procedures Act (UAPA) in accordance with applicable contested case procedures. The Tennessee Tech process ends and the UAPA process begins.
  - 2. In all cases referred to the University Committee, the Student may elect to continue under the procedures established by this policy in sections 10-13 below (“Tennessee Tech Procedures”).
    - a. A Student accused of Academic Misconduct who elects to have the case disposed of under Tennessee Tech Procedures must execute a written waiver of his/her right to a disposition of the case under the Uniform Administrative Procedures Act. [[Academic Misconduct Waiver of UAPA Hearing](#)]
    - b. The process continues to Step 10 -13, which are the procedures before the University Committee.
- J. Step 10 - The Office of the Provost shall notify the Chairperson or Alternate, if Chairperson is not available, of the University Committee of the need for the University Committee to meet to hear the appeal.
- K. Step 11 - The Office of the Provost shall, after consultation with the Chairperson or Alternate if the Chairperson is not available, notify the Student, the Instructor, the Department Chair, the Dean and University Committee members of the date, time and place of the hearing.
- L. Step 12 - The University Committee hearing shall be held within five (5) business days, absent good cause, but not sooner than three (3) business days of the Student filing a timely Request for Hearing.

- a. The University Committee shall require the parties to appear in person to present their cases. In the event one or more parties cannot attend, the party may present their cases in writing.
  - b. The Office of the Dean shall present the charge of Academic Misconduct to the University Committee.
  - c. If the University Committee finds that the preponderance of evidence presented, including the finding of prior Academic Misconduct by the Student, warrants additional penalties, the University Committee may impose a reprimand, probation, suspension, or expulsion.
  - d. If the University Committee finds that the preponderance of evidence, including the finding of prior Academic Misconduct by the Student, does not support additional penalties, the recommendation of the College Committee still stands, but additional penalties are not imposed.
  - e. The decision of the University Committee is final.
- M. Step 13 - The University Committee must communicate its decision in writing to the Student, the Instructor, the Department Chair and the Dean within two (2) business days of the hearing, absent good cause. For the purposes of this policy, a decision sent from the Chairperson of the University Committee using the Tennessee Tech email account AcademicMisconduct@tntech.edu to the Student's Tennessee Tech email account and the Instructor's Tennessee Tech email account will constitute in "writing." The University Committee may not use any other type of email accounts for communicating with the Student or Instructor.

## VII. Committee Structure

- A. College Academic Misconduct Committee
  1. The College Academic Misconduct Committee has jurisdiction to hear cases where the penalty sought is a reduced grade for the Requirement or an "F" or Zero for the Requirement or an "F" grade for the class.
  2. A College Academic Misconduct Committee shall be established in each of the following academic units:

- a. College of Agriculture and Human Ecology;
- b. College of Arts and Sciences;
- c. College of Business Administration;
- d. College of Education (including ROTC and Crafts Center);
- e. College of Engineering;
- f. College of Interdisciplinary Studies; and
- g. School of Nursing.

B. Membership.

- 1. The College Academic Misconduct Committee of each unit, except for the School of Nursing and the College of Agriculture and Human Ecology, shall consist of
  - a. one (1) Faculty member and one (1) alternate from each department/school within the unit, elected for a three (3) year term by the department and
  - b. one (1) Student and one (1) Student alternate majoring within the academic unit nominated by the President of the Student Government Association and appointed by the President of the University for a one (1) year term.
- 2. The College Academic Misconduct Committees for the School of Nursing shall consist of
  - a. three (3) Faculty members elected for three (3) year terms and
  - b. one (1) Student and one (1) Student alternate nominated by the President of the Student Government Association and appointed by the President of the University for a one (1) year term.

3. The College Academic Misconduct Committees for the College of Agriculture and Human Ecology shall consist of
  - a. four (4) Faculty members and two (2) alternates elected for three (3) year terms and
  - b. one (1) Student and one (1) Student alternate nominated by the President of the Student Government Association and appointed by the President of the University for a one (1) year term.

C. Administrative Procedures

1. The College Academic Misconduct Committee Chairperson and Alternate Chairperson (“Alternate”) shall be elected annually by the Committee members.
2. A quorum shall consist of three (3) members including the Chairperson of the College Academic Misconduct Committee or Alternate, the Faculty representative or alternate from the department/school in which the alleged offense occurred and the Student representative or Student alternate.
3. In cases where a member of the College Academic Misconduct Committee is charging a Student with academic misconduct, the alternate Instructor member elected by the department for a three (3) year term shall serve on the College Academic Misconduct Committee.
4. In cases where the Chairperson of the College Academic Misconduct Committee is charging a Student with academic misconduct, the Alternate Chairperson of the College Academic Misconduct Committee to serve as Chairperson.
5. The Office of the College Dean shall provide the support services for the College Academic Misconduct Committee.

D. University Academic Misconduct Committee

1. The University Academic Misconduct Committee has jurisdiction to hear cases of academic misconduct when sanctions may be warranted above and beyond an "F" in the class and may impose penalties including but not limited to, a reprimand, probation, suspension, or expulsion, provided the sanction imposed does not exceed the sanction requested in the Charging Document. The decision of the University Academic Misconduct Committee is final.
2. Membership – The University Academic Misconduct Committee shall consist of:
  - a. The Chairperson or Alternate Chairperson (“Alternate”) of each College Academic Misconduct Committee and
  - b. One (1) Student and one (1) Student alternate nominated by the President of the Student Government Association and appointed by the President of the University for a one (1) year term.
3. Administrative Procedures
  - a. The Chairperson and an Alternate of the University Academic Misconduct Committee shall be elected annually by the Committee.
  - b. A quorum shall consist of five (5) members, including the Chairperson or Alternate of the University Academic Misconduct Committee, the representative (or alternate) from the college in which the alleged offense occurred, and the Student representative or the Student alternate.
  - c. In cases where the college Chairperson is making the charge against the Student, the alternate member from the department shall serve on the University Academic Misconduct Committee.
  - d. In cases where the Chairperson of the University Academic Misconduct Committee is making the charge against the Student, the Alternate Chairperson of the University Academic Misconduct Committee to serve as Chairperson.
  - e. The Office of the Provost shall provide the support services for the University Academic Misconduct Committee.

Approval:

Approved by President on February 14, 2017, pursuant to TTU Policy 101, Section VII and received by Administrative Council on February 22, 2017.



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 223, Distance Education

Review

Action

No action required

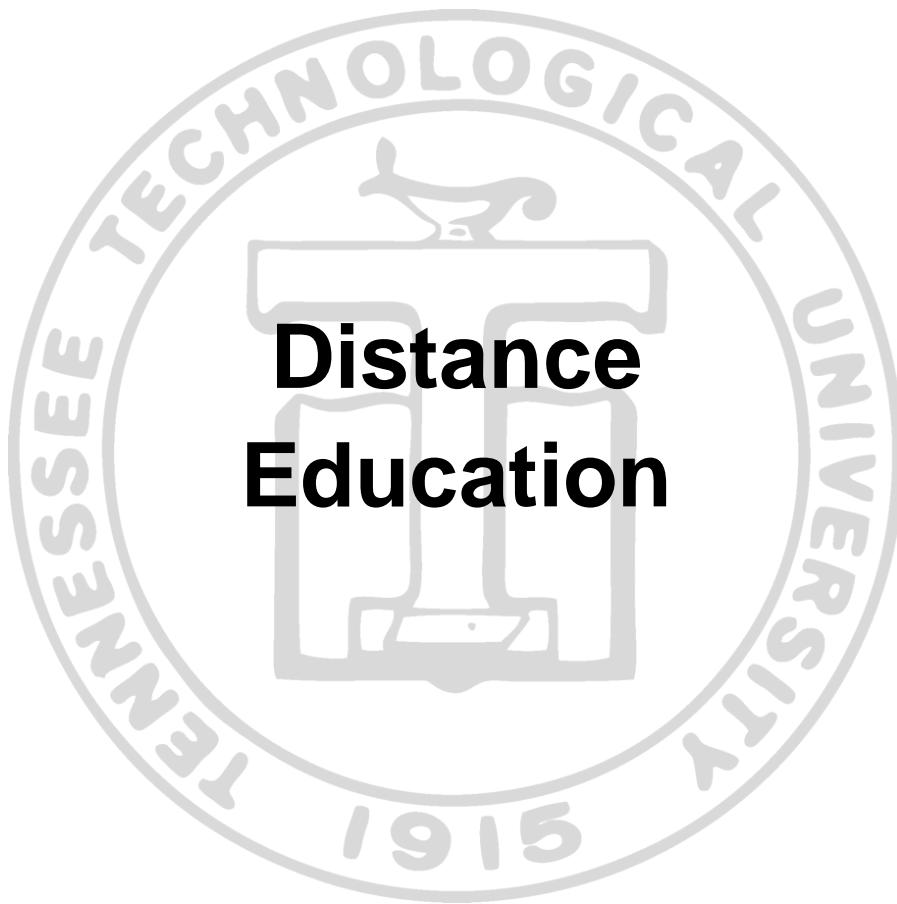
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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 223, Distance Education, applies to distance education courses and programs originating from Tennessee Tech.

**Tennessee Technological University**  
**Policy No. 223**



*Effective Date:* July 1, 2017

**Policy No.:** 223

**Policy Name:** Distance Education

**Policy Subject:** Distance Education

**Date Revised:**

### **I. Purpose**

The mission of distance education at Tennessee Tech is to support the vision and mission of the university by utilizing technology and remote locations to provide accessible and effective learning opportunities for those students who chose to pursue their education through distance education. This policy applies to distance education courses and programs originating from Tennessee Tech.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Digital and Distance Education, with recommendations for revision presented to the Academic Council, University Assembly, and Board of Trustees.

### **III. Policy/Procedure**

Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.

#### **A. Curriculum and Instruction**

- 1.** The faculty assumes primary responsibility for the quality and rigor of distance education courses.
  - a.** Distance education courses, like other courses, must be approved following Tennessee Tech policies related to course approval and modifications.
- 2.** The technology used must be commensurate with the nature and objectives of the programs and courses. Instructors will clearly communicate expectations concerning the use of technology to students.
  - a.** The Center for Teaching and Learning Excellence will periodically make recommendations for the improvement of teaching technology.
  - b.** Students will be required to follow Tennessee Tech policies related to the use of technology.

3. Course material must adhere to copyright laws, TTU Policy 732 (Intellectual Property), and TN eCampus guideline A-075 (Distance Education and Intellectual Property) if applicable..
4. Program length will be appropriate for each of the institution's educational programs, including those offered through distance education.
  - a. Distance education courses will follow TTU Policy 222 (Credit Hours). The online course must offer an equivalent learning experience and learning outcomes as other delivery modes.
  - b. Courses delivered via distance education carry the same curriculum prerequisites as traditional Tennessee Tech courses.
  - c. Credit hour requirements for degree completion for distance education programs are the same as Tennessee Tech's traditional programs.
5. Distance education courses should be developed in a manner that complements the institution's mission.
6. When entering into consortial arrangements or contractual agreements for the delivery of courses/programs or services offered by distance education, Tennessee Tech will actively participate in ensuring the effectiveness and quality of the courses/programs offered by all of the participants.

**B. Faculty**

1. Tennessee Tech policies that apply to traditional faculty also apply to faculty teaching courses via distance education.
  - a. An Agreement on Responsibilities form will be completed and agreed upon by the faculty member and the department in regard to faculty compensation and teaching load.
  - b. Faculty qualifications and procedures for Faculty Qualification Certification will be the same regardless of delivery mode.
  - c. Tennessee Tech recognizes distance education's unique technological needs and will provide faculty with appropriate equipment, software, communication, and technical support through the Information Technology Services (ITS) department.
2. Faculty teaching distance learning courses will be hired, promoted, and evaluated in the same manner as faculty in traditional programs, with comparable value assigned regardless of delivery mode.

3. Tennessee Tech will provide appropriate training to faculty who teach in distance education courses/programs, including course management systems training.
  - a. Faculty teaching via distance education will receive training specific to copyright, intellectual property, and fair use issues unique to distance education.
4. Tennessee Tech policies related to Intellectual Property apply equally to distance education (e.g., TTU Policy 732 (Intellectual Property)).

**C. Library and Learning Resources**

Tennessee Tech's Library will provide resources and services to support the distance education degrees, disciplines, and efforts to the university, including but not limited to:

1. Timely access to the Tennessee Tech Library's resources and services in order to meet the informational needs of off-campus and on-line students and faculty.
2. On-line access to research databases, e-books, full-text journal articles, document delivery, and other on-line materials.
3. On-line services provided by Tennessee Tech Library interlibrary loan, research help, tutorials, and other services.
4. A designated distance education library liaison.

**D. Student Services**

1. Students participating in distance education courses will have adequate access to the following student services online, via e-mail, or by telephone:
  - a. Admissions, registration, health services, financial aid, business services, career services, advisement, and disability accommodations.
  - b. Bookstore, library resources, course catalog, student handbook, and university calendar through the Tennessee Tech website.
  - c. Information technology services online and during extended business hours through the Information Technology Services (ITS) department.
  - d. Tennessee Tech will provide appropriately licensed software and the training to use this software.
2. Distance education students will receive a Tennessee Tech computing account which provides access to Eagle Online, a TTU e-mail address, an online course management platform, and other systems as needed.

3. Distance education students may file a complaint following TTU Policy 301 (TTU Student Complaint).
4. Faculty and staff members are individually responsible for complying with Tennessee Tech policies related to confidentiality, data security, PII (Personally Identifiable Information), and any other policy and procedure related to the security of personal information (e.g., Policy 801 (Information Technology Acceptable Use Policy), and Policy 265 (Confidentiality of Student Records and FERPA)).
5. Programs offering distance education courses will comply with TTU Policy 1010 (Publication Policy), TTU Publications Guide, TTU Policy 801 (Information Technology Acceptable Use Policy), and Web Publishing Policy), where applicable, when advertising, recruiting, or sharing admissions information.

**E. Institutional Effectiveness**

1. Tennessee Tech will evaluate its distance learning using accepted assessment tools. Tennessee Tech shall ensure distance education students access to these assessments.
  - a. Such assessment will occur at least annually.
  - b. Departmental faculty are responsible for analyzing data received from the University Assessment Office.
2. Library services and student support services will be regularly assessed to ensure that distance education students have services that are comparable to those on-campus.

**F. Facilities and Finances**

1. Tennessee Tech will provide appropriate equipment, software, and communications access to faculty to support interaction with students in courses offered using distance education methods.
2. Tennessee Tech, in making distance education courses/programs a part of its mission, will provide adequate funding for faculty, staff, services, and technological infrastructure to support the methodology being utilized. Tennessee Tech will provide comparable support for distance education course creation and revision, marketing, and course and program review as it provides for traditional courses.
3. Tennessee Tech will follow TTU Policy 221 (Substantive Change) as it is related to distance education programs.

**IV. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

**V. Citation of Authority for Policy**  
T.C.A. § 49-8-203(a)(1)(B)

Approved by:

Academic Council: 2016-11-09

University Assembly: 2016-11-16



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 242, International Undergraduate Admission

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 242, International Undergraduate Admission, establishes minimum requirements for international undergraduate admissions.

**Tennessee Technological University**  
**Policy No. 242**



Effective Date: July 1, 2017

Policy No.: 242

Policy Name: International Undergraduate Admissions Policy

Subject: Admissions of International Undergraduate Students

Date Revised:

## **I. Purpose**

This policy establishes minimum requirements for international undergraduate admissions

## **II. Review**

This policy and website will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of International Education with recommendations for revision presented to the International Affairs Committee, University Assembly, and Board of Trustees.

## **III. Policy**

The Office of International Education will establish and publish on its website [definitions for student application types](#) and requirements for the admission of international undergraduate applications. The current application types and definitions, along with [admissions](#) and [English language requirements](#).

## **IV. Interpretation**

The Senior Associate Provost or his/her designee has the final authority to interpret the terms of this policy.

## **V. Citation of Authority**

T.C.A § 49-8-203(a)(4)

Approved by:

International Affairs Committee:

University Assembly: 2017-04-19



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 250, Undergraduate Admission Requirements

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 250, Undergraduate Admission Requirements, creates uniform requirements for domestic undergraduate admission to Tennessee Tech.

**Tennessee Technological University  
Policy No. 250**

**Undergraduate  
Admission  
Requirements**

*Effective Date:* July 1, 2017

Pending

**Policy No.:** 250

**Policy Name:** Undergraduate Admission Requirements for Domestic Students

**Policy Subject:** Admission Requirements for Domestic Undergraduate Students

**Date Revised:**

### **I. Purpose**

This policy creates uniform requirements for domestic undergraduate admission to Tennessee Tech.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Enrollment Management and Student Success, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

### **III. Policy**

- A.** Tennessee Tech will establish and publish on its website requirements for the admission of domestic undergraduates. The current definitions and requirements can be found [here](#).
- B.** Prior to attending classes, new students must comply with Tennessee Tech Policy 360 (Immunization Policy for New Full-Time Students).
- C.** Tennessee Tech shall assign each student a residency classification using Tennessee Tech Policy 253 (Residency Classification).
- D.** Tennessee Tech may charge a one-time non-refundable application fee.

### **IV. Interpretation**

The President or his/her designee has the final authority to interpret the terms of this policy.

### **V. Citation of Authority for Policy**

T.C.A. § 48-8-203(a)(4)

Approved by:

Academic Council: 2016-09-07

University Assembly: 2017-11-06



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 252, Undergraduate Academic Fresh Start

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 252, Undergraduate Academic Fresh Start, describes how Tennessee Tech provides academic forgiveness for undergraduate students who have experienced academic difficulty and who have been separated from institutions of higher education for at least four consecutive years.

**Tennessee Technological University  
Policy No. 252**

**Undergraduate  
Academic  
Fresh Start**

*Effective Date:* July 1, 2017

Pending

**Policy No.:** 252

**Policy Name:** Undergraduate Academic Fresh Start

**Policy Subject:** Undergraduate Academic Forgiveness of Previous Coursework

**Date Revised:**

## **I. Purpose**

The purpose of this policy is to describe how Tennessee Tech provides academic forgiveness for undergraduate students who have experienced academic difficulty and who have been separated from institutions of higher education for at least four consecutive years.

## **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Enrollment Management and Student Success, with recommendations for revision presented to the Academic Council, University Assembly, and the Board.

## **III. Definitions**

Fresh Start – a plan of academic forgiveness that allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after having been separated from all institutions of higher education for at least four consecutive years.

## **IV. Policy**

- A.** Readmitted students who were formerly enrolled at Tennessee Tech, as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four consecutive years, are eligible for the Fresh Start.
- B.** A Fresh Start generally will not improve a student's likelihood of regaining lost federal or state financial aid.

### **C. Terms of Fresh Start**

1. A student may be granted a Fresh Start only once.
2. A student's permanent record will remain a record of all work; however, courses taken and previously failed will be excluded from the calculation of the GPA. Courses with a D grade will also be excluded from the calculation when a grade of C or better is required as a prerequisite for subsequent courses.
3. GPA and credit hours will reflect courses for which passing grades were earned and retained. Retained grades will be calculated in the Fresh Start GPA.

4. Tennessee Tech will apply retained credit toward degree requirements following the requirements in effect at the time Tennessee Tech conferred Fresh Start status.
5. Courses with D or F grades must be repeated at Tennessee Tech when they are required in the student's current major. All remaining courses for the current degree objectives must be completed at Tennessee Tech, unless otherwise approved by the Associate Vice President for Enrollment Management and Student Success.

A student needing assistance in redeveloping his/her skills in writing, reading, and math may work with Tennessee Tech's Learning Support Program.

- D.** Students interested in requesting a Fresh Start must complete and sign an application found [here](#) no later than the completion of 15 credit hours after subsequent enrollment at Tennessee Tech.
- E.** Tennessee Tech will decide, in its sole discretion, whether the student has satisfied the four-year separation requirement.
- F.** The Fresh Start will only be applied to the student's record once the student has completed at least 15 semester hours of earned degree coursework with a minimum QPA of 2.0 in all work attempted since the four-year separation referenced in Section IV.A.
- G.** A student may appeal Tennessee Tech's decision regarding his/her Fresh Start request by providing a written statement with any supporting documentation to the Provost within 15 calendar days, absent good cause, of receipt of that decision. The Provost will issue a written decision on the student's appeal within 30 calendar days, absent good cause, after the student has provided all supporting documentation. The decision of the Provost is final.

## **V. Interpretation**

The President or his/her designee has the final authority to interpret the terms of this policy.

## **VI. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(B)

Approved by:

Academic Council: 2016-09-07

University Assembly: 2016-11-16

Pending



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 260, Requirements for a Baccalaureate Degree and Graduation

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 260, Requirements for a Baccalaureate Degree and Graduation, establishes and details the requirements for obtaining a Baccalaureate Degree and graduating from Tennessee Tech.

**Tennessee Technological University  
Policy No. 260**

**Requirements  
for a  
Baccalaureate  
Degree and  
Graduation**

*Effective Date:* July 1, 2017

**Policy No.:** 260

**Policy Name:** Requirements for a Baccalaureate Degree and Graduation

**Policy Subject:** Requirements for Obtaining a Baccalaureate Degree and Graduating from Tennessee Tech

## **I. Purpose**

This policy establishes and details the requirements for obtaining a Baccalaureate Degree and graduating from Tennessee Tech.

## **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Enrollment Management and Student Success, with recommendations for revision presented to the Academic Council, University Assembly, and Board of Trustees.

## **III. Policy**

- A.** Notwithstanding anything in this policy to the contrary, each student is personally responsible for completing all degree and graduation requirements. While a student's advisor may assist the student in identifying and understanding these requirements, ultimately it is the student's responsibility to inform himself/herself of these requirements. Any substitution, waiver, or exemption for or from any applicable requirement or academic standard may be accomplished only pursuant to policy and/or with appropriate approvals, as applicable.
- B.** In order to graduate, a student must meet the requirements of
  - 1.** This policy and
  - 2.** The degree requirements of the undergraduate catalog in effect, as determined by Tennessee Tech at the time he/she entered the curriculum, provided graduation occurs within seven years from the student's entrance date into the curriculum, or
  - 3.** The degree requirements of the catalog in effect at the time of graduation.
- C.** The relevant departmental chairperson with the approval of the Associate Vice President for Enrollment Management and Student Success may grant, for good cause, an exception to the requirements in Section B, provided the exception is limited to any catalog that was in effect at any time between the date the student entered the curriculum and the date of graduation and was in effect at any time within the seven (7) year period prior to the date of graduation.
- D.** Degree requirements for all students, regardless of date of enrollment in their curricula, may be subject to change at any time when the implementation of

curricular changes is necessary to maintain quality programs.

- E. Students entering a curriculum in any summer term are required to follow the catalog for the next academic year.
- F. A Tennessee public community college student may select the Tennessee Tech catalog in effect at the time he/she is admitted and enrolled in a degree-granting or a designated articulation program, collectively “qualifying program,” at the community college, provided
  - 1. The student enrolls at Tennessee Tech within six years of entering a qualifying community college program and
  - 2. The student continues in the qualifying program.
- G. Any credit earned more than ten years prior to the proposed date of graduation is subject to review and approval by the academic department of the student's major.

**H. General Education Requirements**

- 1. Tennessee Tech requires the successful completion of a lower-division (e.g., freshman and sophomore level) general education core curriculum of forty-one (41) semester hours as outlined in the Tennessee Tech Undergraduate Catalog in the section labeled “General Education Core.”
- 2. In addition to any other requirements to graduate, students must successfully complete six hours of American History, except those students who are majoring in Chemical, Civil, Computer, Electrical or Mechanical Engineering. In the latter case, if the student has not completed one unit of American History in high school, the student will be required to complete 6 semester hours of American History for the deficiency.

**I. Degree Requirements**

In order to be awarded a degree from Tennessee Tech, a student must successfully fulfill the following requirements:

- 1. Successfully complete the general education core curriculum requirements, and
- 2. Successfully complete the curriculum for the major subject and degree chosen.
  - a. A student must successfully complete at least 6 semester hours of Tennessee Tech 3000 or 4000 level courses in the major chosen.

- b. A student must successfully complete at least twenty-five percent of the credit for the degree requirements, including a minimum of 24 semester hours of 3000 and 4000 level course credit at Tennessee Tech.
- c. A student must successfully complete a minimum of 120 semester hours, including 36 hours of 3000 and 4000 level upper-division credit approved courses. Some programs of study require more than 120 semester hours.
  - i. Not more than 60 semester hours may be earned toward a baccalaureate degree by Prior Learning Assessment (PLA), including, but not limited, to Advanced Placement, CLEP, International Baccalaureate (IB), special examination, correspondence, portfolio credit, or any combination of these.
  - ii. Not more than 12 semester hours in music ensembles, Physical Education 1010-1990, and Military Science activity courses may be counted toward a baccalaureate degree.
- d. In addition to the requirements of Section III.I.2.b, a student transferring credit from a two-year institution must complete a minimum of 50 semester hours at a four-year institution.
- e. A student must earn a grade point average (GPA) of at least 2.0 (C) as defined below:
  - i. For students who have no transfer credit,
    - (A) A student must earn a 2.0 GPA calculated on all courses, excluding any remedial or developmental courses; and
    - (B) A student must earn a 2.0 GPA calculated on all major-related courses. The courses designated as “major-related” are available in each student’s academic degree audit in DegreeWorks.
  - ii. For student who have transfer credit,
    - (A) A student must earn a 2.0 GPA calculated on all courses taken at Tennessee Tech, excluding any remedial or developmental courses; and
    - (B) A student must earn a 2.0 GPA calculated on all major-related courses taken at Tennessee Tech. The courses designated as “major-related” are available in each student’s academic degree audit in DegreeWorks; and
    - (C) Except as provided in (E) below, a student must earn a 2.0 GPA calculated on all courses taken, including courses taken at Tennessee Tech and courses transferred from all institutions; and

- (D) Except as provided in (E) below, a student must earn a 2.0 GPA calculated on all major-related courses, including courses taken at Tennessee Tech and courses transferred from all institutions. The courses designated as “major-related” are available in each student’s academic degree audit in DegreeWorks.
  - (E) A student whose transfer credits are applied to any term after spring semester of 2015 will not have the grades associated with those credits calculated in the GPA or the major-related GPA.
- f. Students who are majoring in areas other than business but are taking course work in the College of Business must limit credit in business courses to 30 hours of the degree requirements as required by the Association to Advance Collegiate Schools of Business (“AACSB”).
3. Notwithstanding anything in this policy to the contrary, Tennessee Tech may make reasonable academic adjustments to degree requirements for qualified students with disabilities, as determined by joint agreement of the Office of Disability Services and the Office of Enrollment Management and Student Success, after consultation with the college dean and department chairperson, if appropriate. Students with a disability requiring academic adjustments and accommodations must contact the Office of Disability Services.
- J. Academic Minor Requirements**
- 1. The awarding of a minor at Tennessee Tech requires the successful completion of a minimum of 15 hours of specified course work in the relevant area of discipline, in addition to fulfilling the requirements for a degree detailed in Section I above. Successfully completed courses may simultaneously fulfill a student’s degree requirements and the requirements for a minor.
  - 2. A student may elect to complete multiple minors; however, no more than two minors will appear on the student’s academic transcript.
  - 3. The specific course requirements for each minor offered at Tennessee Tech may be found in the portion of the applicable Undergraduate Catalog addressing the relevant academic area or discipline.
  - 4. A student may not earn a minor in the same academic program as his/her major.
  - 5. A student may not earn a minor in the same academic program as his/her concentration.
  - 6. A student who wishes to substitute any course requirements for a minor must receive the approval of the academic unit responsible for the minor requirements. A list of available minors and the ownership of programs is available [here](#).

## K. Graduation Requirements

1. In addition to completing the degree requirements detailed above, in order to graduate from Tennessee Tech, a student must fulfill the following requirements:
  - a. All candidates for an undergraduate degree must file an application for graduation found [here](#) no later than the deadlines provided below:
    - i. For students planning to graduate in the spring semester, the graduation application must be filed no later than September 1 of the previous year;
    - ii. For students planning to graduate in the summer semester, the graduation application must be filed no later than December 1 of the previous year;
    - iii. For students planning to graduate in the fall semester, the graduation application must be filed no later than May 1 of that year.
  - b. With the exception of grades for courses taken at another institution during the student's final semester before graduation ("transfer grades"), all requirements for graduation, including, but not limited, to substitution forms, grade changes, major/minor changes, and requests for exception, must be received by the Graduation Office no later than two (2) days prior to graduation date. In addition, all transcripts related to transfer grades must be received by the Graduation Office no later than two (2) weeks after the graduation date. The receipt of such transcripts more than two (2) weeks after the graduation date will result in the student's graduation occurring at the end of the next semester.
2. Students who complete degree requirements during the summer term will be allowed to participate in commencement activities along with the fall term graduates in December.

## L. Exceptions or Appeals

1. A student wishing to request an exception to any portion of this policy may complete the Request for Exception Form and submit it to the Office of Academic Services.
2. The Director of Academic Services will notify the student of approval or denial of his/her request within 14 calendar days of receipt of the request.
3. A student may appeal the decision of the Director of Academic Services by submitting a written appeal letter to the Associate Vice President for Enrollment Management and Student Success (AVP-EMSS) within 14 calendar days from the notice of the decision. At this time, the student may supply any additional or supplemental information he/she believes is pertinent to the request.

4. The AVP-EMSS will convene a sub-committee of the Admissions and Credits Committee to consider the student's written appeal. The AVP-EMSS on behalf of the sub-committee will notify the student in writing of its decision no later than 14 calendar days after receipt of the appeal and all supporting information.
5. The decision of the sub-committee of the Admissions and Credits Committee is final.

#### **IV. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. § 48-8-203 (a)(1)(B)

Approved by:

Academic Council: 2016-11-9

University Assembly: 2016-11-16



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 262, Articulation with Proprietary Schools

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 262, Articulation with Proprietary Schools, standardizes how Tennessee Tech evaluates transfer credit from institutions which are proprietary in nature.

**Tennessee Technological University  
Policy No. 262**

**Articulation with  
Proprietary  
School**

*Effective Date:* July 1, 2017

**Policy No.:** 262

**Policy Name:** Articulation with Proprietary Schools

**Policy Subject:** Transfer Credit from Proprietary Schools

**Date Revised:**

### **I. Purpose**

The purpose of this policy is to standardize how Tennessee Tech evaluates transfer credit from institutions which are proprietary in nature.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Enrollment Management and Student Success, with recommendations for revision presented to the Academic Council, University Assembly, and Board of Trustees.

### **III. Policy**

- A.** Tennessee Tech evaluates the awarding of transfer credit from proprietary colleges on a case-by-case basis.
- B.** A student wishing to transfer credit from a proprietary college must provide Tennessee Tech with the following information:
  - 1.** Official transcripts of courses taken;
  - 2.** Documentation of course content, course level, contact hours, and the standards for assessing students' work; and
  - 3.** Certification of the academic credentials of the course instructor.
- C.** The Office of Academic Services, after consultation with the appropriate academic unit, will communicate to the student the academic unit's acceptance or denial of the transfer credit.
- D.** Tennessee Tech's decision on awarding this transfer credit from proprietary colleges is final.

### **IV. Interpretation**

The President or his/her designee has the final authority to interpret the terms of this policy.

### **V. Citation of Authority for Policy**

T.C.A § 49-8-8-203(a)(4)

Approved by:

Academic Council: 2016-09-07

University Assembly: 2016-11-16

Board of Trustees:

Pending



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 270, General Graduate Admissions Requirements

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 270, General Graduate Admissions Requirements, describes graduate admission requirements and procedures for Tennessee Tech.

**Tennessee Technological University  
Policy No. 270**

**General  
Graduate  
Admissions  
Requirements**

*Effective Date:* July 1, 2017

**Policy No.:** 270

**Policy Name:** General Graduate Admissions Requirements

**Policy Subject:** Graduate Studies

## **I. Purpose**

This policy describes graduate admission requirements and procedures for Tennessee Tech.

## **II. Review**

This policy will be reviewed every four years or upon departmental change request or whenever circumstances require review, whichever is earlier, and will be reviewed by the Dean of the College of Graduate Studies, with recommendation by the Graduate Studies Executive Committee, Academic Council, University Assembly, and the Board of Trustees.

## **III. Definitions**

- A. Full Standing** – A classification that denotes that the student has an adequate background for pursuing graduate work and that all minimum requirements for admission to graduate standing have been met.
- B. Provisional Standing** – A classification that denotes that the student does not qualify for full standing due to deficiencies in meeting specific program requirements. “Provisional Standing” is not equivalent to “conditional” admission for the purpose of international student enrollment.
- C. Special Standing** – A classification that denotes that the student has declared a non-degree graduate objective.
- D. Conditional Admission** – A classification that denotes an applicant has applied for graduate admission, has met minimum GPA requirements, and has been issued a letter to assist with obtaining immigration documents to attend an English language institute. This does not grant admission to the applicant nor does it guarantee admission to Tennessee Tech or specified program.

## **IV. Policy and Procedure**

- A. Applicants must submit the following for consideration:**

- 1. An application for admission;**
- 2. Official transcripts of undergraduate and graduate credit from all institutions attended;**
- 3. Letters of recommendation from persons acquainted with the applicant’s scholastic and professional accomplishments;**

4. Graduate admissions test scores, as defined by the major department;
  5. One-time application fee payment at the graduate level; and
  6. Any other applicable requirement described in this policy or required by the major department or division to which the applicant is applying.
- B.** An applicant who was previously enrolled in a graduate program but had a break in enrollment, excluding the summer term, must reapply.
- C.** The individual major department or division will determine the minimum test score requirement for admission or readmission, subject to approval by the respective college-level committees, college dean, and the Graduate Studies Executive Committee.
- D.** The major department or division and the College of Graduate Studies will classify applicants as having Full, Provisional, or Special Standing.
- E.** The College of Graduate Studies will change a student's Provisional Standing to Full Standing when the deficiencies identified at the time of admission are removed, provided, at the sole discretion of the department and college,
1. the deficiencies are cured prior to the completion of 15 graduate hours or
  2. after acceptable completion of 9 graduate hours if the sole deficiency is caused by an unacceptable admission exam. A student's failure to remove the deficiencies by the deadline established by Tennessee Tech will result in a registration hold being placed on future registrations until such time as the deficiencies have been removed.
- F.** All application materials become the property of Tennessee Tech and will not be returned to the applicant regardless of whether admission is approved or denied.
- G.** Tennessee Tech follows Tennessee Tech Policy No 253 (Residency Classification) for determination of residency status.
- H. Additional Admissions Requirements for International Students**
1. In addition to requirements described in Section IV, international students must submit sufficient proof, as determined by Tennessee Tech, of adequate training and ability in the use of English as evidenced by a satisfactory score on recognized and acceptable tests. A list of acceptable scores may be found [here](#).
  2. Tennessee Tech will prepare Form I-20 for those admitted students seeking to apply for F-1 visa and the DS2019 for those admitted students seeking to apply for a J-1 visa.

3. Enrollment in a program is contingent on the student receiving an appropriate visa.

## I. Special Admission Categories

### 1. Admission of Senior Students to Graduate Courses

- a. A senior student within 18 hours of completing the requirements for the Bachelor's Degree may take up to 9 hours of graduate credit (5000 and 6000 levels) provided:
  - i. The student's record gives indication that the student could achieve Full Standing at the conclusion of the undergraduate program and
  - ii. The student's departmental advisor, graduate course instructor(s), chairperson of the department(s), and Associate Dean of the College of Graduate Studies approve the student's request.
- b. A senior student within 18 hours who does not meet the Full Standing criteria may take up to 9 hours of 5000 level courses. Credit earned in this manner may be used for either undergraduate or graduate credit but not both.

### 2. Admission to Fast Track Programs

- a. The Fast Track program is designed to enable Tennessee Tech undergraduate students to accumulate up to six (6) credit hours of graduate coursework, to satisfy both undergraduate and graduate degree requirements, while still pursuing their undergraduate degree. These hours can include either 4000/5000 dually-listed courses taken at the 5000-level or 6000-level courses.
- b. All courses must be taken at Tennessee Tech.
- c. The chair of the department must approve the courses as appropriate substitutions in the undergraduate curriculum.
- d. Participation does not change the requirements for either the undergraduate or graduate program.
- e. A student meeting the minimum admission requirements must apply to the department for admission to the Fast Track program. The department's graduate committee will review the application and make a decision on the application.
- f. Upon graduation from the undergraduate degree program, the student must meet all requirements for admission into Full Standing in the appropriate graduate degree program. Meeting these minimum requirements does not guarantee admission to the graduate program.

### 3. Admission of Transfer Students

- a. An applicant for admission who has begun a graduate program at another college or university may be considered for admission to the College of Graduate Studies on a transfer basis consistent with Tennessee Tech Policy 283 General Graduate Transfer Credit Requirements.
- b. A transfer applicant must be in good standing at the institutions previously

attended.

- 4. Admission of Non-degree Graduate Students**
  - a. Admission to some graduate courses is available to persons who do not seek a graduate degree. Each applicant must submit to the College of Graduate Studies an application, application fee, and proof of having earned the bachelor's degree.
  - b. Admission is approved by individual departments, divisions, or their representatives.
  - c. International students on an F1 visa are not eligible for admission as non-degree students.
- 5. Admission of Tech Faculty and Employees to Graduate Programs**
  - a. In addition to meeting the usual requirements for admission to the graduate degree program, an employee's supervisor, the Dean of the College of Graduate Studies, and the Provost must approve the request.

## **V. Exceptions**

Students requesting exceptions to any provision of this policy or departmental requirements must submit their request to their program chairperson, and the departmental chairperson, college dean, and the Dean of the College of Graduate Studies must authorize the exception in writing.

## **VI. Interpretation**

The Dean of the College of Graduate Studies or his/her designee has final authority to interpret the terms of this policy.

## **VII. Citation of Authority for Policy**

T.C.A § 49-8-203(a)(1)(B)

Approved by:

Graduate Studies Executive Committee: November 1, 2016

Academic Council: November 9, 2016

University Assembly: November 16, 2016



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 271, General Graduate Degree Requirements



Review



Action



No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 271, General Graduate Degree Requirements, describes graduate program requirements and procedures for Tennessee Tech academic units and graduate students.

# Tennessee Technological University

## Policy No. 271



# General Graduate Degree Requirements

*Effective Date:* July 1, 2017

**Policy No.: 271**

**Policy Name:** General Graduate Degree Requirements

**Policy Subject:** Graduate Studies

**I. Purpose**

This policy describes graduate program requirements and procedures for Tennessee Tech academic units and graduate students.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Dean of the College of Graduate Studies, with recommendations for revision presented to the Graduate Studies Executive Committee, Academic Council, University Assembly, and the Board of Trustees.

**III. Definitions**

- A. Academic Course Levels
  - 1. UG - any course taken at the undergraduate level.
  - 2. GR - any course taken at the certificate, master's degree, and post- master's certificate level.
  - 3. ED - any course taken at the specialist degree level.
  - 4. DR –any course taken at the doctoral degree level.
- B. Academic Standing – designation of progress to degree based upon the Cumulative GPA.
- C. Attempted Hours – the total number of all Graduate Courses taken that hold a Credit Hour value.
- D. Background Course – courses taken prior to or during enrollment in the current graduate program that are listed on the graduate student's Program of Study. These courses are not used to calculate the Graduate Program Cumulative GPA for awarding the final degree and/or certificate.
- E. Comprehensive Exam – an assessment used to ensure a graduate student has a grasp of a broad sample of his/her discipline, and/or will test a graduate student in his/her narrower selected areas of specialty within the discipline.
- F. Credit Hour – a numerical value assigned to each Graduate Course that can range from one (1) to nine (9) hours per the Graduate Course description.
- G. Cumulative GPA – an indicator of a graduate student's total academic progress to date at Tennessee Tech, which is used in determining Academic Standing, financial aid eligibility, and ,when applicable, it will be inclusive of all graduate level transfer credit prior to spring 2015. The Cumulative GPA is determined by dividing the total Quality Points earned by the cumulative GPA Hours for all semesters.

- H. Current GPA – an indicator of a graduate student’s current semester academic progress at Tennessee Tech. The Current GPA is determined by dividing the total Quality Points earned by the total GPA Hours in a semester.
- I. Earned Hours – the total number of Credit Hours of all Graduate Courses taken that hold a Credit Hour value and where Grades earned are assigned with Quality Points and/or where Grades are earned with an S- Satisfactory or SP – Satisfactory Progress.
- J. Good Academic Standing – a designation for a graduate student with a 3.0 Current GPA and Cumulative GPA or higher.
- K. Grade – an alphabetical value assigned to a course as an indication of a graduate student’s final quality of work and/or progress, which may be derived from a combination of factors, as determined by the Graduate Course syllabus requirements.
- L. Grade Point Average (GPA) – a measure of a graduate student’s academic achievement at Tennessee Tech. Only Graduate Courses in which a Quality Points value are used to calculate the GPA.
- M. GPA Hours –the total number of all earned Graduate Courses taken that hold a Credit Hour value and assigned a Grade earned with a Quality Points value.
- N. Graduate Course – a course taken at the 5000, 6000, or 7000 level.
- O. Graduate Program Cumulative GPA– an indicator of a graduate student’s total academic progress in his/her Program of Study used to determine eligibility to award his/her graduate program degree or certificate. The Graduate Program Cumulative GPA is determined by dividing the total Quality Points earned by the total hours for all degree related courses listed on the Program of Study.
- P. Mandatory or Pre-requisite Course – any course that is required or necessary as a prior condition before taking an advanced course or prior to enrollment in a graduate program. These courses are not used to calculate the Graduate Program Cumulative GPA for awarding the final degree or certificate.
- Q. Non-degree Course –any course taken by a non-degree graduate student and not used to earn a graduate certificate or degree.
- R. Program of Study – a written declaration that entails a narrative description and summary of course requirements for the graduate student’s certificate or degree program.
- S. Quality Points (QP) –a numerical value assigned to the Grade earned for a Graduate Course. The Quality Point value assigned to each Grade is:
1. Four (4) QP – for a Grade of A
  2. Three (3) QP – for a Grade of B
  3. Two (2) QP – for a Grade of C
  4. One (1) QP – for a Grade of D

5. Zero (0) QP – are assigned for a Grade of F – Failure, NF –Never Attended Fail, IF – Incomplete Fail, X – Absent from examination, U – Unsatisfactory, and WF – Withdrew Failing.

The following assigned Grades are excluded from Current GPA and Cumulative GPA calculations. I – Incomplete, AU – Audit, W – Withdrew Passing, S – Satisfactory, SP – Satisfactory Progress, NR – Not Reported and NP – No Progress.

#### **IV. Policy**

- A. Program requirements for certificates, master's, post-master's certificate, specialist, and doctoral programs are defined by the college and department offering the graduate program.
- B. Some college and department graduate programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in this policy. It is the graduate student's responsibility to be familiar with specific requirements found in his/her college and department program information.
- C. All graduate programs will administer one or more Comprehensive Exam(s) as an indicator of degree progression as defined by the graduate program.
- D. Credit used to satisfy the requirements of one degree or certificate cannot be used to satisfy the requirements of another degree or certificate.
- E. Tennessee Tech will evaluate a request for transfer credits as described in Tennessee Tech Policy 283 (Transfer Credit).
- F. A graduate student must be in Good Academic Standing to maintain graduate student status. Some graduate programs may require a graduate student to have a higher Cumulative GPA to maintain graduate student status in that program.

#### **G. Graduate Courses**

1. Graduate students will earn graduate credit for a 4000/5000 level course based upon additional work defined by the course syllabus.
2. A course taken at the 4000 level may not be taken later at the 5000 level without written permission from the departmental chairperson, college dean, and the Dean of the College of Graduate Studies designee.
3. At least seventy percent of the Graduate Course credit to be counted toward a master's degree must be at the 6000 level or above.
4. At least fifteen (15) graduate Credit Hours must be taken at the 7000 level for a specialist degree, unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.

5. No Graduate Course below 6000 level will be counted toward a specialist degree unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.
6. A non-degree graduate student subsequently admitted into a graduate program may use up to nine (9) previously earned graduate Credit Hours toward the graduate program, upon approval from the graduate student's advisory committee.
7. All graduate coursework is part of the graduate transcript and all Grades earned are part of the Cumulative GPA. This applies to all Graduate Courses completed, even if the Graduate Courses are not part of the degree requirements.
8. A graduate student must achieve a Grade of at least "C" on all Graduate Courses taken, including those taken for non-degree purposes, Background Courses, Mandatory or Pre-requisite Courses, licensure, certification, endorsement, or personal enrichment.
9. A graduate student must achieve a Grade of at least "C" for all undergraduate courses listed on the Program of Study. All courses will appear at each respective Academic Course Level on the graduate student's transcript.
10. Tennessee Tech reserves the right to change Graduate Course numbers and Graduate Course descriptions, or to decline to offer the Graduate Course as described when circumstances warrant such action.
11. Tennessee Tech will grant credit toward a graduate program for any Graduate Course in which a graduate student earns a Grade of A, B, C, S, or SP toward the final approved Program of Study, unless otherwise required by a specific program. Tennessee Tech, however, will not accept more than six (6) Credit Hours of "C" earned toward any graduate program.
12. A graduate student may appeal an assigned Grade through Tennessee Tech Policy 218 (Grade Appeals Policy).

## **H. Probation and Dismissal**

1. Probation
  - a) When a graduate student has a Cumulative GPA of less than 3.0 but not less than 2.0 at the end of a semester, he/she will be placed in probationary Academic Standing.
  - b) Any graduate student placed in probationary Academic Standing at the end of a semester must return to Good Academic Standing by the end of the next enrolled semester.
2. Dismissal
  - a) A graduate student will be dismissed from his/her graduate program if any one of the following conditions occurs:
    - (i) The graduate student's Current GPA or Cumulative GPA falls below 2.0.

- (ii) The graduate student fails to achieve Good Academic Standing by the end of the next enrolled semester following a semester that the graduate student was placed in probationary Academic Standing.
  - (iii) The graduate student earns two Grades of "F", or equivalent, in any course presented as part of the required graduate program hours.
  - (iv) The graduate student has two consecutive semesters of "NP - No Progress" in thesis or dissertation Graduate Courses.
  - (v) The graduate student fails to meet program-specific requirements.
  - (vi) The graduate student does not successfully pass all examinations for admission to candidacy as required by his/her graduate program.
  - (vii) A graduate student fails to submit to the College of Graduate Studies the committee-signed certificate of approval page by the end of the following semester in which the graduate student successfully passed his/her defense.
- b) A graduate student who has been dismissed for unsatisfactory performance may request reinstatement through the appeal procedures in Tennessee Tech Policy 281(Graduate Student Dismissal, Reinstatement, and Appeal Procedures).

#### **I. Course Repetition**

1. A course repetition is required for all Graduate Courses in which a Grade of D, U, X, IF, F, WF, or NF is earned. Both the original Grade and the Grade for the repetition will be counted in the Cumulative GPA.
2. Each graduate program in which Graduate Course repetition is permitted is limited to one (1) repetition per Graduate Course.
3. The cumulative Graduate Course repetition cannot exceed nine (9) Credit Hours in any graduate program.
4. Some Graduate Courses that share the same prefix and number are permitted to be taken more than once for credit and are not considered as repetition due to the change in Graduate Course material. These types of Graduate Courses are noted in Course Descriptions.

#### **J. Grade of "I"**

1. An instructor may assign an "I" Grade when a graduate student's performance has been satisfactory but for reasons beyond the graduate student's control he/she has not been able to complete the Graduate Course requirements within the allotted time.
2. When a Grade of "I" is assigned, the graduate student will not be required to register for the Graduate Course again but must complete the original course requirements with the original instructor, if applicable.
3. Upon approval from the instructor, the graduate student has up to one calendar year or until the time of graduation, whichever comes first, to remove the "I".

4. Completion of a Graduate Course with a Grade of "I" does not count toward enrollment hours.
5. The "I" is excluded from the calculation of the graduate students Current GPA and Cumulative GPA until a Grade is earned.
6. If the "I" is not removed within the established time limits, it is automatically changed to a Grade of "IF".
7. The Grade of "IF" will remain on the student's academic record permanently and will be included in the Cumulative GPA.

**K. Course Loads**

1. Nine (9) Credit Hours in the fall or spring semester constitute a full load for a graduate student.
2. During the summer semester, a full load is six (6) hours, taken in the 1st term, 2nd term, or a combination of both terms.
3. The maximum permissible load is sixteen (16) hours per semester, inclusive of all credits earned at all institutions.
4. Tennessee Tech Policy 274 (Graduate Assistantship), describes Graduate Course load limits for graduate assistants.
5. Tennessee Tech Policy 240 (Full Course of Study Requirements for International Students), describes Graduate Course load minimums for international graduate students.

**L. Time limits**

1. Time limits shall be computed from and include the first semester in which credit applied to the degree is earned at Tennessee Tech.
2. All Graduate Courses earned toward a graduate program must be taken within the applicable time limit unless they can be validated pursuant to the course validation procedures.
3. A graduate student in a master's, post master's, or specialist program must complete all requirements within six (6) consecutive years.
4. A graduate student in a doctoral program must complete all requirements within eight (8) consecutive years.

## **M. Banking Hours**

Graduate students may earn credit for a related advanced degree following the banking course procedures.

## **N. Second Master's Degree**

A graduate student holding an earned master's degree from Tennessee Tech or an accredited institution may qualify for a second master's degree by completion of graduate work approved by the graduate student's advisory committee, provided:

1. If the graduate student has previously earned a master's degree at Tennessee Tech then a minimum of twenty-one (21) semester hours taken at Tennessee Tech must be completed for a thesis second master's degree or twenty-four (24) semester hours if non-thesis.
2. If the graduate student has not previously earned a master's degree at Tennessee Tech, a minimum of twenty-four (24) semester hours taken at Tennessee Tech must be completed for a thesis second master's degree or twenty-seven (27) semester hours if non-thesis.
3. The graduate student successfully completes all requirements prescribed in the specified graduate program.

## **O. Major**

1. A graduate student must declare a major as part of the graduate admissions process.
2. The graduate student may change the major area of study only if the department of the new major admits the graduate student. The graduate student is responsible for submitting the request for change of major to the College of Graduate Studies.

## **P. Advisory Committee Formation , Qualifications, and Responsibilities**

All requirements related to advisory committee responsibility as defined in Tennessee Tech Policy 282 (Graduate Faculty Appointment and Responsibilities Policy) must be met, except as provided in this section;

- 1 . Unless a specific graduate program has direct oversight by a standing advisory committee, all graduate programs must follow the committee formation requirements.
2. The graduate student, in consultation with the departmental chairperson or graduate student's academic advisor, will determine the formation of the graduate student's advisory committee as part of the Program of Study.
  - a) A minimum of three (3) advisory committee members is required for a master's or specialist degree program.
  - b) A minimum of four (4) advisory committee members is required for a doctoral program in Education.

- c) A minimum of five (5) advisory committee members is required for a doctoral programs in Engineering and Environmental Sciences.
  - 3. The graduate student's advisory committee members shall represent each of the areas in which the graduate student expects to study, with two (2) members having background in the major area. The graduate student must have at least one (1) committee member with adequate background and research interests in the area in which the student has proposed a research objective.
  - 4. A faculty member has the prerogative of accepting or relinquishing an appointment on a graduate student's advisory committee.
  - 5. Professionals who are not employed by Tennessee Tech may serve as a consultant on a graduate student's committee upon approval from the graduate student's committee members. Consultants are allowed to participate in all committee meetings, oral examinations, and theses/dissertation defenses, but are not allowed to vote on any matter.
  - 6. Approval Requirements;
  - a) Three (3) positive votes, or seventy-five percent positive votes, whichever is greater, is required from the advisory committee members of a graduate student pursuing a master's or specialist degree.
  - b) A minimum eighty percent positive votes is required from the advisory committee members of a graduate student pursuing a doctoral degree in Engineering or Environmental Sciences.
  - c) Unanimous advisory committee vote is required for a graduate student pursuing a doctoral degree in Education.
7. The graduate student is responsible for submitting to the College of Graduate Studies any change of advisory committee.

#### **Q. Program of Study**

- 1. The graduate student must file his/her proposed Program of Study, with the College of Graduate Studies
    - a) before the end of the semester in which nine (9) Credit Hours will be earned as a graduate student in a master's or post master's program, or
    - b) before the end of the semester in which fifteen (15) Credit Hours will be earned as a graduate student in a specialist or doctoral program.
- Failure to submit the Program of Study will result in a registration hold.
- 2. All required Background Courses, Mandatory, or Pre-requisite Courses must appear on the graduate student's Program of Study.
  - 3. A graduate student who needs to add and/or delete any course(s) on his/her Program of Study due to non-academic performance reasons must submit a substitution form or, if needed, a revised Program of Study to the College of Graduate Studies.

4. A graduate student who needs to add and/or delete any course(s) on his/her Program of Study due to academic performance reasons must submit a substitution form or, if needed, a revised Program of Study, along with an advisory committee memo to the College of Graduate Studies stating the justification to add and/or remove the course(s) from the Program of Study.

## **R. Admission to Candidacy**

Prior to requesting admission to candidacy, a graduate student must meet the applicable criteria;

1. Master's Degree and Post Master's Certificate
  - a) Achieve full standing in his/her graduate program,
  - b) Complete nine (9) Credit Hours of Graduate Courses, and
  - c) Have a 3.0 Cumulative GPA.
2. Specialist Degree
  - a) Achieve full standing in his/her graduate program,
  - b) Complete fifteen (15) Credit Hours of Graduate Courses,
  - c) Have a 3.0 Cumulative GPA, and
  - d) Must pass any examination that may be required by his/her graduate program.
3. Doctoral Degree
  - a) A graduate student must complete approximately eighty percent of the graduate coursework in his/her Program of Study,
  - b) Have a 3.0 Cumulative GPA, and
  - c) Must pass all parts of the Comprehensive Exam.

Specific graduate programs may allow the graduate student a second attempt to pass any examination that may be required by his/her graduate program. No more than two attempts to achieve admission to candidacy will be permitted.

## **S. Thesis/Dissertation or Non-thesis Requirements and Procedures**

1. When a thesis is required in a graduate student's Program of Study, Tennessee Tech will not count more than six (6) Credit Hours for Graduate Course 6990 (master's thesis) towards the degree.
2. Required doctoral dissertation Credit Hours are set by the college that confers the doctorate degree.
3. Only Grades of SP- Satisfactory Progress and NP-No Progress shall be used to indicate a graduate student's progress in a thesis or dissertation Graduate Course.
4. Non-degree students are not eligible to register for a thesis or dissertation Graduate Course.

5. A graduate student must register for at least one (1) Graduate Course appropriate to the graduate student's degree objective in order to have access to computer equipment, laboratories, library, and other Tennessee Tech facilities and resources, even if the graduate student is working in absentia on research, a thesis, or dissertation.
6. A graduate student pursuing a thesis track master's or dissertation doctorate program will be required to participate in a formal defense of his/her thesis or dissertation.
  - a) Prior to scheduling the thesis/dissertation defense, the graduate student must submit the thesis or dissertation certificate of approval page to the College of Graduate Studies for format review and approval.
  - b) The graduate student is responsible for scheduling his/her thesis or dissertation defense with his/her advisory committee to allow enough time to submit the defense results to the College of Graduate Studies by the College of Graduate Studies calendar deadline to ensure graduation eligibility.
  - c) A graduate student's thesis or dissertation defense is open to the public.
  - d) All of the graduate student's advisory committee members are required to attend the thesis or dissertation defense.
  - e) Failure to submit the graduate student's thesis or dissertation defense results to the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.
7. The College of Graduate Studies requires all graduate students to follow the Guide to the Preparation of Theses and Dissertations.
8. The College of Graduate Studies will review the graduate student's thesis or dissertation for formatting to ensure the thesis or dissertation adheres to the Guide to the Preparation of Theses and Dissertations. The College of Graduate Studies will not review the paper's content, spelling, or accuracy of the citation.
9. Once the graduate student's signed advisory committee certificate of approval page has been submitted to the College of Graduate Studies, the graduate student must submit the thesis or dissertation into the electronic publication system ProQuest. The thesis or dissertation must be submitted by the deadline posted on the College of Graduate Studies calendar, absent good cause, or it will result in the graduate student's ineligibility to graduate.
10. The graduate student's failure to complete the thesis or dissertation review and formatting process with the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.

11. Most non-thesis graduate programs and some thesis graduate programs require that the graduate student successfully pass a Comprehensive Exam conducted by his/her advisory committee at or near the completion of his/her graduate program. Failure to submit the Comprehensive Exam results by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.
12. Some non-thesis graduate programs have a capstone course or project course in which the final course completion is used in place of the Comprehensive Examination.

## **T. Graduation**

1. Application for Graduation
  - a) In addition to satisfying all degree requirements, a candidate for a degree must file an application for graduation by the deadline posted on the College of Graduate Studies calendar for the semester in which the degree is expected to be conferred.
  - b) If a graduate student applies for graduation but fails to satisfy graduation requirements and/or withdraws from graduation, the graduate student must reapply for graduation.
  - c) A graduate student must be enrolled for a Graduate Course approved by the graduate advisor during the semester in which the degree is awarded unless all requirements have been completed by the last day to register for the following semester.
  - d) Degrees are conferred at the end of each semester.
2. Graduation Requirements
  - a) All degree requirements as defined by this policy and by each specific program must be met by the deadlines posted on the College of Graduate Studies calendar in the semester for which the degree will be awarded.
  - b) Transcripts from other universities used as transfer credit on a Program of Study must be received no later than two (2) weeks after the graduate student's commencement date.
3. Commencement/ PhD Hooding
  - a) There will not be a commencement ceremony for those graduating in August. Graduate students who wish to participate will be allowed to return to Tennessee Tech for the December commencement ceremony.
  - b) Graduate students may participate in only one commencement ceremony for each degree earned at Tennessee Tech.
  - c) Certificate and post-master's certificate graduate students do not participate in commencement.

- d) No doctoral degree candidate is permitted to participate in commencement until all requirements for the degree are successfully completed.

**V. Interpretation**

The Dean of the College of Graduate Studies or his/her designee has final authority to interpret the terms of this policy.

**VI. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(B)

Approved by:

Graduate Studies Executive Committee: 2016-11-01

Academic Council: 2016-11-09

University Assembly: 2016-11-16



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 275, Graduate Academic Fresh Start

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 275, Graduate Academic Fresh Start, describes how Tennessee Tech provides academic forgiveness for graduate students who have experienced academic difficulty.

**Tennessee Technological University  
Policy No. 275**



*Effective Date:* July 1, 2017

**Policy No.:** 275

**Policy Name:** Graduate Academic Fresh Start

**Policy Subject:** Graduate Studies

## **I. Purpose**

The purpose of this policy is to describe how Tennessee Tech provides academic forgiveness for graduate students who have experienced academic difficulty.

## **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Dean of the College of Graduate Studies, with final approval by the Graduate Studies Executive Committee, Academic Council, University Assembly, and the Board of Trustees.

## **III. Policy**

- A.** Individuals interested in requesting a Graduate Academic Fresh Start must submit a completed [application](#) to the College of Graduate Studies, including a written justification for the request.
- B.** A Graduate Academic Fresh Start request is limited to situations where the individual wishes to apply to a graduate degree program other than the previously attempted coursework.
- C.** An individual seeking a Graduate Academic Fresh Start must:
  - 1.** Submit a completed change of major form to the College of Graduate Studies;
  - 2.** Submit all admission documents as required by Tennessee Tech Policy 270; and
  - 3.** Meet all the requirements for admission as determined by the program and the College of Graduate Studies.
- D.** The approval of a request for a Graduate Academic Fresh Start is at the discretion of the department and academic dean for the program to which the individual is applying and Dean of the College of Graduate Studies.
- E.** An individual may receive only one Graduate Academic Fresh Start.
- F.** Previous coursework will not be used to satisfy the requirements of the new degree program.

#### **IV. Interpretation**

The Dean of the College of Graduate Studies has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(B)

Approved by:

Graduate Studies Executive Committee: November 1, 2016

Academic Council: November 9, 2016

University Assembly: November 16, 2016



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 281, Graduate Student Reinstatement after Dismissal and Appeal Procedures



Review



Action



No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 281,- Graduate Student Reinstatement after Dismissal and Appeal Procedures, provides a graduate student reinstatement and appeal process in the event the student is dismissed from a graduate degree program for poor academic performance.

**Tennessee Technological University  
Policy No. 281**

**Graduate  
Student  
Reinstatement  
after  
Dismissal and  
Appeal  
Procedures**

*Effective Date:* July 1, 2017

**Policy No: 281**

**Policy Name: Graduate Student Reinstatement after Dismissal and Appeal Procedures**

**Policy Subject:**

**I. Purpose**

The purpose of the policy is to provide a graduate student reinstatement and appeal process in the event the student is dismissed from a graduate degree program for poor academic performance (see Tennessee Tech Policy 271 General Graduate Degree Requirements).

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Dean of the College of Graduate Studies, with recommendations for revision presented to the Graduate Studies Executive Council (GSEC), Academic Council, and University Assembly.

**III. Reinstatement After Dismissal Procedures**

- A. A graduate student who wishes to be reinstated following the Graduate College's decision of dismissal must notify the College of Graduate Studies in writing within five business days following notification of the dismissal if the student wishes to re-enroll the following semester. The Graduate College will instruct the student to complete the [Request for Exception to University Requirement Form](#) to begin the reinstatement process.
- B. Upon consideration by the committee chair, department chair, and college dean, the signed **Request for Exception to University Requirement Form** and reinstatement documentation will be sent to the Dean of the College of Graduate Studies within seven business days of receipt of the student request.
- C. The Dean of the College of Graduate Studies will approve or deny the student request and will notify the student of the decision within five business days of the date the Dean receives the **Request for Exception to University Requirement Form**.
- D. If the Dean of the College of Graduate Studies denies the student's request for reinstatement, the student may appeal to the Graduate Studies Executive Committee within five business days of receipt of the denial.
- E. The Graduate Studies Executive Committee may, at its discretion, allow the student to appear before the Committee or to provide additional documentation related to the request for reinstatement.

- F. The chair of the Graduate Studies Executive Committee will notify the student of the Committee's decision within seven business days of the Committee's meeting or deliberation.
- G. The decision issued by the Graduate Studies Executive Committee is final.

#### **IV. Interpretation**

The Dean of the College of Graduate Studies or his/her designee has final authority to interpret the terms of this policy.

#### **V. Citation of authority for policy**

T.C.A. § 49-8-203(a)(4)

#### **Approvals:**

Graduate Studies Executive Committee: November 1, 2016

Academic Council: November 9, 2016

University Assembly: November 16, 2016



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 282, Graduate Faculty Appointments and Responsibilities

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 282, Graduate Faculty Appointments and Responsibilities, describes the appointment of graduate faculty and its procedures.

# Tennessee Technological University

## Policy No. 282



## **Graduate Faculty Appointment and Responsibilities Policy**

*Effective Date:* July 1, 2017

**Policy No: 282**

**Policy Name: Graduate Faculty Appointment and Responsibilities Policy**

**Policy Subject: Policies and Procedures Related to Graduate Faculty**

**I. Purpose**

This policy describes the appointment of graduate faculty and its procedures.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Dean of the College of Graduate Studies, with recommendations for revision presented to the Graduate Studies Executive Committee (GSEC), Academic Council, University Assembly, and the Board of Trustees.

**III. Definitions**

- A. Graduate faculty: faculty members in one of four membership categories who are appointed by the Provost and by virtue of their academic performance and credentials are responsible for teaching graduate courses, advising graduate students, and possibly serving on the Graduate Studies Executive Committee.  
There are four types of membership as defined below.
- B. Adjunct member: part-time faculty member employed for graduate teaching, advisement, or research who holds an earned doctorate or equivalent terminal degree in an appropriate discipline from an appropriately accredited institution.
- C. Associate member: full-time faculty member not eligible for full membership who holds an earned doctorate or equivalent terminal degree in an appropriate discipline from an appropriately accredited institution.
- D. Clinical member: full or part-time faculty member who participates in directing educational experiences in a clinical/professional setting where the faculty member practices, who holds at least a master's degree and professional certification in an appropriate discipline from an appropriately accredited institution/agency/association and relevant experience in the field of study.

- E. Full member: full-time faculty member, emeritus, senior affiliate faculty, or academic administrator holding faculty rank at the rank of assistant professor or higher, tenured or tenure-track, who holds an earned doctorate or equivalent terminal degree in an appropriate discipline from an appropriately accredited institution and who also has achieved an appropriate level of scholarship or creative activity and erudition characterized by peer reviewed publications, conference publications, recitals, exhibitions, and/or externally funded research grants.
- F. Research advisor: any person who provides oversight to students' research endeavors and chairs or co-chairs the student's research advisory committee.

#### **IV. Policy**

- A. An instructor of any course for which students receive graduate credit must be a member of the graduate faculty.
- B. Responsibilities of Departmental Chairperson
  - 1. The chairperson of any department offering a graduate degree may act in any capacity open to a graduate faculty member and has certain administrative responsibilities pertaining to the graduate program.
  - 2. The chairperson is responsible for reviewing applications of prospective graduate students and making recommendations as to acceptance and status of applicants, acting as the advisor (or for designating one) for each student's first registration period, and nominating qualified faculty members for appointment to the graduate faculty.
  - 3. The departmental chairperson also provides direction and coordination in supporting departmental faculty members in the development of research projects and in the appropriate utilization of facilities.
- C. Appointment Process and Term of Appointments
  - 1. A faculty member and departmental chair of the faculty member must complete an Application for graduate faculty membership form. Once complete, the application is approved and signed by the college dean and Dean of the College of Graduate Studies. The Dean of the College of Graduate Studies forwards the signed application to the Provost for final review and approval.
  - 2. Once reviewed and approved by the Provost, the College of Graduate Studies notifies the faculty member, faculty member's chairperson, and the college dean of the approval to teach graduate level courses.
  - 3. The term of appointment for full graduate faculty members is six years and all other member categories shall hold the term for three years. Criteria for reappointment are the same as used for the initial appointment.

D. Requirements and Responsibilities of Members

1. Each instructor is responsible for ensuring that students in graduate classes have sufficient background prerequisites required for the course.
2. Clinical Graduate Faculty may only teach clinical or practicum designated courses. All other Graduate Faculty appointments may teach any graduate level course.
3. All approved Graduate Faculty may serve as a committee member.
4. Associate Graduate Faculty may serve as a graduate student's academic advisor for master's or specialist degrees.
5. Full Graduate Faculty may serve as a graduate student's academic advisor for master's, specialist, or doctoral degrees.
6. A qualified member of the graduate faculty may be asked to serve as an instructor of a graduate course, as an instructor of a readings or special problems course, as a director of some phase of development of the research facilities of Tennessee Tech, as a member of the Graduate Studies Executive Committee, or as a member of a graduate student's advisory committee, including serving as the student's research advisor.
7. The graduate faculty member who serves as the student's research advisor shall chair or co-chair the advisory committee and must hold faculty rank in the department in which the student is majoring. For a doctoral student, the research advisor shall be an experienced faculty member and a full member of the graduate faculty.
8. A student's research advisor may hold faculty rank in a department other than that in which the student is majoring but must have the research capability in a discipline closely related to a discipline associated with the student's department. The research advisor must have demonstrated significant research capability and be experienced in directing independent study.
9. A faculty member may not direct independent study/research courses taken by a student who is a relative of the faculty member and may not be a member of a relative's graduate advisory committee. For the purposes of this policy, "relative" means a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household.

10. At the discretion of the departmental chairperson, responsibilities of an associate or adjunct member of the graduate faculty may be any of those normally given to a full member of the graduate faculty, except serving on the Graduate Studies Executive Committee, or serving as a doctoral-level research advisor.
  11. The student's departmental chairperson, the dean of the college, and the Associate Dean of the College of Graduate Studies must approve an associate or adjunct faculty member serving as a master's-level research advisor.
- E. Graduate student advisory committee responsibilities include, but are not limited to, the following.
1. The chairperson of an advisory committee assists the student in the selection of a course of study and works with the student in choosing a suitable thesis topic. The chairperson is expected to furnish appropriate assistance and encouragement when excessive difficulties arise in the investigation of the problem.
  2. All advisory committee members are to consider the graduate student's application for admission to candidacy, including a review of both the proposed Program of Study and the research proposal, and, with other members of the advisory committee, will approve, make recommendations to improve, or disapprove.
  3. The graduate student's committee chairperson must complete the Ph.D. comprehensive exam form, obtain all committee member signatures, and forward to the College of Graduate Studies by the deadline posted on the College of Graduate Studies calendar.
  4. All advisory committee members are to assist in the conduct of all comprehensive examinations to insure that the student has satisfactory knowledge of the subject matter covered in the Program of Study.
  5. The graduate student's committee chairperson must complete the exit comprehensive exam form and forward it to the College of Graduate Studies by the deadline posted on the College of Graduate Studies calendar. Failure to submit the exit comprehensive exam form to the College of Graduate Studies by the posted deadline will result in the graduate student's ineligibility to graduate.
  6. It is the graduate student's advisory committee's responsibility to ensure the thesis/dissertation is error-free in regards to format, grammar, spelling, punctuation, and content, thereby meeting the standards of excellence expected by Tennessee Tech.

7. All advisory committee members are to review the student's thesis or dissertation (if one is required) prior to the defense in order to approve, make recommendations to improve, or disapprove.
8. All advisory committee members are to ensure that the thesis or dissertation is of suitable rigor and quality that presents a valid investigation, which has been properly completed.
9. On the day of the thesis/dissertation defense, the graduate student's committee chairperson must complete the thesis/dissertation defense form and forward it, with all required signatures, to the College of Graduate Studies by the deadline posted on the College of Graduate Studies calendar. Failure to submit the thesis/dissertation defense form to the College of Graduate Studies by the posted deadline will result in the graduate student's ineligibility to graduate.

#### **V. Interpretation**

The Dean of the College of Graduate Studies or his/her designee has the final authority to interpret the terms of this policy.

#### **VI. Citation of Authority for Policy**

T.C.A. § 49-8-301(a)

Approved by:

Graduate Studies Executive Committee: 2016-11-01

Academic Council: 2016-11-09

University Assembly: 2016-11-16



## Agenda Item Summary

Date: June 15, 2017

Division: Academic Affairs

Agenda Item: Policy 283, General Graduate Transfer Credit Requirements

Review

Action

No action required

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**PRESENTERS:** Provost Ghorashi

**PURPOSE & KEY POINTS:**

Policy 283, General Graduate Transfer Credit Requirements, describes the requirements that must be met in order to receive transfer credit for graduate courses taken at another accredited institution.

# Tennessee Technological University

## Policy No. 283

### General Graduate Transfer Credit Requirements

*Effective Date:* July 1, 2017

**Policy No: 283**

**Policy Name: General Graduate Transfer Credit Requirements**

**Policy Subject: Graduate Studies**

**I. Purpose**

This policy describes the requirements that must be met in order to receive transfer credit for graduate courses taken at another accredited institution.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Dean of the College of Graduate Studies, with recommendations for revision presented to the Graduate Studies Executive Committee (GSEC), Academic Council, University Assembly, and the Board of Trustees.

**III. Policy**

- A. Students who request to transfer graduate course credits from an accredited institution to Tennessee Tech must request that the institution send official transcripts directly to TTU. Official transcripts must include all grades.
- B. The program department will determine, in its sole discretion, what transfer coursework is eligible for transfer to the student's program of study.
- C. The coursework transferred or accepted for credit toward a graduate degree must have a minimum grade of "B" in each course.
- D. For all graduate degree programs, the department will determine, in its sole discretion, the number of transfer credits it will accept, provided the department's decision is in compliance with [SACSCOC Accreditation Standard 3.6.3 and any other applicable accreditation requirements.](#)
- E. Tennessee Tech will exclude grades earned in transferred courses in the calculation of grade point averages.

**IV. Interpretation**

The Dean of the College of Graduate Studies or her/his designee has final authority to interpret the terms of this policy.

**V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(4) & (e)

**Approvals:**

Graduate Studies Executive Committee Approval: November 1, 2016

Academic Council: November 9, 2016

University Assembly: November 16, 2016

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## Agenda Item Summary

Date: June 15, 2017

Division: Student Affairs

Agenda Item: Student Conduct Policy and Rules

Review

Action

No action required

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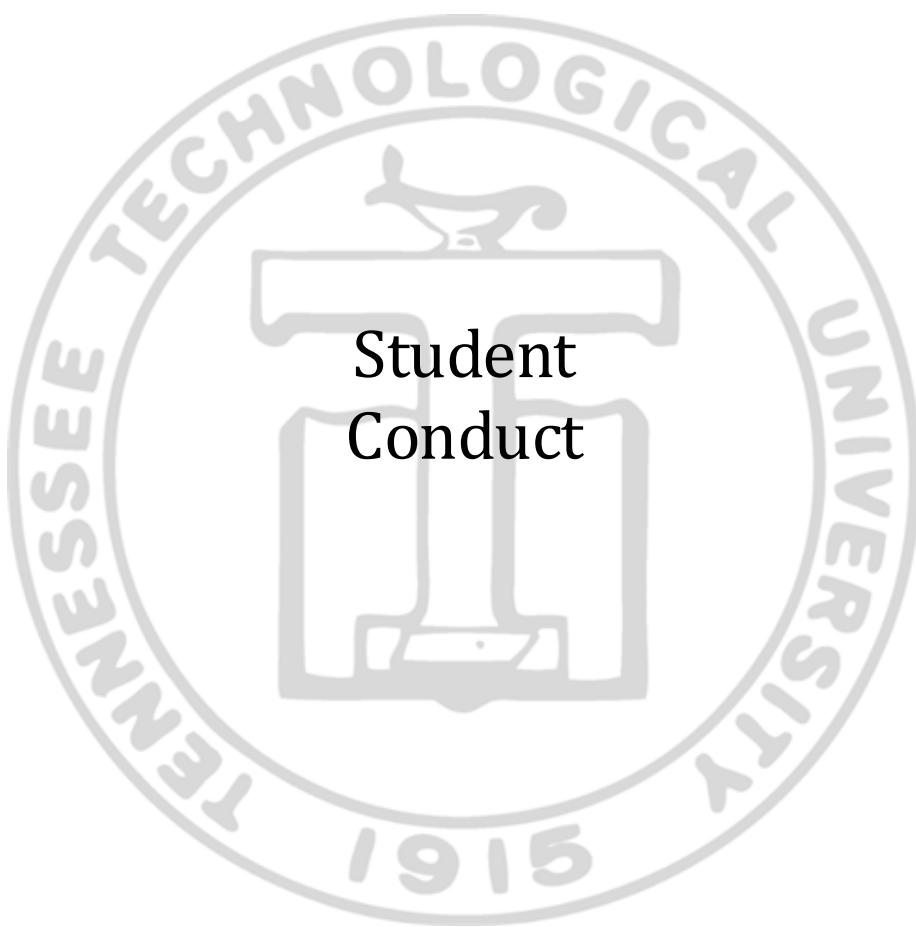
**PRESENTERS:** Marc Burnett

**PURPOSE & KEY POINTS:**

This policy and these rules describe the types of student conduct that might warrant disciplinary action, the types of disciplinary action that Tennessee Tech might take against a student, the student's options for different types of hearings, and the appeal processes.

# Tennessee Technological University

## Policy No. 302



*Effective Date: July 1, 2017*

**Policy No: 302**

**Policy Name: Student Conduct**

**Policy Subject: Policy to Govern Student Conduct**

**Date Revised: March 29, 2017**

### **I. Purpose**

The purpose of this policy is to describe standards of conduct and adjudication processes for student disciplinary matters.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Dean of Students with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

### **III. Scope**

**A.** This policy applies to Student or Registered Student Organization prohibited conduct on and off Tennessee Tech property. In the case of prohibited conduct that occurs off Tennessee Tech Property, Tennessee Tech will take into account whether the prohibited conduct adversely affects the interests of Tennessee Tech, including, but not limited to, prohibited conduct that:

- 1.** Occurs in connection with a Tennessee Tech Activity, including, but not limited to, a study abroad program, clinical, internship, service learning placement, or similar program or,
- 2.** Involves another member of the Tennessee Tech community or,
- 3.** Poses a credible, serious threat to the health and safety of the Tennessee Tech community or Tennessee Tech Property.

**B.** Tennessee Tech will take into consideration the following standards when deciding whether misconduct is associated with a Registered Student Organization:

- 1.** The prohibited conduct is endorsed by the organization or any of its officers (“endorsed by” includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct);

2. The prohibited conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event;
3. The prohibited conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the organization;
4. One or more officers of the organization had prior knowledge or reasonably should have known the prohibited conduct would likely take place.

C. This policy does not apply to academic misconduct.

#### **IV. Definition(s)**

- A. Student – any individual who is admitted, enrolled, or registered for credit courses at Tennessee Tech or who may no longer be enrolled or registered for credit courses, but engaged in prohibited conduct while the individual was a Student at Tennessee Tech. For the purposes of this policy, “admitted” means in attendance at Tennessee Tech on either the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier.
- B. Registered Student Organization (RSO) – any organization comprised primarily of currently enrolled Students that have successfully completed the registration process and otherwise complied with Policy 315 (Student Organizations).
- C. Tennessee Tech Property –all land, buildings, facilities, grounds, structures, or any other property, including but not limited to movable objects, owned, leased, used, maintained, or operated by Tennessee Tech. For purposes of this policy, Tennessee Tech Property includes all streets, alleys, sidewalks, and public ways abutting such property. Tennessee Tech Property also includes computers and network systems owned, maintained, or controlled by Tennessee Tech or funded by Tennessee Tech.
- D. Tennessee Tech Activity – any activity on or off Tennessee Tech Property that is initiated, aided, authorized, sponsored, or supervised by Tennessee Tech.
- E. University Official – an employee or agent of Tennessee Tech, including, but not limited to, university police, faculty members and staff acting in the performance of his/her duties, as well as Student employees (e.g., event staff, resident assistants, graduate or teaching assistants, etc.).

## **V. General Provisions**

- A.** Each Student shall be responsible for his/her/its conduct from the time of admission to Tennessee Tech through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms.
- B.** A Student or RSO is responsible for his/her/its guests or visitors and may be held accountable for the behavior of his/her/its guests or visitors on Tennessee Tech Property or in the handling or use of Tennessee Tech Property.
- C.** Any Student that chooses to take a leave of absence or withdraw from Tennessee Tech during any academic period prior to graduation with a pending disciplinary matter will be subject to a disciplinary hold placed on the Student's account preventing reenrollment until resolution of the conduct in question.

## **VI. Prohibited Conduct**

- A.** Prohibited conduct includes, but is not limited to the following:
- 1.** Any conduct that falls within the terms of § T.C.A. 39-17-308 (Harassment) or T.C.A. § 39-17-315 (Stalking) or “student-on-student harassment”, which means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law, and that is so severe, persasive, or objectively offensive that it effectively bars the victim’s access to educational opportunity or benefit;
  - 2.** Discrimination: Any conduct that falls within the current terms of Policy No. 006 (Nondiscrimination), Policy 141 (Discrimination and Harassment- Complaint and Investigation Procedure), or similar policies;
  - 3.** Sexual Misconduct: The act of domestic violence, dating violence, sexual assault, and stalking as defined by TTU Policy No. 143 (Sexual Misconduct);
  - 4.** Hazing: Any conduct that falls within T.C.A. § 49-17-123(a)(1), including, but not limited to, intentional or reckless act on or off Tennessee Tech Property by one (1) Student acting alone or with others that is directed against any other Student, that endangers the mental or physical health or safety of that Student or that induces or coerces a Student to endanger the Student’s mental or physical health or safety;

5. Retaliation: Interfering with any aspect of a disciplinary matter or disciplinary hearing, including, but not limited to threatening or intimidating a complainant or witnesses or attempting to do the same;
6. Disruptive Behavior: Any individual or group behavior that unreasonably disrupts the academic environment (e.g. interferes with teaching, classroom operations, or research) or unreasonably interferes with operations, events, or programs on Tennessee Tech Property or during a Tennessee Tech Activity;
7. Obstruction of or Interference with Activities on Tennessee Tech Property or Facilities: Any substantial interference with or substantial obstruction of any Tennessee Tech program, event, or facility including the following:
  - a. Any unauthorized occupancy of facilities owned or controlled by Tennessee Tech or blockage of access to or from such facilities,
  - b. Interference with the right of any Tennessee Tech member or other authorized person to gain access to any activity, program, event, or facilities sponsored or controlled by Tennessee Tech,
  - c. Any obstruction or delay of a Tennessee Tech police officer, public safety officer, security officer, firefighter, EMT, or any University Official,
  - d. Participation in a demonstration that substantially impedes Tennessee Tech operations; or
  - e. Obstruction of the free flow of pedestrian or vehicular traffic on Tennessee Tech Property or at a Tennessee Tech Activity.
8. Failure to Comply: Refusing or ignoring directions of Tennessee Tech police or University Officials acting in the performance of this/her duties;
9. Falsification: Providing information that is materially false to, or withholding necessary information from, any University Official acting in the performance of his/her duties;
10. Fraud: Deception, forgery, alteration including, but not limited to, the unauthorized use of Tennessee Tech documents, records, identification, computers, parking permits, identity theft, or any other similar actions prohibited by law;
11. Theft: Unauthorized possession of Tennessee Tech Property or personal property of a member of the Tennessee Tech community;

- 12.** Misuse of or Damage of Property: Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to Tennessee Tech or a member of the Tennessee Tech community including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, Tennessee Tech keys, library materials and/or safety devices;
- 13.** Trespassing and Unauthorized Entry: Unauthorized access or attempting to gain access to any Tennessee Tech Facility;
- 14.** Weapons: Possession 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, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any Tennessee Tech building or bus, campus, grounds, recreation area, athletic field, or any other property owned, operated, or while in use by Tennessee Tech in accordance with TTU Policy 422 (Weapons on Tennessee Tech Property). No Student shall use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person;
- 15.** Hazardous Materials: Possession, ignition, or detonation of explosives, fireworks, flammable materials, ammunition, gasoline, chemicals, or hazardous liquids, chemicals or hazardous materials, and any other material or item of like kind representing a potential danger to the Tennessee Tech community;
- 16.** Substance Abuse: The unlawful manufacture, distribution, possession, use or abuse of any controlled substance, illegal drug or alcohol on Tennessee Tech Property or as part of any activity sponsored by Tennessee Tech in violation of TTU Policy 172 (Substance Abuse Prevention);
- 17.** Paraphernalia: The use or possession of equipment, products, or materials that are used or intended for use in the unlawful manufacture, growth, use, or distribution of any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia;
- 18.** Parking or Traffic Violations: In addition to the penalties described in TTU Policy 415 (Parking and Traffic Enforcement) and elsewhere in this policy, the possession or use of a motor vehicle on Tennessee Tech Property can be limited or revoked for any of the following:

- a. Possession or use of alcoholic beverages or drugs while operating a vehicle;
  - b. Irresponsible operation of a vehicle;
  - c. Leaving the scene of an accident;
  - d. Failure to report an accident involving personal injury or property damage;
  - e. Excessive violations of policies to include excessive parking citations;
  - f. Falsifying vehicle registration or gaining such registration under false pretense;
  - g. Possession, use, or sale of fraudulent parking permits.
- 19.** Violation of Information Technology Acceptable Use Policy: Violation of any provision related to Tennessee Tech information technology facilities and resources as defined in TTU Policy 801 (Information Technology Acceptable Use);
- 20.** Unauthorized Use of Personal Recording Devices: Use of electronic or other devices to make a photographic, audio, or video record of any person without his/her prior knowledge or consent in a violation of TTU Policy 180 (Personal Recording Devices) ;
- 21.** Invasion of Privacy: Making, or causing to be made, unauthorized video/audio recordings or photographic 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. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms, as well as any storing, sharing, and/or distributing of such unauthorized recordings/images by any means;
- 22.** Violation of Student Housing Policy: Violation of any provision outlined in TTU Policy 305 (Student Housing Policy);
- 23.** Gambling: Unlawful gambling in any form;
- 24.** Financial Irresponsibility: Failure to meet financial responsibilities to Tennessee Tech including, but not limited to, knowingly passing a worthless check or money order in payment to Tennessee Tech;
- 25.** Unacceptable Conduct in Disciplinary Proceedings: Any conduct at any stage of a disciplinary proceeding or investigation that is contemptuous, threatening, or disorderly, including:

- a. Failure to obey the directives of a disciplinary body or Tennessee Tech official(s) in the performance of their duties;
  - b. Falsification, distortion or misrepresentation of information during a disciplinary proceeding;
  - c. Disruption or interference with the orderly conduct of a disciplinary proceeding;
  - d. Attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, a disciplinary proceeding;
  - e. Harassment, intimidation, or retaliating against of any participant in the Tennessee Tech disciplinary process;
- 26.** Attempting to Violate the Student Conduct policy, or;
- 27.** Aiding/Abetting a Violation: Any attempt to commit any of the offenses identified as prohibited conduct, or the aiding/abetting of the commission of any of the offenses listed as such. An attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission. Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to Tennessee Tech;
- 28.** Violation of Policies: Any violation of the general policies of Tennessee Tech as published in an Tennessee Tech publications including, but not limited to Tennessee Tech's Policy Central web site;
- 29.** Violations of State or Federal Laws: Any violation of state or federal laws, rules, regulations proscribing etc. conduct or establishing offenses;
- 30.** Violation of Imposed Disciplinary Sanctions: Violation of a disciplinary sanction officially imposed during a Tennessee Tech hearing proceeding.

## **VII. Disciplinary Sanctions:**

- A.** Upon a determination by clear and convincing evidence (unless otherwise required by federal or state law, rule, regulation) that a Student or RSO has engaged in prohibited conduct, the following disciplinary sanctions may be imposed, either singly or in combination, by the Dean of Students and/or a Tennessee Tech Judicial council:

- 1.** Informal Warning: An oral or written warning to the Student or RSO found responsible for a violation of this policy when the circumstances and severity of actions do not warrant the development of an official Student conduct record;
- 2.** Official Warning: A written notice to the Student or RSO found responsible for a violation. The warning will serve as official notification that continuation or repetition of specified conduct will be cause for further disciplinary action;
- 3.** No Contact Order: An order of no contact with any individuals who are complainants, victims or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical or social contact, or allowing others to make any similar contacts on a Student's behalf. An order of no contact can also be issued as an interim sanction prior to the completion of the disciplinary process;
- 4.** Restitution: A measure intended to compensate for the loss, damage, or injury caused by the Student or an RSO. This action may take the form of appropriate service, monetary compensation, or material replacement;
- 5.** Restriction of Privileges: A restriction upon a Student or RSO's privileges for a period of time. These restrictions may include, but are not limited to denial of the following:

  - a.** The ability to represent Tennessee Tech at any event;
  - b.** Use of Tennessee Tech facilities;
  - c.** Parking privileges;
  - d.** Participate in, be elected or appointed as a member or officer of Student, Government or any RSO;
  - e.** Application for use of Tennessee Tech funds.
- 6.** Educational Action: A measure intended to educate the Student or members of the RSO on the responsibilities to refrain from prohibited conduct and learn from the violation. Educational actions include, but are not limited to:

  - a.** Attendance at educational activities or substance education workshops;
  - b.** Completion of a prescribed number of community service hours;
  - c.** Participation in a counseling assessment; or
  - d.** Attendance at community education classes;

7. Parental or Legal Guardian Notification: Pursuant to T.C.A. § 49-7-146, Tennessee Tech is required to notify a parent or legal guardian of a Student under age twenty-one (21) if the Student “has committed a disciplinary violation with respect to the use or possession of alcohol, a controlled substance, or a controlled substance analogue that is a violation of any federal, state, or local law, or any rule or policy of [Tennessee Tech], except as prohibited by the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g).” Tennessee Tech will provide such notice if:
- a. The Student admits responsibility for engaging in the prohibited conduct; or
  - b. There is a final finding of responsibility pursuant to the disciplinary procedures;
8. Disciplinary Probation: Continued enrollment of a Student or recognition of an RSO on probation may be conditioned upon adherence to this policy. Any Student or RSO placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions of privileges or any other appropriate conditions. Any conduct in further violation of this policy while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action up to and including expulsion or withdrawal of recognition;
9. Housing Probation: Continued residence in Tennessee Tech student housing may be conditioned upon adherence to Tennessee Tech rules and policies related to Student conduct as well as Tennessee Tech housing policies. Probation may include restrictions upon the activities of the resident, including any other appropriate conditions; Interim Measures: The Dean of Students or designee may impose temporary measures prior to the beginning of a formal student conduct process. If Tennessee Tech imposes an interim measure, the Student or RSO may contest the sanction following the procedures in Section I. (Procedures Related to Interim Action). Interim measures may become permanent depending on the outcome of the formal disciplinary hearing. Interim sanctions may include, but are not limited to:
- a. No contact orders;
  - b. Removal from or reassignment of housing;
  - c. Removal from or reassignment of on campus work study and work assignments;
  - d. Removal from or reassignment of a specific class or academic activity;
  - e. Restriction of access to specified buildings or Tennessee Tech Property;
  - f. Restriction of privileges; or
  - g. Other types of temporary measures.

**10. Interim Suspension:**

- a. Interim suspension is the immediate removal of a Student from Tennessee Tech Property, including but not limited to, facilities, programs, privileges, classes, and premises pending a formal disciplinary hearing.
- b. The Dean of Students or designee may impose an interim suspension if, after an individualized assessment, the Dean of Students or designee determines that the Student's behavior poses a significant risk to the health or safety of others that cannot be eliminated by interim measures.
- c. The Dean of Students or designee may also impose an interim suspension when a Student is determined to constitute an immediate threat to Tennessee Tech Property or a substantial disruption to classroom and/or Tennessee Tech operations.
- d. A Student placed on interim suspension status must obtain advance permission from the Dean of Students or designee to be present on Tennessee Tech Property. The Dean of Students or designee will grant such permission only in cases where the Student has identified a legitimately necessary reason for his/her presence on campus.
- e. If Tennessee Tech imposes an interim suspension, the Student may contest the sanction following the procedures in Section I. (Procedures Related to Interim Action).

**11. Revocation of Registered Student Organization Status:** A designated period of time in which an RSO is not recognized by Tennessee Tech and does not receive designated privileges as defined by TTU Policy 315 (Student Organizations);

**12. Suspension of Housing Contract:** The separation of a Student or members of an RSO from facilities maintained by Residential Life for a temporary or definite period of time, after which the Student or RSO is eligible to return or may be conditionally allowed to return. Subsequent policy violations may result in cancellation of housing contract(s);

**13. Cancellation of Housing Contract:** A permanent separation of the Student or RSO from facilities maintained by Residential Life. A Student or RSO dismissed from these facilities is not be eligible for readmission into any Residential Life facilities maintained by Tennessee Tech;

- 14.** Suspension: The separation of a Student or RSO from Tennessee Tech for a specified period of time. Suspension may be accompanied by special conditions for readmission. All Students suspended from Tennessee Tech will be issued a no trespass directive barring them from Tennessee Tech Property and all Tennessee Tech Activities. A suspended Student must submit a written request to the Dean of Students or designee within three (3) business days, absent good cause, in advance to request permission to be present on Tennessee Tech Property or at a Tennessee Tech Activity. This request must specifically identify the nature of the official business that the suspended Student wishes to conduct as well as the locations that the Student wishes to visit;
- 15.** Expulsion: A permanent separation from Tennessee Tech. The imposition of this sanction is a permanent bar to the Student's admission to, or an RSO's recognition at, Tennessee Tech. Any Student that receives this sanction will be issued a no trespass directive barring him/her from Tennessee Tech Property and all Tennessee Tech Activities;
- 16.** Withholding Degree: The awarding of a degree may be withheld until all disciplinary processes are complete and all sanctions, if any, are satisfactorily completed;
- 17.** Revocation of Degree: Revocation of a degree in cases when a Student has engaged in serious misconduct while enrolled, but not discovered until after graduation;
- 18.** Revocation of Admission: Revocation of admission when a person previously admitted to Tennessee Tech has engaged in serious misconduct prior to the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advisement, and registration program, whichever is earlier;
- 19.** Any alternate sanction deemed necessary and appropriate to address the prohibited conduct.

## **VIII. Disciplinary Holds on Records**

- A.** Tennessee Tech may place a registration hold on a Student record when the Student has:
  1. Withdrawn from Tennessee Tech and a disciplinary meeting and/or proceeding is pending,
  2. Not responded to the Dean of Students Office's request for a meeting or a hearing,
  3. Been suspended or expelled.

**B.** Tennessee Tech will not confer a degree when a Student has a pending disciplinary meeting and/or disciplinary proceeding.

## **IX. Disciplinary Procedures**

### **A. Responsibility for Administration**

**1.** The Dean of Students Office is responsible for matters that are within the scope of this policy. The Provost's Office is responsible for matters that fall within the scope of TTU Policy 217 (Student Academic Misconduct). In situations where the conduct could fall within the scope of TTU Policy 302 and TTU Policy 217, the two Offices will confer, decide which policy to apply to the matter, and advise the Student in writing of their decision.

**2.** Complaints related to sexual misconduct will be investigated in accordance with TTU Policy 143 (Sexual Misconduct) and complaints related to discrimination and/or harassment will be investigated in accordance with TTU Policy 141 (Discrimination and Harassment—Complaint and Investigation Procedure). If Tennessee Tech determines that a policy violation occurred as a result of the processes outlined in TTU Policy 141 and/or TTU Policy 143, the Student will be subject to the disciplinary procedures outlined in this policy.

**3.** Other than the matters listed above in Section A, reports of acts and incidents involving Students or RSOs should be referred to the Dean of Students Office for investigation.

### **B. Notice and Due Process Rights**

**1.** A Student or RSO accused of any violation of this policy will be given written notice of the alleged violation. The notification letter will include a written statement of the alleged violation and description of the alleged behavior including time, date and place of occurrence if such information is available. The Student or RSO will also receive information regarding Student due process rights, which include:

- a. The right to present his/her case to the appropriate disciplinary authority;
  - b. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to sign a release of necessary education records to the advisor. The advisor, however may not speak on behalf of the Student or RSO in the preliminary meeting;
  - c. The right to identify witnesses who can speak on his/her behalf; and
  - d. The right to review and address any information that is used by Tennessee Tech in a disciplinary proceeding;
2. Upon receipt of the notification letter, the Student or RSO must contact the Dean of Students Office within forty-eight (48) hours to schedule a preliminary meeting. Failure to do so will result in a disciplinary hold placed on the Student's account or in the case of an RSO, suspension of privileges.

### **C. Preliminary Meeting**

1. During the preliminary meeting with the Dean of Students, the Student or RSO will have the opportunity to contest the alleged violation of this policy and present information.
2. The accused Student or RSO has the right to be accompanied by an advisor of their choice, provided the Student consents to the release of necessary education records to the advisor. The advisor, however may not speak on behalf of the Student or RSO in the preliminary meeting.
3. The Dean of Students may interview potential witnesses or victims necessary to conduct a thorough investigation of the alleged violation.
4. Following the preliminary meeting and investigation of the complaint, the Dean of Students will determine if sufficient information exists for the disciplinary process to continue.
  - a. If the Dean of Students concludes a violation did not occur, the conduct matter will be closed.
  - b. If the Dean of Students concludes there is sufficient information to proceed with the disciplinary process, the Student or RSO will have a hearing regarding the alleged violation.
  - c. If the Dean of Students determines the alleged misconduct does not warrant consideration of suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have a hearing with the Dean of Students following the procedures in Section G.

**D. Hearing Options in Cases of Possible Suspension, Expulsion, or Revocation Degree or Revocation of RSO Registration**

1. If the Dean of Students determines the alleged misconduct could warrant consideration of suspension, expulsion or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:
  - a. Contest the alleged violation(s) under the Uniform Administration Procedures Act (UAPA) in accordance with provisions outlined in the Uniform Administrative Procedures Act, Tennessee Code Annotated § 4-5-301 et seq. and related rules; or,
  - b. Waive a hearing pursuant to UAPA and choose a hearing before the Dean of Students; or,
  - c. Waive a UAPA hearing and choose a hearing before the Judicial Council.

**E. Hearings before the Dean of Students**

1. The Dean of Students will follow the procedures described in this section:
  - a. The hearing shall be conducted consistent with the following Student or RSO rights:
    - i. The right to receive notice described in Section B prior to the hearing.
    - ii. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice;
    - iii. The right to be accompanied by an advisor of their choice, provided the Student consents to sign a release of necessary education records. The advisor, however may not speak on behalf of the Student in the hearing. An advisor may:
      - (a) Address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing; and,
      - (b) Request a recess to confer in private with the Student or RSO.
    - iv. The right to speak on his/her/its behalf, to call witnesses and to question all witnesses, and to present evidence, and to challenge the admissibility of evidence; and
    - v. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice. The right to speak or remain silent in a hearing.

- b. Formal rules of evidence shall not be applicable. The Dean of Students may exclude evidence which, in his/her sole judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.
  - c. The Dean of Students shall determine responsibility using the clear and convincing standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
  - d. The Dean of Students shall issue a written decision that includes his/her findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
  - e. The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account and via the contact address on record.
  - f. Any sanction imposed as a result of a hearing before the Dean of Students will be effective immediately upon notification of the Student or RSO.

#### **F. Hearings before the Judicial Council**

1. The Judicial Council is comprised of six (6) faculty members, two (2) administrators, and six (6) Students. The Dean of Students serves as an ex-officio member. Faculty members of the Judicial Council are appointed for a two (2) year term by the Tennessee Tech president. Student members of the Judicial Council are appointed for a one (1) year term by the President of the Student Government Association.
  2. The Chairperson will be elected by the Judicial Council membership on an annual basis.
  3. A minimum of seven (7) members of the Judicial Council are required to hear a disciplinary case, composed of at least three (3) Students and four (4) faculty members.
  4. The Dean of Students will train and advise all members of the Judicial Council regarding Tennessee Tech hearing procedures on an annual basis or as necessary.
  5. The hearing shall be conducted consistent with the following Student or RSO rights:
    - a. The right to receive notice described in Section B prior to the hearing.
    - b. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice;
    - c. The right to receive notice described in Section B prior to the hearing.

- d. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice;
    - e. The right to be accompanied by an advisor of their choice, provided the Student consents to sign a release of necessary education records. The advisor, however may not speak on behalf of the Student in the hearing. An advisor may:
      - i. Address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing; and,
      - ii. Request a recess to confer in private with the Student or RSO. The right to speak on his/her/its behalf, to call witnesses and to question all witnesses, and to present evidence, and to challenge the admissibility of evidence; and
    - f. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice. The right to speak or remain silent in a hearing.
    - g. The right to challenge the seating of any Judicial Council member for good cause. The dismissal of a challenged hearing board member will be determined at the discretion of the Judicial Council chairperson. If the chairperson is challenged, he/she may be excused with a majority vote of the Judicial Council.
- 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 Judicial Council may exclude evidence which, in its judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.
- 8. The Judicial Council shall determine responsibility using the clear and convincing standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
- 9. The Judicial Council shall issue a written decision that includes its findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
- 10. The Student will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account and via the contact address on record.

**11.** Any sanction imposed as a result of a Tennessee Tech hearing will be effective immediately upon notification of the Student or RSO.

**G. Procedures Related to Interim Measures and Interim Suspensions**

- 1.** When the Dean of Students determines that interim measures are required for the health and safety of the Tennessee Tech community and/or property, the Student or RSO will be given an opportunity for an informal hearing with the Dean of Students to contest the interim measure,
- 2.** The informal hearing will be held within five (5) calendar days, absent good cause.
- 3.** The information presented at the information hearing will be limited to that which is relevant to the basis asserted for imposition of the interim sanctions.
- 4.** The Student or RSO will be entitled to formal hearing in accordance with the procedures described in Section B. (Notice and Due Process) before a permanent measure is imposed.

**X. Appeals**

**A.** A Student or RSO may appeal a sanction imposed by the Dean of Students or Judicial Council following the procedures in this section.

**B.** The Student Conduct Appeal Committee will hear all appeals.

- 1.** The Student Conduct Appeal Committee is comprised of one (1) faculty member, one (1) administrator, and one (1) student.
- 2.** A pool of eligible committee members will be identified by the Dean of Students annually to ensure quorum can be achieved throughout the year.

**C.** The Student or RSO must file a written appeal with the Dean of Students within ten (10) calendar days from the date of the decision letter, absent good cause.

**D.** The bases for an appeal are as follows:

1. New information, not available at the time of the original hearing, has become available which would substantially alter the outcome of the hearing;
2. Tennessee Tech failed to conduct the disciplinary process in accordance with its procedures in such a way as to disadvantage the Student or RSO;
3. The sanction is disproportionate to the violation.

**E.** The Student Conduct Appeal Committee will consider the appeal based on the record and statements submitted by the Student or RSO and the Dean of Students. The Student Conduct Appeal Committee may request the accused Student or RSO and/or the Dean of Students appear before the Student Conduct Appeal Committee to clarify any questions regarding the appeal record or statements.

**F.** The Student Conduct Appeal Committee will make its decision within ten (10) business days of receipt of all relevant information. This period may be extended in circumstances where it is not possible to establish a quorum (i.e. holidays, breaks).

**G.** The Student Conduct Appeal Committee may take the following action(s) upon consideration of the merit of the appeal:

- a. Affirm the original decision;
- b. Reverse the original decision;
- c. Reduce the sanction prescribed in the original decision; and/or
- d. Remand the matter to the original hearing body for reconsideration.

**H.** The standard of proof required to overturn a finding of violation shall be the clear and convincing evidence and the Student or RSO bears the burden of proof.

**I.** A Student or RSO may appeal the Student Conduct Appeal Committee's decision to the Vice President for Student Affairs. The Student or RSO must file a written appeal with the Vice President for Student Affairs office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student or RSO believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the Vice President for Student Affairs will issue a written decision within five (5) business days of receipt of the appeal and all relevant material.

**J.** The Vice President of Students Affairs' decision is final, except in cases where a Student has been expelled or the Student's degree has been revoked. In those cases, the Student may appeal the Vice President of Student Affairs' decision to the President. The Student must file a written appeal with the President's office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the President will issue a written decision as soon as reasonably possible.

## **XI. Interpretation**

The Vice President for Student Affairs or his/her designee has the final authority to interpret the terms of this policy.

## **XII. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(D)

## **XIII. Approved by:**

Administrative Council: April 5, 2017

University Assembly: April 19, 2017

Board of Trustees:

Rules  
Of  
Tennessee Technological University, Cookeville

CHAPTER 0240-09-01  
Student Conduct

New

Table of Contents is added to Chapter 0240-09-01 Student Conduct and shall read as follows:

Table of Contents

0240-09-01.01 Scope

0240-09-01.02 Definitions

0240-09-01.03 General Provisions

0240-09-01.04 Prohibited Conduct

0240-09-01.05 Disciplinary Sanctions

0240-09-01.06 Disciplinary Holds on Records

0240-09-01.07 Disciplinary Procedures

0240-09-01.08 Appeals

0240-09-01.01 Scope is added to Chapter 0240-09-01 Student Conduct and shall read as follows:

0240-09-01.01 Scope

- (1) This rule and related policies apply both to Student or Registered Student Organization prohibited conduct on and off Tennessee Tech Property. In the case of prohibited conduct that occurs off Tennessee Tech Property, Tennessee Tech will take into account whether the prohibited conduct adversely affects the interests of Tennessee Tech, including, but not limited to, prohibited conduct that:
  - (a) Occurs in connection with a Tennessee Tech Activity, including, but not limited to, a study abroad program, clinical, internship, service learning placement, or similar program; or
  - (b) Involves another member of the Tennessee Tech community; or
  - (c) Poses a credible, serious threat to the health and safety of the Tennessee Tech community or Tennessee Tech Property.
- (2) Tennessee Tech will take into consideration the following standards when deciding whether misconduct is associated with a Registered Student Organization:
  - (a) The prohibited conduct is endorsed by the organization or any of its officers. "Endorsed by" includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct;
  - (b) The prohibited conduct took place during the course of an activity paid for by the organization or paid by members of the organization to support the activity or conduct in question;

- (c) The prohibited conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event;
- (d) The prohibited conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the organization;
- (e) One or more officers of the organization had prior knowledge or reasonably should have known the prohibited conduct would likely take place.

(3) This policy does not apply to academic misconduct.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.02 Definitions is added to Chapter 0240-09-01 Student Conduct and shall read as follows:

#### 0240-09-01-.02 Definitions

- (1) "Student" – any individual who is admitted, enrolled, or registered for credit courses at Tennessee Tech or who may no longer be enrolled or registered for credit courses, but engaged in prohibited conduct while the individual was a Student at Tennessee Tech. For the purposes of this rule, "admitted" means in attendance at Tennessee Tech on either the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier.
- (2) "Registered Student Organization" ("RSO") – Any organization comprised primarily of currently enrolled Students that have successfully completed the registration process and otherwise complied with Tennessee Tech policies and requirements related to student organizations.
- (3) "Tennessee Tech Property" – all land, buildings, facilities, grounds, structures, or any other property including but not limited to movable objects owned, leased, used, maintained, or operated by Tennessee Tech. For purposes of this rule, Tennessee Tech Property includes all streets, alleys, sidewalks, and public ways abutting such property. Tennessee Tech Property also includes computers and network systems owned, maintained, or controlled by Tennessee Tech or funded by Tennessee Tech.
- (4) "Tennessee Tech Activity" – any activity on or off Tennessee Tech Property that is initiated, aided, authorized, sponsored, or supervised by Tennessee Tech.
- (5) "University Official" – an employee or agent of Tennessee Tech, including but not limited to university police, faculty members and staff acting in the performance of his/her duties as well as Student employees (e.g., event staff, resident assistants, graduate or teaching assistants, etc.).

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.03 General Provisions is added to Chapter 0240-09-01 Student Conduct and shall read as follows:

#### 0240-09-01-.03 General Provisions

- (1) Each Student or RSO shall be responsible for his/her/its conduct from the time of admission to Tennessee Tech through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms.

- (2) A Student or RSO is responsible for his/her/its guests or visitors and may be held accountable for the behavior of his/her/its guests or visitors on Tennessee Tech Property or in the handling or use of Tennessee Tech Property.
- (3) Any Student that chooses to take a leave of absence or withdraw from Tennessee Tech during any academic period prior to graduation with a pending disciplinary matter will be subject to a disciplinary hold placed on the Student's account preventing reenrollment until resolution of the conduct in question.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.04 Prohibited Conduct is added to Chapter 0240-09-01 Student Conduct and shall read as follows:

0240-09-01-.04 Prohibited Conduct

- (1) Prohibited conduct includes, but is not limited to the following:
  - (a) Physical Violence: Violence of any nature within the scope of this rule other than for self-defense. This includes fighting; battery; the use of a weapon; restraining or transporting someone against his/her will; or any action that constitutes a true threat or endangers the physical health or safety of any person or causes reasonable apprehension of such harm;
  - (b) Any conduct that falls within the terms of § T.C.A. § 39-17-308 (Harassment) or T.C.A. § 39-17-315 (Stalking) or “student-on-student harassment”, which means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law, and that is so severe, pervasive, and objectively offensive that it effectively bars the victim’s access to educational opportunity or benefit;
  - (c) Discrimination: Any conduct that falls within the terms of any Tennessee Tech policy related to discrimination and harassment;
  - (d) Sexual Misconduct: The act of domestic violence, dating violence, sexual assault, and stalking as defined by Tennessee Tech policy;
  - (e) Hazing: Any conduct that falls within T.C.A. § 49-17-123 (a)(1), including, but not limited to, intentional or reckless act on or off Tennessee Tech Property by one (1) Student acting alone or with others that is directed against any other Student, that endangers the mental or physical health or safety of that Student or that induces or coerces a Student to endanger the Student’s mental or physical health or safety;
  - (f) Retaliation: Interfering with any aspect of a disciplinary matter or disciplinary hearing, including, but not limited to threatening or intimidating a complainant or witnesses or attempting to do the same;
  - (g) Disruptive Behavior: Any individual or group behavior that unreasonably disrupts the academic environment (e.g. interferes with teaching, classroom operations, research, etc.) or unreasonably interferes with operations, events, or programs on Tennessee Tech Property or during a Tennessee Tech Activity;
  - (h) Obstruction of or Interference with Activities on Tennessee Tech Property or Facilities: Any substantial interference with or substantial obstruction of any Tennessee Tech program,

event, or facility including the following:

1. Any unauthorized occupancy of facilities owned or controlled by Tennessee Tech or blockage of access to or from such facilities;
  2. Interference with the right of any Tennessee Tech member or other authorized person to gain access to any activity, program, event, or facilities sponsored or controlled by Tennessee Tech;
  3. Any obstruction or delay of a public safety officer, security officer, firefighter, EMT, or any University Official;
  4. Participation in a demonstration that substantially impedes Tennessee Tech operations; or
  5. Obstruction of the free flow of pedestrian or vehicular traffic on Tennessee Tech Property or at a Tennessee Tech Activity;
- (i) Failure to Comply: Refusing or ignoring directions of a University Official acting in the performance of his/her duties;
  - (j) Falsification: Providing information that is materially false to, or withholding necessary information from, any University Official acting in the performance of his/her duties;
  - (k) Fraud: Deception, forgery, or alteration, including, but not limited to, the unauthorized use of Tennessee Tech documents, records, identification, computers, parking permits, identity theft, or any other similar actions prohibited by law;
  - (l) Theft: Unauthorized possession of Tennessee Tech Property or personal property of a member of the Tennessee Tech community;
  - (m) Misuse or Damage of Property: Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to Tennessee Tech or a member of the Tennessee Tech community including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, Tennessee Tech keys, library materials and/or safety devices;
  - (n) Trespassing or Unauthorized Entry: Unauthorized access or attempting to gain access to any Tennessee Tech Property;
  - (o) Weapons: Possession 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, leaden cane, switchblade knife, blackjack, knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any Tennessee Tech building or bus, campus, grounds, recreation area, athletic field, or any other property owned, operated, or while in use by Tennessee Tech as prohibited by state law. No Student shall use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person;
  - (p) Hazardous Materials: Possession, ignition, or detonation of explosives, fireworks, flammable materials, ammunition, gasoline or other hazardous liquids, chemicals or hazardous materials, and any other material or item of like kind representing a potential danger to the

Tennessee Tech community;

- (q) Substance Abuse: The unlawful manufacture, distribution, possession, use or abuse of any controlled substance, illegal drug or alcohol on Tennessee Tech Property or as part of any activity sponsored by Tennessee Tech in violation of state or federal law or related Tennessee Tech policies;
- (r) Paraphernalia: The use or possession of equipment, products, or materials that are used or intended for use in the unlawful manufacture, growth, use, or distribution of any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia;
- (s) Parking or Traffic Violations: In addition to the penalties described in Tennessee Tech rules or policies related to traffic, parking, and safety and elsewhere in this rule, the possession or use of a motor vehicle on Tennessee Tech Property may be limited or revoked for any of the following:
  1. Possession or use of alcoholic beverages or drugs while operating a vehicle;
  2. Irresponsible operation of a vehicle;
  3. Leaving the scene of an accident;
  4. Failure to report an accident involving personal injury or property damage;
  5. Excessive violations of policies to include excessive parking citations;
  6. Falsifying vehicle registration or gaining such registration under false pretense; or
  7. Possession, use, or sale of fraudulent parking permits;
- (t) Violation of Information Technology Acceptable Use: Violation of any provision related to Tennessee Tech information technology facilities and resources as defined in related state or federal laws or Tennessee Tech policies;
- (u) Unauthorized Use of Personal Recording Devices: Use of electronic or other devices to make a photographic, audio, or video record of any person without his/her prior knowledge or consent in a violation of Tennessee Tech policies;
- (v) Invasion of Privacy: Making, or causing to be made, unauthorized video/audio recordings or photographic 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. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms, as well as any storing, sharing, and/or distributing of such unauthorized recordings/images by any means;
- (w) Violation of Student Housing Policy: Violation of any provision outlined in Tennessee Tech rules, policies and procedures related to housing;
- (x) Gambling: Unlawful gambling in any form;

- (y) Financial Irresponsibility: Failure to meet financial responsibilities to Tennessee Tech including, but not limited to, knowingly passing a worthless check or money order in payment to Tennessee Tech;
- (z) Unacceptable Conduct in Disciplinary Proceedings: Conduct at any stage of a disciplinary proceeding or investigation that is contemptuous, threatening, or disorderly, including, but not limited to:
  - 1. Failure to obey the directives of a disciplinary body or University Official in the performance of its/his/her duties;
  - 2. Falsification, distortion, or misrepresentation of information during a disciplinary proceeding;
  - 3. Disruption or interference with the orderly conduct of a disciplinary proceeding;
  - 4. Attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, a disciplinary proceeding; or
  - 5. Harassment, intimidation, or retaliating against any participant in the Tennessee Tech disciplinary process;
- (aa) Attempting to Violate the Student Conduct rule or related policies;
- (bb) Aiding/Abetting a Violation: Any attempt to commit any of the offenses identified as prohibited conduct, or the aiding/abetting of the commission of any of the offenses listed as such. An attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission. Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to Tennessee Tech;
- (cc) Violation of Policies: Any violation of the general policies of Tennessee Tech as published in Tennessee Tech publications including, but not limited to, policies or procedures published on Tennessee Tech's web site;
- (dd) Violations of State or Federal Laws: Any violation of state or federal laws, rules, regulations, etc. proscribing conduct or establishing offenses;
- (ee) Violation of Imposed Disciplinary Sanctions: Violation of a disciplinary sanction officially imposed during a Tennessee Tech hearing proceeding.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.05 Disciplinary Sanctions is added to Chapter 0240-09-01 Student Conduct and shall read as follows:

#### 0240-09-01-.05 Disciplinary Sanctions

- (1) Upon a determination by clear and convincing evidence (unless otherwise required by federal or state law, rule, or regulation) that a Student or RSO has engaged in prohibited conduct, the following disciplinary sanctions may be imposed, either singly or in combination, by the Dean of

Students and/or a Tennessee Tech Judicial council:

- (a) Informal Warning: An oral or written warning to the Student or RSO found responsible for a violation when the circumstances and severity of actions do not warrant the development of an official record;
- (b) Official Warning: A written notice to the Student or RSO found responsible for a violation. The warning will serve as official notification that continuation or repetition of specified conduct will be cause for further disciplinary action;
- (c) No Contact Order: An order of no contact with any individuals who are complainants, victims or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical, or social contact, or allowing others to make any similar contacts on a Student's behalf. An order of no contact can also be issued as an interim measure prior to the completion of the disciplinary process;
- (d) Restitution: A measure intended to compensate for the loss, damage, or injury caused by the Student or an RSO. This action may take the form of appropriate service, monetary compensation, or material replacement;
- (e) Restriction of Privileges: A restriction upon a Student or RSO's privileges for a period of time. These restrictions may include, but are not limited to denial of the following:
  - 1. The ability to represent Tennessee Tech at any event;
  - 2. Use of Tennessee Tech facilities;
  - 3. Parking privileges;
  - 4. Participation in, election to, or appointment as a member or officer of Student Government or any RSO; or
  - 5. Application for use of Tennessee Tech funds;
- (f) Educational Action: A measure intended to educate the Student or members of the RSO on the responsibilities to refrain from prohibited conduct and learn from the violation. Educational actions include, but are not limited to:
  - 1. Attendance at educational activities or substance education workshops;
  - 2. Completion of a prescribed number of community service hours;
  - 3. Participation in a counseling assessment; or
  - 4. Attendance at community education classes;
- (g) Parental or Legal Guardian Notification: Pursuant to T.C.A. § 49-7-146, Tennessee Tech is required to notify a parent or legal guardian of a Student under age twenty-one (21) if the Student "has committed a disciplinary violation with respect to the use or possession of alcohol, or a controlled substance, or a controlled substance analogue that is a violation of any federal, state, or local law, or any rule or policy of [Tennessee Tech], except as prohibited by the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g)."

Tennessee Tech will provide such notice if:

1. The student admits responsibility for engaging in the prohibited conduct; or
2. There is a final finding of responsibility pursuant to Tennessee Tech disciplinary procedures;

(h) Disciplinary Probation: Continued enrollment of a Student or recognition of an RSO on probation may be conditioned upon adherence to Tennessee Tech rules and policies related to student conduct. Probation may include restrictions of privileges or any other appropriate conditions. Any conduct in further violation of Tennessee Tech rules and policies related to student conduct while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action up to and including expulsion or withdrawal of recognition;

(i) Housing Probation: Continued residence in Tennessee Tech student housing may be conditioned upon adherence to Tennessee Tech rules and policies related to student conduct as well as Tennessee Tech housing policies and requirements. Probation may include restrictions upon the activities of the resident, including any other appropriate conditions;

(j) Interim Measures: The Dean of Students or designee may impose temporary measures prior to the beginning of a formal student conduct process. If Tennessee Tech imposes an interim measure, the Student or RSO may contest the measure following the procedures in 0240-09-01-07 Disciplinary Procedures, Section 8. (Procedures Related to Interim Action). Interim measures may become permanent depending on the outcome of the formal disciplinary hearing. Interim measures may include, but are not limited to:

1. No contact orders;
2. Removal from or reassignment of housing;
3. Removal from or reassignment of on campus work study or work assignments;
4. Removal from or reassignment of a specific class or academic activity;
5. Restriction of access to specified buildings or Tennessee Tech Property;
6. Restriction of privileges; or
7. Other types of temporary measures;

(k) Interim Suspension:

1. Interim suspension is the immediate removal of a Student from Tennessee Tech Property, including but not limited to, facilities, programs, privileges, classes, and premises pending a formal disciplinary hearing.
2. The Dean of Students or designee may impose an interim suspension if, after an individualized assessment, the Dean of Students or designee determines that the Student's behavior poses a significant risk to the health or safety of others that cannot be eliminated by other interim measures.

3. The Dean of Students or designee may also impose an interim suspension when a Student is determined to constitute an immediate threat to Tennessee Tech Property or a substantial disruption to classroom and/or Tennessee Tech operations.
4. A Student placed on interim suspension status must obtain advance permission from the Dean of Students or designee to be present on Tennessee Tech Property. The Dean of Students or designee will grant such permission only in cases where the Student has identified a legitimately necessary reason for his/her presence on campus.
5. If Tennessee Tech imposes an interim suspension, the Student may contest the matter following the procedures in 0240-09-01-.07 Disciplinary Procedures, Section 8. (Procedures Related to Interim Action);
  - (l) Revocation of Registered Student Organization Status: A designated period of time in which an RSO is not recognized by Tennessee Tech and does not receive designated privileges as defined by Tennessee Tech policies related to student organizations;
  - (m) Suspension of Housing Contract: The separation of a Student or members of an RSO from facilities maintained by Residential Life for a temporary or definite period of time, after which the Student or RSO is eligible to return or may be conditionally allowed to return. Subsequent policy violations may result in cancellation of the housing contract(s);
  - (n) Cancellation of Housing Contract: A permanent separation of the Student or RSO from facilities maintained by Residential Life. A Student or RSO dismissed from these facilities is not eligible for readmission into any Residential Life facilities maintained by Tennessee Tech;
  - (o) Suspension: The separation of a Student or RSO from Tennessee Tech for a specified period of time. Suspension may be accompanied by special conditions for readmission. All Students suspended from Tennessee Tech will be issued a no trespass directive barring them from Tennessee Tech Property and all Tennessee Tech Activities. A suspended Student must submit a written request to the Dean of Students or designee at least three (3) business days, absent good cause, in advance to request permission to be present on Tennessee Tech Property or at a Tennessee Tech Activity. This request must specifically identify the nature of the official business that the suspended Student wishes to conduct as well as the locations that the Student wishes to visit;
  - (p) Expulsion: A permanent separation from Tennessee Tech. The imposition of this sanction is a permanent bar to the Student's admission to, or an RSO's recognition at, Tennessee Tech. Any Student that receives this sanction will be issued a no trespass directive barring him/her from Tennessee Tech Property and all Tennessee Tech Activities;
  - (q) Withholding Degree: The awarding of a degree may be withheld until all disciplinary processes are complete and all sanctions, if any, are satisfactorily completed;
  - (r) Revocation of Degree: Revocation of a degree in cases when a Student has engaged in serious misconduct while enrolled, but not discovered until after graduation;
  - (s) Revocation of Admission: Revocation of admission when a person previously admitted to Tennessee Tech has engaged in serious misconduct prior to the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier.

- (t) Any alternate sanction deemed necessary and appropriate to address the prohibited conduct.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.06 Disciplinary Holds on Records is added to Chapter 0240-09-01 Student Conduct and or shall read as follows:

#### 0240-09-01-.06 Disciplinary Holds on Records

- (1) Tennessee Tech may place a registration hold on a Student record when the Student has:
  - (a) Withdrawn from Tennessee Tech and a disciplinary meeting and/or proceeding is pending,
  - (b) Not responded to the Dean of Students Office's request for a meeting or a hearing, or
  - (c) Been suspended or expelled.
- (2) Tennessee Tech will not confer a degree when a Student has a pending disciplinary meeting and/or disciplinary proceeding.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.07 Disciplinary Procedures is added to Chapter 0240-09-01 Student Conduct and shall read as follows:

#### 0240-09-01-.07 Disciplinary Procedures

- (1) Responsibility for Administration
  - (a) The Dean of Students Office is responsible for matters that are within the scope of this rule and related policies. The Provost's Office is responsible for matters that fall within Tennessee Tech policies related to student academic misconduct. In situations where the conduct could fall within both areas of responsibility, the two (2) Offices will confer, decide which rule or policies will apply to the matter, and advise the Student in writing of their decision.
  - (b) Complaints related to discrimination, harassment, and sexual misconduct will be investigated in accordance with applicable Tennessee Tech policies. If Tennessee Tech determines that a discrimination, harassment, or sexual misconduct violation occurred, the Student will be subject to the disciplinary procedures outlined in this rule and related policies.
  - (c) Other than the matters listed in 0240-09-01-.07 Section 1.(b), reports of acts and incidents involving Students or RSOs should be referred to the Dean of Students' Office for investigation.
- (2) Notice and Due Process Rights
  - (a) A Student or RSO accused of any violation of this rule or related policies will receive written notice of the alleged violation. The notification letter will include a written statement of the alleged violation and description of the alleged behavior including time, date, and place of occurrence if such information is available. The Student or RSO will also receive information regarding due process rights, which includes:

1. The right to present his/her/its case to the appropriate disciplinary authority;
  2. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the preliminary meeting;
  3. The right to identify witnesses who can speak on his/her/its behalf; and
  4. The right to review and address any information that is used by Tennessee Tech in a disciplinary proceeding.
- (b) Upon receipt of the notification letter, the Student or RSO must contact the Dean of Students Office within forty-eight (48) hours to schedule a preliminary meeting. Failure to do so will result in a disciplinary hold placed on the Student's account or in the case of an RSO, suspension of privileges.
- (3) Preliminary Meeting
- (a) During the preliminary meeting with the Dean of Students, the Student or RSO will have the opportunity to contest the alleged violation and present information.
  - (b) The Student or RSO has the right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the preliminary meeting.
  - (c) The Dean of Students may interview potential witnesses or victims necessary to conduct a thorough investigation of the alleged violation.
  - (d) Following the preliminary meeting and investigation of the complaint, the Dean of Students will determine if sufficient information exists for the disciplinary process to continue.
    1. If the Dean of Students concludes a violation did not occur, the conduct matter will be closed.
    2. If the Dean of Students determines there is sufficient information to proceed with the disciplinary process, the Student or RSO will have a hearing regarding the alleged violation.
    3. If the Dean of Students determines the alleged misconduct does not warrant consideration of suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have a hearing with the Dean of Students following the procedures in Section 6 (Hearings Before the Dean of Students).
- (4) Hearing Options in Cases of Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration
- (a) If the Dean of Students determines the alleged misconduct could warrant consideration of suspension, expulsion or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:

1. Contest the alleged violation(s) under the Uniform Administration Procedures Act (UAPA) in accordance with provisions outlined in the Uniform Administrative Procedures Act, Tennessee Code Annotated § 4-5-301 et seq. and related rules; or,
2. Waive a hearing pursuant to UAPA and choose a hearing before the Dean of Students; or,
3. Waive a UAPA hearing and choose a hearing before the Judicial Council.

(5) Hearings before the Dean of Students

- (a) The Dean of Students will follow the procedures described in this section.
  1. The hearing shall be conducted consistent with the following Student or RSO rights:
    - (i) The right to receive notice described in 0240-09-01-.07 Section 2 (Notice and Due Process Rights) prior to the hearing;
    - (ii) The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice;
    - (iii) The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student in the hearing. An advisor may:
      - (I.) Address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing; and
      - (II.) Request a recess to confer in private with the Student or RSO.
    - (iv) The right to speak on his/her/its behalf, to call witnesses, to question all witnesses, to present evidence, to challenge the admissibility of evidence; and
    - (v) The right to remain silent in a hearing.
  2. Formal rules of evidence shall not be applicable. The Dean of Students may exclude evidence which, in his/her sole judgment, is immaterial, irrelevant, unduly repetitious, unduly prejudicial, etc.
  3. The Dean of Students shall determine responsibility using the clear and convincing standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
  4. The Dean of Students shall issue a written decision that includes his/her findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
  5. The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account and via the contact address on record.

6. Any sanction imposed as a result of a hearing before the Dean of Students will be effective immediately upon notification to the Student or RSO.

(6) Hearings before the Judicial Council

- (a) The Judicial Council is comprised of six (6) faculty members, two (2) administrators, and six (6) Students. The Dean of Students serves as an ex-officio member. Faculty members of the Judicial Council are appointed for a two (2) year term by the Tennessee Tech president. Student members of the Judicial Council are appointed for a one (1) year term by the President of the Student Government Association.
- (b) The Chairperson shall be elected by the Judicial Council membership on an annual basis.
- (c) A minimum of seven (7) members of the Judicial Council are required to hear a disciplinary case, composed of at least three (3) Students and four (4) faculty members, unless otherwise agreed by the parties.
- (d) The Dean of Students will train and advise all members of the Judicial Council regarding Tennessee Tech hearing procedures on an annual basis or as necessary.
- (e) The hearing shall be conducted consistent with the following Student or RSO rights:
  1. The right to receive notice described in 0240-09-01-.07 Section 2 (Notice and Due Process Rights) prior to the hearing.
  2. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice.
  3. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student in the hearing. An advisor may:
    - (i) Address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing; and
    - (ii) Request a recess to confer in private with the Student or RSO.
  4. The right to speak on his/her/its behalf, to call witnesses, to question all witnesses, to present evidence, to challenge the admissibility of evidence; and
  5. The right remain silent in a hearing; and
  6. The right to challenge the seating of any Judicial Council member for good cause. The dismissal of a challenged hearing board member will be determined at the discretion of the Judicial Council chairperson. If the chairperson is challenged, s/he may be excused by a majority vote of the Judicial Council.
- (f) All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing.

- (g) Formal rules of evidence shall not be applicable. The Judicial Council may exclude evidence which, in its judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.
- (h) The Judicial Council shall determine responsibility using the clear and convincing standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
- (i) The Judicial Council shall issue a written decision that includes its findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
- (j) The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account and via the contact address on record.
- (k) Any sanction imposed as a result of a Tennessee Tech hearing will be effective immediately upon notification to the Student or RSO.

(7) Procedures Related to Interim Measures or Interim Suspensions

- (a) When the Dean of Students determines that interim measures or an interim suspension are required for the health and safety of the Tennessee Tech community and/or property, the Student or RSO will be given an opportunity for an informal hearing with the Dean of Students to contest the interim measure;
- (b) The informal hearing will be held within five (5) calendar days, absent good cause;
- (c) The information presented at the hearing will be limited to that which is relevant to the basis asserted for imposition of the interim measures; and
- (d) The Student or RSO will be entitled to formal hearing in accordance with the procedures described in 0240-09-01-.07 Section 2 (Notice and Due Process Rights) before a permanent measure is imposed.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.08 Appeals is added to Chapter 0240-09-01 Student Conduct and shall read as follows:

0240-09-01-.08 Appeals

- (1) A Student or RSO may appeal a sanction imposed by the Dean of Students or Judicial Council following the procedures in this section.
- (2) The Student Conduct Appeal Committee will hear all appeals.
  - (a) The Student Conduct Appeal Committee is comprised of one (1) faculty member, one (1) administrator, and one (1) student.
  - (b) A pool of eligible committee members will be identified by the Dean of Students annually to ensure a quorum can be achieved throughout the year.

- (3) A Student or RSO must file a written appeal with the Dean of Students within ten (10) calendar days from the date of the decision letter, absent good cause.
- (4) The bases for an appeal are as follows:
  - (a) New information, not available at the time of the original hearing, has become available and would substantially alter the outcome of the hearing;
  - (b) Tennessee Tech failed to conduct the disciplinary process in accordance with its procedures in such a way as to disadvantage the Student or RSO; or
  - (c) The sanction is disproportionate to the violation.
- (5) The Student Conduct Appeal Committee will consider the appeal based on the record and statements submitted by the Student or RSO and the Dean of Students. The Student Conduct Appeal Committee may request the Student or RSO and the Dean of Students to appear before the Student Conduct Appeal Committee to clarify any questions regarding the appeal record or statements.
- (6) The Student Conduct Appeal Committee will make its decision within ten (10) business days of receipt of all relevant information. This period may be extended in circumstances where it is not possible to establish a quorum (e.g. holidays, breaks, etc.).
- (7) The Student Conduct Appeal Committee may take the following action(s) upon consideration of the merit of the appeal:
  - (a) Affirm the original decision;
  - (b) Reverse the original decision;
  - (c) Reduce the sanction prescribed in the original decision; and/or
  - (d) Remand the matter to the original hearing body for reconsideration.
- (8) The standard of proof required to overturn a finding of a violation shall be the clear and convincing evidence and the Student or RSO bears the burden of proof.
- (9) A Student or RSO may file a written appeal of the Student Conduct Appeal Committee's decision with the Vice President for Student Affairs. The Student or RSO must file a written appeal with the Vice President for Student Affairs' office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student or RSO believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the Vice President for Student Affairs will issue a written decision within five (5) business days of receipt of the appeal and all relevant material.
- (10) The Vice President for Student Affairs' decision is final, except in cases where a Student has been expelled or the Student's degree has been revoked. In those cases, the Student may appeal the Vice President for Student Affairs' decision to the President. The Student must file a written appeal with the President's office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the President will issue a written decision as soon as reasonably possible.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).



## Agenda Item Summary

Date: June 15, 2017

Division: Student Affairs

Agenda Item: Student Housing Policy and Rules



Review



Action



No action required

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**PRESENTERS:** Marc Burnett

**PURPOSE & KEY POINTS:**

This policy and these rules describe the terms and conditions under which students may apply for, reside in, or be removed from Tennessee Tech's main campus residential facilities. The rules include a provision that allows different departments (e.g., Center for Craft, Shipley Farm) to adopt policies that are substantially the same but can be tailored to meet the needs of those departments.

**Tennessee Technological University**  
**Policy No. 305**



**Student  
Housing**

*Effective Date: July 1, 2017*

**Policy No.:** 305

**Policy Name:** Student Housing

**Policy Subject:** Student Housing

**Date Revised:** March 28, 2017

## **I. Purpose**

The purpose of this policy is to provide residential students with expectations and direction regarding student housing.

## **II. Review**

This policy will be reviewed every year or whenever circumstances require review, whichever is earlier, by the Director of Residential Life, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

## **III. Definitions**

- A. Occupant** – Spouses, children, immediate family members, and/or other persons residing with a Student Resident in a Student Residence Facility/unit.
- B. Reservation Deposit** – A payment required by Tennessee Tech to secure accommodation within a Residence Facility/Unit prior to taking occupancy of a particular room, bed, or unit and is applied to the housing fee.
- C. Student Residence Facility/Unit** – Any residence hall, dormitory building, apartment, or other facility owned or operated by Tennessee Tech and located on Tennessee Tech's main campus.
- D. Student Housing Agreement** – The contract document setting forth the terms and conditions contained in a Tennessee Tech application for housing and in this policy.
- E. Guest/Visitor** – Any person invited by a Student Resident/Occupant or Tennessee Tech to visit in a residence facility.

## **IV. Policy**

### **A. Eligibility**

- 1. All Student Residence Facilities/Units** shall be limited to occupancy by Tennessee Tech students and Office of Residential Life staff, unless otherwise designated by the Director of Residential Life.
  - a. Student Residents** must be full-time students in order to reside in Tennessee Tech housing unless the Director of Residential Life waives this requirement for a student.

- b. All students, with the exception of students who are prohibited by federal or state law from residing in Student Residence Facilities/Units for any reason, shall have an equal opportunity to reside in Student Residence Facilities/Units, without regard to any protected category, provided that separate housing may be provided on the basis of gender.
  - 2. All freshmen are required to live in residence halls unless granted a waiver by the Director of Residential Life or designee.
  - 3. The bases for such freshmen waivers for living in the residence halls include, but are not limited to:
    - a. Students commuting from a parent's or legal guardian's home that is within a fifty (50) mile radius of Tennessee Tech's campus;
    - b. Students living with a sibling who is enrolled full-time at Tennessee Tech and is at least a sophomore status and lives within a fifty (50) mile radius of Tennessee Tech's campus;
    - c. Students with disabilities who have an approved housing accommodation through the Office of Disability Services (ODS) Housing Committee on file with Tennessee Tech's Disability Services Office;
    - d. Married students or a single parent student;
    - e. Students who are twenty-one (21) years old by the first day of class of the semester; or
    - f. Circumstances that the Director of Residential Life, in his/her sole discretion, determines warrant a waiver.
  - 4. Students who request housing within a Student Residence Facility/Unit and are assigned to a Student Residence Facility/Unit are responsible for full payment of the housing fee, unless the Student timely withdraws or receives a waiver from the Director of Residential Life.
  - 5. Freshmen Students may be subject to disciplinary action for living off-campus without authorization.
  - 6. No person who is registered, or required to register, as a sex offender shall be eligible to reside in any on-campus Student Residence Facility/Unit.
  - 7. Any student who willfully provides false or materially inaccurate information on his/her housing application may be removed from housing after notice and an opportunity to be heard.

8. Pursuant to Tennessee Tech Policy 360, all new incoming students who are under twenty-two (22) years of age and are living in on-campus housing are required to produce proof of adequate immunization against meningococcal disease (meningitis). Students who fail to provide adequate documentation in advance of move-in will not be allowed to take up residence in Student Residence Facilities/Units.

**B. Student Housing Agreement and Terms**

1. A student who submits a housing application and accepts housing is obligated to fulfill the terms and conditions of the agreement and this policy for the duration of the agreement. A fall semester-only agreement can be renewed for the following spring semester.
2. Tennessee Tech accepts student applications for housing beginning in the fall through the summer preceding the academic year for which the housing is sought. Specific details and dates may be found in the [Housing Assignments Process and Procedures](#).
  - a. Housing is assigned on a first-come, first-serve basis, using the date on which Tennessee Tech received a completed application.
  - b. A Reservation Deposit is due at the time of application, which is applied to the housing fee. Additional information may be found in the [Housing Assignments Process and Procedures](#).
3. All Student Housing Agreements are limited to a maximum term of one (1) academic year for halls and one (1) calendar year for apartments, but may be renewable for additional terms at the discretion of the Director of Residential Life.
4. Assignment to or occupancy of a residence hall does not include vacation periods but will begin and end on the dates of the semester(s) as indicated in the Tennessee Tech calendar indicating established hall opening and closing dates. Limited student housing may be available at an additional cost between semesters or summer terms and must be approved by the Director of Residential Life.
5. The term of the Student Housing Agreement for an apartment unit may be for the fall or spring semester and/or summer term/period, or all of a calendar year, including all break periods within the term.
6. The terms of the Student Housing Agreement are not modified in any way by the verbal or written comments of a Tennessee Tech student or employee not authorized to modify the Student Housing Agreement.

7. Tennessee Tech's acceptance of a student's housing application and agreement does not guarantee assignment to a particular type of accommodation.
8. Tennessee Tech's acceptance of a student's housing application and agreement is not evidence of admission to Tennessee Tech.
9. Student Residence Facility/Unit assignment is contingent upon final admission to Tennessee Tech.
10. The Student Housing Agreement is not valid unless the student has paid the applicable Reservation Deposit or this requirement is waived by the Director of Residential Life.
11. The balance of the initial semester's payment and payment of subsequent semesters for a Student Housing Agreement is payable at registration for classes. Such payment shall be a condition precedent to the student being an enrolled student for the semester.
12. The housing fee shall be established by Tennessee Tech prior to the beginning of any academic term, and may be subject to increase by Tennessee Tech for a subsequent academic term.
13. In the event any Resident of a multiple occupancy residence hall unit ceases to reside in the unit for any reason, Tennessee Tech shall have the right to reassign the remaining Residents to other Student Residence Facilities/Units on campus. When available, and at the student's request, a multiple occupancy student residence unit may be occupied individually at a higher rental rate for a particular semester.
14. In the event any student or other Occupant of a Student Residence Facility/Unit fails to comply with any terms or conditions of the Student Housing Agreement, including the timely payment of the housing fee, or with any rule, regulations, or policy, Tennessee Tech may declare the Student Housing Agreement terminated, and may enter and take possession of the premises after it has given notice to the student or other Occupant to vacate the premises within twenty-four (24) hours of the notice.
15. Any student or other Occupant of a Student Residence Facility/Unit who fails to make timely payment of all rental due or for any and all damages caused to the premises shall be liable to Tennessee Tech for all expenses, including collection costs and reasonable attorney's fees, incurred by Tennessee Tech in the enforcement or collection of the obligation involved.
16. Students must occupy the Student Residence Facility/Unit assigned by the Office of Residential Life during the time period specified by the Student Housing

Agreement. Any change in assignment must be approved by the Office of Residential Life.

- 17.** No student shall assign the Student Housing Agreement of any Student Residence Facility/Unit or sublet the unit, and any attempted assignment or sublease shall be void, unless the student has obtained written consent of the Office of Residential Life.
- 18.** Tennessee Tech may, in its sole discretion, make all housing assignments and any housing assignment changes deemed necessary.
- 19.** Tennessee Tech reserves the right to refuse an application for Student Residence Facility/Unit.
- 20.** Tennessee Tech shall not be liable for any damages or injuries to any student or Occupant of Student Residence Facilities/Units, or to guests or invitees of such Residents or Occupants, resulting from any act or failure to act by the student or Occupant or Guest or Invitee or any accident occurring in or about the facility, except as authorized by and allowed pursuant to T.C.A. § 9-8-301 et seq. Each student or Occupant who resides or occupies any Student Residence Facility/Unit agrees to indemnify and hold Tennessee Tech harmless from and against all claims, damages, or causes of action whatsoever, asserted by any person arising out of or in any way connected with the use of the premises by the student, the Occupant, or the guest or invitee of the student or the Occupant.

**C. Reservation, Deposit, Cancellation, and Refund Policies**

- 1. Student Residence Facility/Unit**
  - a.** Any Student Housing Agreement shall terminate at Tennessee Tech's discretion in the event of any of the following:
    - i.** The premises or the Student Residence Facility/Unit is destroyed or, in the opinion of Tennessee Tech, unsuitable for occupancy for any reason;
    - ii.** The Student Resident ceases to remain a student in good standing during any regular term within the period of the Student Housing Agreement;
    - iii.** The Student Resident or Occupant violates any covenant, term, or condition of the Student Housing Agreement or violates any applicable law or Tennessee Tech rule, policy, or procedure; or
    - iv.** Tennessee Tech gives the student resident written notice of termination at least thirty (30) days prior to the date when such termination will be effective.

- b. A student may be released from the Student Housing Agreement before the effective date of the agreement by submitting written notification of cancellation to the Office of Residential Life, provided:
      - i. The student has not checked in to his/her room; and
      - ii. It is prior to the first day of classes of the initial semester of the agreement; and
      - iii. The student withdraws from Tennessee Tech.
    - c. A student who has entered into a Student Housing Agreement but is otherwise not obligated to reside in a Student Residence Facility may request an early termination of the agreement. A fee for such early termination will be calculated at fifty percent (50%) of the current rental rate. Requests must be submitted in writing to the Office of Residential Life.
    - d. A student may be released from the Student Housing Agreement after the effective date of the Student Housing Agreement by:
      - i. Withdrawal or graduation from Tennessee Tech;
      - ii. Participation in one (1) of Tennessee Tech's full-time academic internship programs; or
      - iii. Other circumstances that the Director of Residential Life deems, in his/her sole discretion, to warrant a release from the Student Housing Agreement.
    - e. Refund of housing fee and reservation deposits.
      - i. Refunds of housing fee after registration will be prorated on a weekday calendar basis when the student withdraws from the residence hall due to:
        - a) Personal medical reasons confirmed by in writing by a licensed medical practitioner; or
        - b) For special circumstance, other than disciplinary reasons, approved by Tennessee Tech.
      - ii. Full refund will be made in case of death.
    - iii. Refunds resulting from withdrawals from Tennessee Tech for reasons other than disciplinary or those described in the preceding section will be made consistent with Tennessee Tech's policy or practice relating to refunds of student fees.

## D. Conduct and Disciplinary Sanctions

1. Student misconduct related to residence hall or student apartment life that is subject to disciplinary sanction shall include, but not be limited to, any misconduct described by Tennessee Tech Policy 302.
2. Residents are required to abide by all Resident Regulations and Responsibilities included in Tennessee Tech policies and posted on the Residential Life website. Failure to comply with any rule, regulation, or policy may subject the resident to disciplinary action under Tennessee Tech Policy 302. Examples of prohibited conduct include but are not limited to:
  - a. Tampering with security devices, fire safety fighting equipment, smoke detectors, and/or fire alarms.
  - b. The use and/or possession of alcoholic beverages in all Student Residence Facilities/Units.
  - c. The unlawful use and/or possession of drugs and/or drug paraphernalia in all Student Residence Facilities/Units.
  - d. Use of tobacco products or electronic nicotine delivery systems (e.g. e-cigarettes). Smoking is only permitted in private vehicles.
3. Student Residents and Occupants shall comply with Tennessee Tech's student housing policies at all times. Student Residents and Occupants shall be responsible for compliance with same by their invited guests.
4. All students and Occupants are expected to respect the personal and property rights of all other persons and of Tennessee Tech.
5. Tennessee Tech officials and agents may enter a Student Residence Facility/Unit at all reasonable times to examine and inspect the facility/unit for maintenance, health, safety, emergency purposes, or to render service and/or repairs to any unit. Any Student Residence Facility/Unit may be searched with the consent of the Student Resident or any other Occupant of the unit. All entries/searches, other than those described above, shall be conducted in accordance with federal and state law.
6. Upon a determination that a student or Occupant or guest/invitee has violated any applicable rules, regulations, or policies, the disciplinary sanctions listed in Tennessee Tech Policy 302, which is incorporated herein by reference, may be imposed, either singly or in combination, by the appropriate Tennessee Tech officials.
7. Disciplinary action against a student for violating any applicable rule, regulation, or policy related to student conduct shall be conducted in accordance with the

procedures described in Tennessee Tech Policy 302, which is incorporated herein by reference.

8. Tennessee Tech reserves the right to move a Student Resident when it is in the best interest of the student, other residents on the floor, or Tennessee Tech.

**E. Resident Responsibility**

1. All Student Residence Facilities/Units shall be used by students as private residences only.
2. Spouses, children, dependents, and/or other persons residing with the Student Resident must be identified on the Student Housing Agreement document or in writing to the Assignment Office.
3. All personal property of residents or Occupants on the premises shall be at the risk of the residents or Occupants. Tennessee Tech shall not be liable for any damages to or theft of personal property of students or occupants in the Student's Residential Facility/Unit or on its grounds prior to, during, or subsequent to the period of the Student Housing Agreement. Any abandoned property collected by Tennessee Tech will be disposed of in accordance with Tennessee Tech policy or state regulations.
4. All Student Residents or Occupants who occupy any Student Residence Facility/Unit shall maintain the unit in the same condition and repair as accepted at the commencement of the period of occupancy, and, upon termination of such occupancy, shall surrender the premises in the same condition and repair, ordinary wear and tear excepted. No Student Residents or Occupants may make any alterations, additions, or improvements to a Student Residence Facility/Unit without the written consent of the Office of Residential Life.
5. Students and/or Occupants will be responsible for any and all damages. Charges will be divided evenly between roommates if the responsible party cannot be identified.
6. Failure to check out of the Student Residence Facility/Unit including failure to sign the room inventory sheet may result in a charge to the student's account and/or a hold on the student's academic records account. Additional information may be found [in the Guide for Successful Living - Section Six - Your Room](#).
7. Students in Student Residence Facilities may be assessed on a pro-rata basis for damages in public areas or other common areas within or around the facility in which they reside, either by floor or area or by the entire facility, following a review by the Director of Residential Life or other appropriate Tennessee Tech official. Students will be notified in advance of this mass assessment.

**F. Appeals**

1. A student who wants to appeal a decision related to housing, except a disciplinary matter, may file a written appeal within five (5) business days of the decision. Such appeals must be filed with the Director of Residential Life.
2. Within ten (10) business days of the receipt of all information related to the appeal, the Director of Residential Life will notify the student of the decision in writing.
3. The Director of Residential Life's decision is final.

**V. Complaints**

Students may file complaints related to Student Residential housing by contacting [Residential Life](#) or by completing the [Student Complaint Form](#).

**VI. Interpretation**

The Vice President for Student Affairs or his/her designee has the final authority to interpret the terms of this policy.

**VII. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(D)

Approved by:

Administrative Council: April 5, 2017

University Assembly: April 19, 2017

Board of Trustees:

Rules  
Of  
Tennessee Technological University, Cookeville

Chapter 0240-09-02  
Student Housing

New

Table of Contents is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

- 0240-09-02.01 Definitions
- 0240-09-02.02 Eligibility
- 0240-09-02.03 Student Housing Agreement and Terms
- 0240-09-02.04 Reservation, Deposit, Cancellation, and Refund Policies
- 0240-09-02.05 Conduct and Disciplinary Sanctions
- 0240-09-02.06 Resident Responsibility
- 0240-09-02.07 Appeals
- 0240-09-02.08 Student Housing at Other Tennessee Tech Sites

0240-09-02-.01 Definitions is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

0240-09-02-.01 Definitions

- (1) Occupant – Spouses, children, immediate family members, and/or other persons residing with a student resident in a Student Residence Facility/Unit.
- (2) Reservation Deposit – A payment required by Tennessee Tech to secure accommodation within a Student Residence Facility/Unit prior to taking occupancy of a particular room, bed, or unit and is applied to the housing fee.
- (3) Student Residence Facility/Unit – Any residence hall, dormitory building, apartment, or other facility owned or operated by Tennessee Tech and located on Tennessee Tech's main campus.
- (4) Student Housing Agreement – The terms and conditions contained in Tennessee Tech's application for housing, in this rule, and in Tennessee Tech policies.
- (5) Guest/Visitor – Any person invited by a Student Resident/Occupant or Tennessee Tech to visit in a residence facility/unit.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. §49-8-101(a)(2)(A).

0240-09-02-.02 Eligibility is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

0240-09-02-.02 Eligibility

- (1) All Student Residence Facilities/Units shall be limited to occupancy by Tennessee Tech students and Office of Residential Life staff, unless otherwise designated by the Director of Residential Life.

- (a) Student Residents must be full-time students in order to reside in Tennessee Tech housing, unless the Director of Residential Life waives this requirement for a student.
  - (b) All students, with the exception of students who are prohibited by federal or state law from residing in Student Residence Facilities/Units for any reason, shall have an equal opportunity to reside in Student Residence Facilities/Units, without regard to any protected category, provided that separate housing may be provided on the basis of gender.
- (2) All freshmen are required to live in residence halls unless granted a waiver by the Director of Residential Life or designee.
- (3) The bases for such freshmen housing waivers include, but are not limited to:
- (a) Students commuting from a parent's or legal guardian's home that is within a fifty (50) mile radius of Tennessee Tech's campus;
  - (b) Students living with a sibling who is enrolled full-time at Tennessee Tech and is at least a sophomore status and lives within a fifty (50) mile radius of Tennessee Tech's campus;
  - (c) Students with disabilities who have an approved housing accommodation through the Office of Disability Services (ODS) Housing Committee;
  - (d) Married students or a single parent student;
  - (e) Students who are twenty-one (21) years old by the first day of class of the semester; or
  - (f) Circumstances that the Director of Residential Life, in his/her sole discretion, determines warrant a waiver.
- (4) Students who request housing within a Student Residence Facility/Unit and are assigned to a Student Residence Facility/Unit are responsible for full payment of the housing fee, unless the Student timely withdraws, or receives a waiver from the Director of Residential Life.
- (5) Students may be subject to disciplinary action for living off-campus without authorization.
- (6) No person who is registered, or required to register, as a sex offender shall be eligible to reside in any on-campus Student Residence Facility/Unit.
- (7) Any student who willfully provides false or materially inaccurate information on his/her housing application may be removed from housing after notice and an opportunity to be heard.
- (8) All new incoming students who are under twenty-two (22) years of age and are living in on-campus housing are required to produce proof of adequate immunization against meningococcal disease (meningitis). Students who fail to provide adequate documentation in advance of move-in will not be allowed to take up residence in Student Residence Facilities/Units.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. §49-8-101(a)(2)(A).

0240-09-02-.03 Student Housing Agreement and Terms is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

0240-09-02-.03 Student Housing Agreement and Terms

- (1) A student who submits a housing application and accepts housing is obligated to fulfill the terms and conditions of the agreement for the duration of the agreement. A fall semester-only agreement can be renewed for the following spring semester.
- (2) Tennessee Tech accepts student applications for housing beginning in the fall through the summer preceding the academic year for which the housing is sought.
  - (a) Housing is assigned on a first-come, first-serve basis, using the date on which Tennessee Tech received a completed application.
  - (b) A Reservation Deposit is due at the time of application, which is applied to the housing fee.
- (3) All Student Housing Agreements are limited to a maximum term of one (1) academic year for halls and one (1) calendar year for apartments, but may be renewable for additional terms at the discretion of the Director of Residential Life.
- (4) Assignment to or occupancy of a residence hall does not include vacation periods but begins and ends on the dates of the semester(s) as indicated in the Tennessee Tech calendar indicating established hall opening and closing dates.
- (5) The term of the Student Housing Agreement for an apartment unit may be for the fall or spring semester and/or summer term/period, or all of a calendar year, including all break periods within the term.
- (6) The terms of the Student Housing Agreement are not modified in any way by the verbal or written comments of a Tennessee Tech student or employee not authorized to modify the Student Housing Agreement.
- (7) Tennessee Tech's acceptance of a student's housing application and agreement does not guarantee assignment to a particular type of accommodation.
- (8) Tennessee Tech's acceptance of a student's housing application and agreement is not evidence of admission to Tennessee Tech.
- (9) Student Residence Facility/Unit assignment is contingent upon final admission to Tennessee Tech.
- (10)The Student Housing Agreement is not valid unless the student has paid the applicable Reservation Deposit or this requirement is waived by the Director of Residential Life.
- (11)The housing fee shall be established by Tennessee Tech prior to the beginning of any academic term, and may be subject to increase by Tennessee Tech for a subsequent academic term.
- (12)In the event, any Resident of a multiple occupancy residence hall unit ceases to reside in the unit for any reason, Tennessee Tech shall have the right to reassign the remaining Residents to other Student Residence Facilities/Units on campus. When available, and at the student's request, a

multiple occupancy student residence unit may be occupied individually at a higher rental rate for a particular semester.

- (13) In the event any student or other Occupant of a Student Residence Facility/Unit fails to comply with any terms or conditions of the Student Housing Agreement, including the timely payment of the housing fee, or with any rule, regulation, or policy, Tennessee Tech may declare the Student Housing Agreement terminated, and may enter and take possession of the premises after it has given notice to the student or other Occupant to vacate the premises within twenty-four (24) hours of the notice.
- (14) Any student or other Occupant of a Student Residence Facility/Unit who fails to make timely payment of all rental due or for any and all damages caused to the premises shall be liable to Tennessee Tech for all expenses, including collection costs and reasonable attorney's fees, incurred by Tennessee Tech in the enforcement or collection of the obligation involved.
- (15) Students must occupy the Student Residence Facility/Unit assigned by the Office of Residential Life during the time period specified by the Student Housing Agreement. Any change in assignment must be approved by the Office of Residential Life.
- (16) No student shall assign the Student Housing Agreement of any Student Residence Facility/Unit or sublet the unit, and any attempted assignment or sublease shall be void, unless the student has obtained the written consent of the Office of Residential Life.
- (17) Tennessee Tech may, in its sole discretion, make all housing assignments and any housing assignment changes deemed necessary.
- (18) Tennessee Tech reserves the right to refuse an application for Student Residence Facility/Unit.
- (19) Tennessee Tech shall not be liable for any damages or injuries to any student or Occupant of Student Residence Facilities/Units, or to guests or invitees of such Residents or Occupants, resulting from any act or failure to act by the student or Occupant or Guest or Invitee or any accident occurring in or about the facility, except as authorized by and allowed pursuant to T.C.A. § 9-8-301 et seq. Each student or Occupant who resides or occupies any Student Residence Facility/Unit agrees to indemnify and hold Tennessee Tech harmless from and against all claims, damages, or causes of action whatsoever, asserted by any person arising out of or in any way connected with the use of the premises by the student, the Occupant, or the guest or invitee of the student or the Occupant.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. §49-8-101(a)(2)(A).

0240-09-02-.04 Reservation, Deposit, Cancellation, and Refund Policies is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

#### 0240-09-02-.04 Reservation, Deposit, Cancellation, and Refund Policies

- (1) Student Residence Facility/Unit
  - (a) Any Student Housing Agreement shall terminate at Tennessee Tech's discretion in the event of any of the following:

1. The premises or the Student Residence Facility/Unit is destroyed or, in the opinion of Tennessee Tech, unsuitable for occupancy for any reason;
  2. The student resident ceases to remain a student in good standing during any regular term within the period of the Student Housing Agreement;
  3. The student resident or Occupant violates any covenant, term, or condition of the Student Housing Agreement or violates any applicable law or Tennessee Tech rule, policy, or procedure; or
  4. Tennessee Tech gives the student resident written notice of termination at least thirty (30) days prior to the date when such termination will be effective.
- (b) A student may be released from the Student Housing Agreement before the effective date of the agreement by submitting written notification of cancellation to the Office of Residential Life, provided:
1. The student has not checked in to his/her room; and
  2. It is prior to the first day of classes of the initial semester of the agreement; and
  3. The student withdraws from Tennessee Tech.
- (c) A student who has entered into a Student Housing Agreement but is otherwise not obligated to reside in a Student Residence Facility may request an early termination of the agreement. A fee for such early termination will be calculated at fifty percent (50%) of the current rental rate. Requests must be submitted in writing to the Office of Residential Life.
- (d) A student may be released from the Student Housing Agreement after the effective date of the Student Housing Agreement by:
1. Withdrawal or graduation from Tennessee Tech;
  2. Participation in one (1) of Tennessee Tech's full-time academic internship programs; or
  3. Other circumstances that the Director of Residential Life deems, in his/her sole discretion, to warrant a release from the Student Housing Agreement.
- (e) Refund of housing fee and reservation deposits.
1. Refunds will be made consistent with Tennessee Tech's rules, policies, or procedures related to refunds of student fees.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. §49-8-101(a)(2)(A).

0240-09-02-.05 Conduct and Disciplinary Sanctions is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

0240-09-02-.05 Conduct and Disciplinary Sanctions

- (1) Student misconduct related to residence hall or student apartment life that is subject to disciplinary sanction shall include, but not be limited to, any misconduct described by Tennessee Tech policies related to student misconduct.
- (2) Residents are required to abide by all resident regulations and responsibilities included in Tennessee Tech policies and posted on the Residential Life website. Failure to comply with any rule, regulation, or policy may subject the resident to disciplinary action under Tennessee Tech policies. Examples of prohibited conduct include but are not limited to:
  - (a) Tampering with security devices, fire safety fighting equipment, smoke detectors, and/or fire alarms.
  - (b) The use and/or possession of alcoholic beverages in all Student Residence Facilities/Unit.
  - (c) The unlawful use and/or possession of drugs and/or drug paraphernalia are prohibited in all Student Residence Facilities/Units.
  - (d) Use of tobacco products or electronic nicotine delivery systems (e.g. e-cigarettes). Smoking is only permitted in private vehicles.
- (3) Student residents and Occupants shall comply with Tennessee Tech policies and related procedures at all times. Student residents and Occupants shall be responsible for compliance with same by their invited guests.
- (4) All students and Occupants are expected to respect the personal and property rights of all other persons and of Tennessee Tech.
- (5) Tennessee Tech officials and agents may enter a Student Residence Facility/Unit at all reasonable times to examine and inspect the facility/unit for maintenance, health, safety, emergency purposes, or to render service and/or repairs to any unit. Any Student Residence Facility/Unit may be searched with the consent of the student resident or any other Occupant of the unit. All entries/searches, other than those described above, shall be conducted in accordance with federal and state law.
- (6) Upon a determination that a student or Occupant or guest/invitee has violated any applicable rules, regulations, or policies, the disciplinary sanctions listed in Tennessee Tech policies, which are incorporated herein by reference, may be imposed, either singly or in combination, by the appropriate Tennessee Tech officials.
- (7) Tennessee Tech reserves the right to move a student resident when it is in the best interest of the student, other residents on the floor, or Tennessee Tech.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. §49-8-101(a)(2)(A).

0240-09-02-.06 Resident Responsibility is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

#### 0240-09-02-.06 Resident Responsibility

- (1) All Student Residence Facilities/Units shall be used by students as private residences only.

- (2) Spouses, children, dependents, and/or other persons residing with the student resident must be identified on the Student Housing Agreement document or in writing to the Assignment Office.
- (3) All personal property of residents or Occupants on the premises shall be at the risk of the resident or Occupants. Tennessee Tech shall not be liable for any damages to or theft of personal property of students or Occupants in the Student's Residential Facility/Unit or on its grounds prior to, during, or subsequent to the period of the Student Housing Agreement. Any abandoned property collected by Tennessee Tech will be disposed of in accordance with Tennessee Tech policy or state regulations.
- (4) All student residents or Occupants who occupy any Student Residence Facility/Unit shall maintain the unit in the same condition and repair as accepted at the commencement of the period of occupancy, and, upon termination of such occupancy, shall surrender the premises in the same condition and repair, ordinary wear and tear excepted. No student resident or Occupants may make any alterations, additions, or improvements to a Student Residence Facility/Unit without the written consent of the Office of Residential Life.
- (5) Students and/or Occupants will be responsible for any and all damages. Charges will be divided evenly between roommates if the responsible party cannot be identified.
- (6) Failure to check out of the Student Residence Facility/Unit including failure to sign the room inventory sheet may result in a charge to the student's account and/or a hold on the student's academic records account.
- (7) Students in Student Residence Facilities/Units may be assessed on a pro-rata basis for damages in public areas or other common areas within or around the facility in which they reside, either by floor or area or by the entire facility, following a review by the Director of Residential Life or other appropriate Tennessee Tech official. Students will be notified in advance of this mass assessment.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. §49-8-101(a)(2)(A).

0240-0-02-07 Appeals is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

#### 0240-09-02-07 Appeals

- (1) A student who wants to appeal a decision related to housing, except a disciplinary matter, may file a written appeal within five (5) business days of the decision. Such appeals must be filed with the Director of Residential Life.
- (2) Within ten (10) business days of the receipt of all information related to the appeal, the Director of Residential Life will notify the student of the decision in writing.
- (3) The Director of Residential Life's decision is final.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. §49-8-101(a)(2)(A).

0240-09-02-08 Student Housing at Other Tennessee Tech Sites is added to Chapter 0240-09-02 Student Housing Regulations and shall read as follows:

#### 0240-09-02-08 Student Housing at Other Tennessee Tech Sites

- (1) Other Tennessee Tech sites that offer housing must apply substantially similar housing policies and procedures consistent with the needs and organizational structure of the site offering such housing.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. §49-8-101(a)(2)(A).



## Agenda Item Summary

Date: June 15, 2017

Division: Student Affairs

Agenda Item: Parking, Traffic, and Safety Policy and Rules



Review



Action



No action required

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**PRESENTERS:** Marc Burnett

**PURPOSE & KEY POINTS:**

This policy and these rules describe the terms and conditions under which students, employees, and visitors may park on Tennessee Tech's campus. The policy and rules also describe the appeal process for citations.

**Tennessee Technological University**

**Policy No. 415**



**Parking,  
Traffic, and  
Safety  
Enforcement**

*Effective Date: July 1, 2017*

**Policy No:** 415

**Policy Name:** Parking, Traffic, and Safety Enforcement

**Policy Subject:** Policy and Procedures for Parking, Traffic and Safety Enforcement

**Date Revised:** March 29, 2017

**I. Purpose**

The purpose of this policy is to define Tennessee Tech parking, traffic, and safety enforcement.

**II. Review**

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Chief of Tennessee Tech Police, with recommendations for revision presented to Administrative Council, University Assembly, and the Board of Trustees.

**III. Definition**

Motor Vehicle – Any self-propelled vehicle designed for transport of a person or persons and is capable of exceeding twenty-five (25) miles per hour over level, paved surfaces, shall be deemed a motor vehicle.

**IV. Policy**

- A. Tennessee Tech will regulate the use and/or parking of all Motor Vehicles on the campus in accordance with this policy and any applicable rule, regulation, ordinance, or statute.
- B. All employees and students must register Motor Vehicle(s) and purchase a parking permit in order to park on Tennessee Tech property. Motor Vehicles that are parked on campus without a current parking permit may be issued a parking citation for the violation by the Tennessee Tech Police Department.
- C. Parking citations are the responsibility of
  1. the registered owner of the parking permit and the user of the parking permit; or
  2. the registered owner of the vehicle in cases where no permit has been issued.
- D. Moving violations will be charged to the operator of the Motor Vehicle at the time of the violation.
- E. No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.
- F. Parking areas and zones enforcement
  1. Parking areas are marked by color-coded signs that match the color-coded permits indicating the zone in which a Motor Vehicle may be parked. Zone restrictions are effective and enforced by the Tennessee Tech Police Department from 7:30 am to 4:30 pm Monday through Friday during times when classes are in session.

Version #: 1

2. Zone restrictions are not enforced after 4:30 p.m. Motor Vehicles parked on campus after 4:30 pm Monday through Friday when classes are in session must have a parking permit displayed.
3. No permit is required when classes are not in session.
4. Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits and are enforced by the Tennessee Tech Police Department twenty-four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.
5. Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced by the Tennessee Tech Police Department twenty-four (24) hours a day.
6. Tennessee Tech Police Department enforces parking in visitor spaces from 7:30 am to 4:30 pm Monday through Friday when classes are in session. These spaces are for visitors to Tennessee Tech and employees and students cannot park in those spaces during this period.
7. Tennessee Tech Police Department enforces parking in thirty (30) minute zones from 7:30 am to 4:30 pm Monday through Friday when classes are in session and are available to anyone for the time allotted.
8. **Disabled Parking**
  - a. Tennessee Tech Police Department enforces parking in disabled parking spaces twenty-four (24) hours a day. These reserved spaces are for individuals that have been issued a state disabled placard or license plate.
  - b. The individual to whom the license plate or placard has been issued must be using the Motor Vehicle in order for the vehicle to be parked in the disabled space. Tennessee Tech will charge the owner of the parking decal or registered owner of the Motor Vehicle the maximum fine allowed by law for improper use of a disabled placard or license plate.
  - c. Individuals that have been issued a state placard or license plate for disabled parking may purchase a Tennessee Tech disabled parking permit. This permit allows the individual to park in any legal parking space on campus, should a disabled space not be available.
  - d. Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.
9. **Temporary and visitor parking permits**
  - a. Campus visitor permits are required for visitors to park on campus Monday through Friday when classes are in session. Visitor permits allow an individual to park in the visitor parking when available or the perimeter (purple) color-coded lots on the campus. These permits can be obtained at the Tennessee Tech Police Department twenty-four (24) hours a day.

- b. Official visitor parking permits are available for individuals that are on campus for official business with Tennessee Tech. These permits must be approved by designated Tennessee Tech administrators. An official visitor permit allows the vehicle to park in any legal space on campus that is not specifically reserved.
- c. The Tennessee Tech Police Department may issue a temporary parking permit to individuals who have a parking permit on file and who have lost, misplaced, etc. the original hang tag.
- G.** Motor Vehicles are to be parked within two (2) marked lines and not protruding into another marked space. Violations of this type may result in a citation being issued by the Tennessee Tech Police Department.
- H.** Disabled vehicles will not be permitted to remain on campus beyond seven (7) days without the written approval of the Chief of the Tennessee Tech Police Department.
- I.** Trailers and boats cannot not be parked on campus without the prior written approval of the Chief of the Tennessee Tech Police Department.
- J.** Motor Vehicles or other means of conveyance parked in such a way as to create a traffic hazard, including, but not limited to, blocking dumpsters, wheelchair ramps, sidewalks, crosswalks, and other parked vehicles may be cited by the Tennessee Tech Police Department for illegal parking and/or may be towed or impounded at the owner's expense.
- K.** Motor Vehicles not displaying a parking permit during zoned parking enforcement may be restrained by the Tennessee Tech Police Department with a wheel lock in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.
- L.** Repeated Citations
  - 1. Repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.
  - 2. Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.
- M.** Tennessee Tech will assess fines in accordance with the Fine Schedule. Fines will not exceed any limits imposed by state law or local ordinances.
  - 1. Students with outstanding traffic citations will not be permitted to register at the beginning of the semester until indebtedness is cleared.
- N.** Traffic Enforcement
  - 1. Operators of Motor Vehicles on Tennessee Tech property must obey all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in this policy.
  - 2. The speed limit on all Tennessee Tech streets as well as city streets running through Tennessee Tech are enforced by the Tennessee Tech Police Department. Violations of this may result in the operator of the Motor Vehicle receiving a speeding citation by Tennessee Tech Police.

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3. The reckless operation of a Motor Vehicle on the Tennessee Tech campus including, but not limited to, squealing tires, sliding the vehicle, and operating the vehicle at a high rate of speed are serious safety hazards and strictly prohibited. Operators may be issued a citation by Tennessee Tech Police as well as face disciplinary action for a violation of this nature.
  4. Operators of Motor Vehicles are prohibited from overtaking/passing another Motor Vehicle in operation on streets within the Tennessee Tech campus. Violations of this may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police.
  5. Operators of Motor Vehicles must observe and obey all traffic control devices (e.g., STOP signs, traffic lights). Failure to do so may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police for the violation.
  6. Operators of Motor Vehicles must yield the right of way and come to a complete stop for pedestrians in the crosswalks. Operators of Motor Vehicles must also show due care for all pedestrian traffic while operating a Motor Vehicle on the Tennessee Tech campus. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
  7. Operators of Motor Vehicles must pull to the edge of the roadway and come to a complete stop to yield the right of way to emergency vehicles displaying active lights and/or sirens. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
- O. Individuals riding bicycles on the Tennessee Tech campus must observe and obey all traffic control devices on all Tennessee Tech and city streets within the Tennessee Tech campus. Failure to do so may result in the operator of the bicycle being issued a citation for the violation by Tennessee Tech Police.

**V. Traffic and Parking Citation Disputes and Appeals**

- A. Officers of the Tennessee Tech Police Department may issue citations for violations under certain circumstances in either Cookeville City Court for violations of city ordinances or Putnam County General Sessions Court for violations of state laws. Individuals that receive a City Court or General Sessions Court citation must either appear in court on the court date listed on the citation or pay the citation fine if appearance in court is not required.
- B. Any Tennessee Tech student who has received a Tennessee Tech traffic and/or parking citation may appeal the citation within fifteen (15) business days of the date of issue to the Student Traffic Appeals Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.

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- C. Any Tennessee Tech employee who has received a Tennessee Tech citation for traffic and/or parking violation may appeal the citation within fifteen (15) business days of the date of issue to the Faculty and Staff Traffic Appeals Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.
- D. Any non-Tennessee Tech employee or student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) days of the date of issue to the Faculty and Staff Traffic Appeals Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.
- E. The Student Traffic Appeals Committee meets regularly during the Fall and Spring semesters. Students are notified of the Committee's decision by an email sent to the student's tnTech.edu address. The Faculty and Staff Traffic Appeals Committee meets once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees are notified of the Committee's decision by an email sent to the employee's tnTech.edu address or last known home address.
- F. The Student Traffic Appeals Committee and the Faculty and Staff Traffic Appeals Committee decisions may be appealed to the Vice President for Student Affairs by submitting a written appeal with all relevant documentation attached within five (5) business days of the notification of the appropriate committee decision.
- G. The Vice President for Student Affairs will communicate his/her decision to the individual making the appeal within five (5) business days after receiving the written appeal along with all relevant documentation. This notification will be sent to the appellant's tnTech.edu email address or in case of former employees, to the last known home address. The decision of the Vice President for Student Affairs is final.

## **VI. Liability for Theft or Damage**

Tennessee Tech assumes no financial responsibility for theft or damage to Motor Vehicles or their contents when parked or operated on campus.

## **VII. Interpretation**

The President or his/her designee has the final authority to interpret the terms of this policy.

## **VIII. Citation of authority for policy**

T.C.A. 49-8-203(a)(1)(D)

Approved by:

Version #: 1

Administrative Council: April 5, 2017

University Assembly: April 19, 2017

Board of Trustees:

Rules  
Of  
Tennessee Technological University, Cookeville

Chapter 0240-09-03  
Parking, Traffic, and Safety Enforcement

New Chapter

Table of Contents is added to Chapter 0240-09-03 Parking, Traffic, and Safety Enforcement and shall read as follows:

- 0240-09-03.01 Definitions
- 0240-09-03.02 General Provisions
- 0240-09-03.03 Parking Areas and Zones Enforcement
- 0240-09-03.04 Fines
- 0240-09-03.05 Motor Vehicle Operation
- 0240-09-03.06 Traffic and Parking Citation Disputes and Appeals
- 0240-09-03.07 Liability for Theft or Damage

0240-09-03-.01Definitions is added to Chapter 0240-09-03 Parking, Traffic, and Safety Enforcement and shall read as follows:

0240-09-03-.01 Definitions

- (1) Motor Vehicle - Any self-propelled vehicle designed for transport of a person or persons and is capable of exceeding twenty-five (25) miles per hour over level, paved surfaces, shall be deemed a motor vehicle.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.02 General Provisions is added to Chapter 0240-09-03 Parking, Traffic, and Safety Enforcement and shall read as follows:

0240-09-03-.02 General Provisions

- (1) Tennessee Tech will regulate the use and/or parking of all Motor Vehicles on the campus in accordance with this policy and any applicable rule, regulation, ordinance, or statute.
- (2) All employees and students must register Motor Vehicle(s) and purchase a parking permit in order to park on Tennessee Tech property. Motor Vehicles that are parked on campus without a current parking permit may be issued a parking citation for the violation by the Tennessee Tech Police Department.
- (3) Parking citations are the responsibility of
  - a. the registered owner of the parking permit and the user of the parking permit; or
  - b. the registered owner of the vehicle in cases where no permit has been issued.
- (4) Moving violations will be charged to the operator of the Motor Vehicle at the time of the violation.
- (5) No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.

- (6) Motor Vehicles are to be parked within two (2) marked lines and not protruding into another marked space. Violations of this type may result in a citation being issued by the Tennessee Tech Police Department.
- (7) Disabled vehicles will not be permitted to remain on campus beyond seven (7) days without the written approval of the Chief of the Tennessee Tech Police Department.
- (8) Trailers and boats cannot not be parked on campus without the prior written approval of the Chief of the Tennessee Tech Police Department.
- (9) Motor Vehicles or other means of conveyance parked in such a way as to create a traffic hazard, including, but not limited to, blocking dumpsters, wheelchair ramps, sidewalks, crosswalks, and other parked vehicles may be cited by the Tennessee Tech Police Department for illegal parking and/or may be towed or impounded at the owner's expense.
- (10) Motor Vehicles not displaying a parking permit during zoned parking enforcement may be restrained by the Tennessee Tech Police Department with a wheel lock in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.

(11) Repeated Citations

- (a) Repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.
- (b) Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-03 Parking Areas and Zones Enforcement is added to Chapter 0240-09-03 Parking, Traffic, and Safety Enforcement and shall read as follows:

0240-09-03-03 Parking Areas and Zones Enforcement

- (1) Parking areas are marked by color-coded signs that match the color-coded permits indicating the zone in which a Motor Vehicle may be parked. Zone restrictions are effective and enforced by the Tennessee Tech Police Department from 7:30 am to 4:30 pm Monday through Friday during times when classes are in session.
- (2) Zone restrictions are not enforced after 4:30 p.m. Motor Vehicles parked on campus after 4:30 pm Monday through Friday when classes are in session must have a parking permit displayed.
- (3) No permit is required when classes are not in session.
- (4) Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits and are enforced by the Tennessee Tech Police Department twenty-four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.
- (5) Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced by the Tennessee Tech Police Department twenty-four (24) hours a day.
- (6) Tennessee Tech Police Department enforces parking in visitor spaces from 7:30 am to 4:30 pm Monday through Friday when classes are in session. These spaces are for visitors to Tennessee

Tech and employees and students cannot park in those spaces during this period.

- (7) Tennessee Tech Police Department enforces parking in thirty (30) minute zones from 7:30 am to 4:30 pm Monday through Friday when classes are in session and are available to anyone for the time allotted.

(8) Disabled Parking

- (a) Tennessee Tech Police Department enforces parking in disabled parking spaces twenty-four (24) hours a day. These reserved spaces are for individuals that have been issued a state disabled placard or license plate.
- (b) The individual to whom the license plate or placard has been issued must be using the Motor Vehicle in order for the Motor Vehicle to be parked in the disabled space. Tennessee Tech will charge the owner of the parking decal or registered owner of the Motor Vehicle the maximum fine allowed by law for improper use of a disabled placard or license plate.
- (c) Individuals that have been issued a state placard or license plate for disabled parking may purchase a Tennessee Tech disabled parking permit. This permit allows the individual to park in any legal parking space on campus, should a disabled space not be available.
- (d) Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.

(9) Temporary and visitor parking permits

- (a) Campus visitor permits are required for visitors to park on campus Monday through Friday when classes are in session. Visitor permits allow an individual to park in the visitor parking when available or the perimeter (purple) color-coded lots on the campus. These permits can be obtained at the Tennessee Tech Police Department twenty-four (24) hours a day.
- (b) Official visitor parking permits are available for individuals that are on campus for official business with Tennessee Tech. These permits must be approved by designated Tennessee Tech administrators. An official visitor permit allows the Motor Vehicle to park in any legal space on campus that is not specifically reserved.
- (c) The Tennessee Tech Police Department may issue a temporary parking permit to individuals who have a parking permit on file and who have lost, misplaced, etc. the original hang tag.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.04 Fines is added to Chapter 0240-09-03 Parking, Traffic, and Safety Enforcement and shall read as follows:

0240-09-03-.04 Fines

- (1) Fines may be set as determined by Tennessee Tech, but shall not exceed the amounts set by state/county/municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the Tennessee Tech Board of Trustees. Proposed fines shall be submitted to the Tennessee Tech Board of Trustees together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic/parking considerations at each

institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students of the institution through Tennessee Tech's website.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.05 Motor Vehicle Operation is added to Chapter 0240-09-03 Parking, Traffic, and Safety Enforcement and shall read as follows:

0240-09-03-.05 Motor Vehicle Operation

- (1) Operators of Motor Vehicles on Tennessee Tech property must obey all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in this policy.
- (2) The speed limit on all Tennessee Tech streets as well as city streets running through Tennessee Tech are enforced by the Tennessee Tech Police Department. Violations of this may result in the operator of the Motor Vehicle receiving a speeding citation by Tennessee Tech Police.
- (3) The reckless operation of a Motor Vehicle on the Tennessee Tech campus including, but not limited to, squealing tires, sliding the Motor Vehicle, and operating the Motor Vehicle at a high rate of speed are serious safety hazards and strictly prohibited. Operators may be issued a citation by Tennessee Tech Police as well as face disciplinary action for a violation of this nature.
- (4) Operators of Motor Vehicles are prohibited from overtaking/passing another Motor Vehicle in operation on streets within the Tennessee Tech campus. Violations of this may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police.
- (5) Operators of Motor Vehicles must observe and obey all traffic control devices (e.g., STOP signs, traffic lights). Failure to do so may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police for the violation.
- (6) Operators of Motor Vehicles must yield the right of way and come to a complete stop for pedestrians in the crosswalks. Operators of Motor Vehicles must also show due care for all pedestrian traffic while operating a Motor Vehicle on the Tennessee Tech campus. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
- (7) Operators of Motor Vehicles must pull to the edge of the roadway and come to a complete stop to yield the right of way to emergency vehicles displaying active lights and/or sirens. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
- (8) Individuals riding bicycles on the Tennessee Tech campus must observe and obey all traffic control devices on all Tennessee Tech and city streets within the Tennessee Tech campus. Failure to do so may result in the operator of the bicycle being issued a citation for the violation by Tennessee Tech Police.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.06 Traffic and Parking Citation Disputes and Appeals is added to Chapter 0240-09-03 Parking, Traffic, and Safety Enforcement and shall read as follows:

0240-09-03-.06 Traffic and Parking Citation Disputes and Appeals

- (1) Officers of the Tennessee Tech Police Department may issue citations for violations under certain circumstances in either Cookeville City Court for violations of city ordinances or Putnam County General Sessions Court for violations of state laws. Individuals that receive a City Court or General Sessions Court citation must either appear in court on the court date listed on the citation or pay the citation fine if appearance in court is not required.
- (2) Any Tennessee Tech student who has received a Tennessee Tech traffic and/or parking citation may appeal the citation within fifteen (15) business days of the date of issue to the Student Traffic Appeals Committee.
- (3) Any Tennessee Tech employee who has received a Tennessee Tech citation for traffic and/or parking violation may appeal the citation within fifteen (15) business days of the date of issue to the Faculty and Staff Traffic Appeals Committee. Appeals may be filed in the Parking Portal.
- (4) Any non-Tennessee Tech employee or student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the Faculty and Staff Traffic Appeals Committee. These appeals can be filed by contacting the Tennessee Tech Police Department.
- (5) The Student Traffic Appeals Committee will meet regularly during the Fall and Spring semesters. Students will be notified in writing of the Committee's decision. The Faculty and Staff Traffic Appeals Committee will meet once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees will be notified in writing of the Committee's decision.
- (6) The Student Traffic Appeals Committee and the Faculty and Staff Traffic Appeals Committee decisions may be appealed to the Vice President for Student Affairs by submitting a written appeal with all relevant documentation attached within five (5) business days of the notification of the appropriate committee's decision.
- (7) The Vice President for Student Affairs will communicate his/her decision in writing to the individual making the appeal within five (5) business days after receiving the written appeal along with all relevant documentation. The decision of the Vice President for Student Affairs is final.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.07 Liability for Theft or Damage is added to Chapter 0240-09-03 Parking, Traffic, and Safety Enforcement and shall read as follows:

#### 0240-09-03-.07 Liability for Theft or Damage

- (1) Tennessee Tech assumes no financial responsibility for theft or damage to Motor Vehicles or their contents when parked or operated on campus.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).