



A G E N D A

PRESIDENTS MEETING TBR Central Office – Board Room - Suite 366 Tuesday, February 5, 2013 – 9:00 A.M. (CT)

1. Legislative Update (Vice Chancellor Gregory)
2. Governor's Budget Discussion (Vice Chancellor Sims)
3. Capital Matching Funds Guidance – (Vice Chancellor Sims and Vice Chancellor Gregory) - Attachment
4. Tennessee State School Bond Authority Pledge (Vice Chancellor Sims) - Attachment
5. Affordable Care Act (Vice Chancellor Sims) - Attachment
6. Recommended Revisions to Guideline B-070 – Deferred Payment Plan (Vice Chancellor Sims) – Attachment
7. Revisions to TBR Policy 2:03:00:00, Admissions, and TBR Guideline A-015, Admissions (Interim Vice Chancellor Kay Clark) - Attachment
8. Concern About TBR Requests for Information (Chancellor Morgan)
9. Common Data Repository (Tom Danford)
10. Update on Pearson Publishing Contract for Learning Support Software (Vice Chancellor Nichols) - Attachment
11. Mary Moody, TBR General Counsel

PRESIDENTS QUARTERLY MEETING

DIRECTORS QUARTERLY MEETING

February 2013

DATE: Presidents Meeting (February 5, 2013)
Directors Meeting (February 6, 2013)

AGENDA ITEM: Capital Matching Funds Guidance

ACTION: Information & Discussion

PRESENTERS: Vice Chancellor David Gregory
Vice Chancellor Dale Sims

BACKGROUND INFORMATION: In his budget for FY 2012-13, the Governor introduced the concept of requiring higher education institutions to provide matching funds for academic space capital projects. This concept was subsequently endorsed by the legislature through enactment of Chapter 1029 of the 2012 Appropriations Act. Since that time numerous conversations have taken place with various state officials in an attempt to gain some level of certainty as to operation of the capital matching program and to obtain guidance on questions such as –

- What level of private fundraising is expected as a component of matching funds?
- When must the match funds be available?
- Will institutions be permitted to propose new student fees as a component of match and, if so, under what conditions?

This effort has yet to result in concrete answers. It is clear that as we enter the second year of the matching funds program, this lack of certainty operates at the disadvantage of institutional leaders.

While the System may be unable to determine in advance how state officials desire the matching funds program to be managed, we can provide guidance on how the matching funds program will be interpreted and managed by the System and Board. The attached draft is an attempt to do so. After discussion of this draft during the Presidents and Directors Meetings, the draft (including appropriate revisions) will be presented to the applicable Board committee for their acknowledgment.

Once vetted through this process, this guidance will be available to inform institutional leadership as to the TBR's expectations around the capital matching funds program.

Matching Capital Program Guidance to TBR Institutions

One purpose of the capital matching program is to encourage and maximize the use of non-state monies to fund construction of academic space. As part of this program, it is also desired that the adoption of new student fees to support capital construction be minimized. The following is offered to provide guidance to TBR institutions in the development of capital projects to ensure that these goals are achieved.

Project Stage A: Original Submission of a Project Proposal to TBR

At the time a project is submitted to the Central Office for potential inclusion on the priority list, the institution must provide a matching funds plan (MFP) that identifies the total amount of match required under then-current policy and the components of that match (non-state, institutional). The MFP should include:

- A summary of the general fundraising activities in which the institution will engage together with general fundraising milestones and target dates;
- Other information the institution wishes to provide that is relevant to development efforts pertaining to the project; and
- A clear indication as to the source of funding for Planning.

At this point, a MFP **may not** include new student fees as a component of the project match. The intent is to maximize the use of other funds.

Project Stage B: Projects included on TBR Priority List but not yet recommended to THEC for Planning Funding

- The MFP should be updated annually to include:
 - A summary of fundraising activities for the year as well as results compared to the plan;
 - Revisions in the funding components of the MFP (if any); and
 - Other information the institution wishes to provide that is relevant to development efforts.
- As a project advances up the priority list, the level of detail in the MFP should increase.

Project Stage C: Projects Recommended to THEC for Planning

- The project MFP previously submitted is to be updated to include:
 - Confirmation that full Planning funds are available and the source of those funds.

- Revisions in the funding components of the MFP (if any).
- A statement as to whether temporary or permanent financing of the project match will be required. (For example, if private gift commitments are in place but payable over 10 years, the institution might request to finance this “gift receivable”.)
- At this stage, institutions will be permitted to include as a component of the MFP consideration of new student fees to support the project.
 - In determining whether consideration of new student fees is warranted, consideration will be given to the fundraising efforts of institutions that were targeted at non-state sources and their results.
 - Request will be reviewed by both the Ad Hoc Committee on Capital and the Board Committee on Finance & Business Operations for their comments which should provide an indication of whether consideration of such fees would ultimately be acceptable to the Board. No action to approve fees will be taken at this stage.

Project Stage D: Projects Recommended to THEC for Construction Funding

- The MFP is to be updated annually, including information on fundraising results.
- At this stage, institutions would indicate their intent, if any, to seek approval of new student fees as a component of the MFP.
 - In determining whether to seek approval of new student fees, institutions should consider any feedback previously received from TBR Board Committee discussions.
 - Consideration of fee requests will occur during the normal mandatory & incidental fee request process (that occurs after introduction of the recommended state budget and capital outlay program)

PRESIDENTS QUARTERLY MEETING

DIRECTORS QUARTERLY MEETING

February 2013

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AGENDA ITEM: TN State School Bond Authority Pledge

ACTION: Informational

PRESENTER: Vice Chancellor Dale Sims

BACKGROUND INFORMATION: Currently the primary source of financing for TBR non-academic capital projects is through the Tennessee State School Bond Authority (TSSBA). This entity is managed by a Board composed of state officials and the heads of Tennessee's two public systems of higher education. Each project proposed for financing is:

- subject to stringent underwriting to ensure funds are available to pay the project's financing charge (the mortgage payment);
- approved by the governing board's system office as to financial viability;
- reviewed by staff of the TSSBA; and
- subject to individual approval during meetings of the Authority. The Authority covenants with bondholders to only approve projects for financing if the aggregate of all fees and charges collected by the Institution in the preceding fiscal year is no less than two times the maximum aggregate financing charges payable to the TSSBA for all projects financed by that institution and payable in any future year.

Loans made by the TSSBA are financed through the issuance of notes, bonds, and commercial paper to investors. To make these instruments attractive to investors, the TSSBA and state law provide multiple layers of security for investors:

- First, each System agrees to establish and collect fees and charges at each Institution at a level sufficient to meet this "two times" maximum financing charge requirement. Attachment A presents these coverage ratios for FY's 2007 – 2011 and, for 2011, shows within TBR they range from a low of 13.7 times finance charges to a high of 28 times;

- Second, each System agrees to pay such financing charges, at such times, in such manner and at such places as shall be specified by the Authority. The obligation to pay financing charges is absolute and unconditional, and are required to be paid in full without set-off or counterclaim;
- Third, if any financing charges are not or cannot be paid when due, then the Board is required to deduct from that institution’s state appropriations whatever amounts are required to pay the financing charges due. Attachment B reflects the combined coverage levels considering both fees and charges and state appropriation. Again, the coverage levels within TBR ranges from a low of 20.4 times finance charges to a high of 44 times; and
- Finally, the Commissioner of Finance and Administration, after notice from the Authority that the Board has failed to pay required financing charges, shall deduct from the institution’s state appropriations such amounts as are required to cover the finance charges (the Appropriation Intercept mechanism).

Based on this financing structure and its credit history, debt issued by the TSSBA has been assigned the following credit ratings:

Service	Rating	Outlook
Moody’s	AA1	Stable
Standard & Poor’s	AA	Positive
Fitch	AA+	Stable

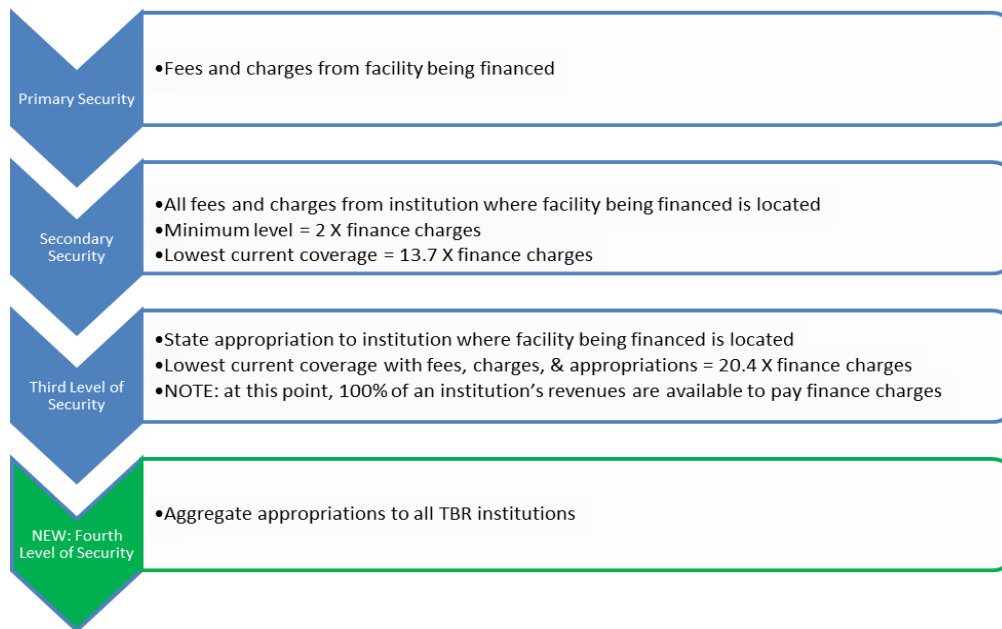
This structure and its resulting high credit ratings permit financing projects through the TSSBA to enjoy some of the lowest borrowing cost available to higher education institutions nationwide.

During a 2012 TSSBA re-financing, Moody’s revealed that its rating of TSSBA debt would begin to consider the level of state appropriation available through the Appropriation Intercept Mechanism versus financing charges due on each payment date (November and May). Moody’s expectation is that for highly rated debt such as TSSBA, available appropriation should equal at least 1.5 times finance charges, a particular challenge for TBR institutions because the Appropriation Intercept Mechanism applies to individual TBR institutions. This means each TBR institution must also meet the enhanced Moody’s coverage test for each payment date. The table below summarizes these payment date coverage levels by institution and indicates strong coverage in November, but meeting the May requirement could become a challenge. Failure to meet this test could result in a lower debt rating for TSSBA and higher borrowing costs for TBR institutions or denial of the ability to borrow through TSSBA.

Institution	November - June Coverage	May - June Coverage
University of Tennessee	8.40 X	2.10 X
Austin Peay State University	6.30 X	1.57 X
East Tennessee State University	9.38 X	2.34 X
Middle Tennessee State University	3.68 X	1.29 X
Tennessee State University	7.62 X	1.91 X
Tennessee Technical University	14.05 X	3.51X
University of Memphis	11.64 X	2.91X

To address this situation, the System has explored the possibility of amending the law to view the aggregate appropriation to all TBR institutions as being available for the Appropriation Intercept Mechanism. If this were done, the May coverage ratio for the System (and each institution within the System) would be over 2.0 times, clearly exceeding the Moody’s benchmark for a strong credit. The question then becomes what risk is posed to institutions within the System if such an action were taken.

The following graphic illustrates the levels of security provided to bondholders currently and where an aggregate pledge of appropriations would come into play.



If this change were made, it would only impact TBR institutions generally if the total finance charges for a single institution’s TSSBA borrowings exceeded:

- Fees & charges generated by the facility being financed; PLUS
- All other fees and charges collected by the institution from whatever source; PLUS
- State appropriations to that institution.

This is viewed as an unlikely event. Additionally, this analysis ignores that most institutions have funds available within their plant funds group that could be called upon to satisfy finance charges before invoking the Appropriation Intercept Mechanism. Further, presuming that the System and the TSSBA Board continue to adhere to the covenant to only approve new borrowing if an institution's prior year total fees and charges are at least two times the total maximum future finance charges payable by that institution, it is difficult to see the circumstance where the aggregate pledge is necessary (from a practical standpoint).

Based on staff analysis of this circumstance, we conclude that pursuing legislation to facilitate an aggregate pledge of all state appropriations to TBR for purposes of TSSBA financings:

- Represents little, if any, financial risk to the System as a whole or individual institutions; and
- Facilitates continued access to the capital markets for all TBR institutions on favorable terms and in an efficient manner.

Based on this conclusion, it is recommended that legislation be pursued to accomplish this purpose.

Attachment A



Debt

Fees & Charges Coverage

This table provides the ratio of Annual Fees and Charges to Debt Service during the past five fiscal years for the borrowers with the majority of outstanding debt.

Institution*	Fiscal Year				
	2011	2010	2009	2008	2007
University of Tennessee	13.18 X	14.47 X	17.71 X	16.71 X	19.61 X
Austin Peay State University	21.53 X	19.35 X	23.25 X	21.56 X	24.03 X
East Tennessee State University	13.73 X	12.51 X	19.58 X	17.57 X	36.63 X
Middle Tennessee State University	14.64 X	15.04 X	22.32 X	20.64 X	19.74 X
Tennessee State University	22.11 X	20.76 X	22.28 X	23.80 X	20.40 X
Tennessee Technical University	28.04 X	44.87 X	58.77 X	54.71 X	48.91 X
University of Memphis	26.27 X	23.64 X	30.62 X	29.54 X	28.96 X

*Institutions listed have 98.97% of the total TSSBA debt outstanding

Attachment B



Debt

Total Coverage

This table provides the ratio of Annual Fees and Charges plus State Appropriations to Debt Service during the past five fiscal years for the borrowers with the majority of outstanding debt.

Institution*	Fiscal Year				
	2011	2010	2009	2008	2007
University of Tennessee	24.43 X	25.48 X	31.78 X	31.78 X	36.98 X
Austin Peay State University	31.47 X	30.15 X	35.71 X	35.12 X	39.01 X
East Tennessee State University	20.39 X	17.92 X	30.67 X	29.54 X	67.79 X
Middle Tennessee State University	21.21 X	22.73 X	33.67 X	32.97 X	31.44 X
Tennessee State University	31.93 X	31.49 X	32.88 X	35.43 X	33.86 X
Tennessee Technical University	43.96 X	71.37 X	95.53 X	92.44 X	85.40 X
University of Memphis	41.03 X	37.14 X	48.57 X	48.93 X	47.94 X

*Institutions listed have 98.97% of the total TSSBA debt outstanding

PRESIDENTS QUARTERLY MEETING

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AGENDA ITEM: Affordable Care Act

ACTION: Information

PRESENTER: Dale Sims, Vice Chancellor for Business and Finance

BACKGROUND INFORMATION:

The Patient Protection and Affordable Care Act requires employers to provide health insurance to all employees who average 30 hours per week over a defined measurement period, including adjunct faculty.

The implementation of healthcare for temporary employees requires joint effort with collaboration and coordination from several different TBR workgroups. TBR staff is monitoring national events and official guidance issued and will continue to seek answers to the issues/questions identified. Comments are still being considered by the US Treasury and IRS until March 18, 2013.

Further communication will be provided as additional information is available.

PRESIDENTS QUARTERLY MEETING

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AGENDA ITEM: Recommended Revisions to Guideline B-070 – Deferred Payment Plan

ACTION: Voice Voce

PRESENTER: Dale Sims

BACKGROUND INFORMATION:

The recommended revisions add wording that clarifies the president of an institution or designee has the authority to approve exceptions of unusual circumstances for individuals and that the chancellor or designee has the authority to permit policy-related exceptions.

SUBJECT: Deferred Payment Plan

The purpose of the following guideline is to outline significant provisions for consistent administration of the deferred fee payment program at the four-year and two-year institutions governed by the Tennessee Board of Regents. The guideline is intended to serve as a reference document for institutional staff responsible for implementing and communicating deferred fee payment matters.

I. General Provisions

Each four-year and two-year institution is authorized to offer a deferred payment plan as provided in the Tennessee Board of Regents Policy on Payment of Student Fees and Enrollment of Students (No. 4:01:03:00). The deferred payment plan is available for regular academic terms, but not for summer or other short terms.

II. Eligibility

All students in good financial standing and with no outstanding account balances from previous terms are eligible to participate in the deferred payment program. Students that have failed to make timely payments in previous terms may be denied the right to participate in the deferred payment program in additional enrollment periods. Institutions may set minimum balances due for students to be eligible for deferred payment.

III. Payment Terms

All financial aid awarded by the institution, including student loans, must be applied toward payment of total fee balances before the deferred payment plan may be utilized. At least 50% of the remaining balance after financial aid and discounts are applied must be paid at the beginning of the term. The remaining balance may be paid in a minimum of two equal installments. Due dates for these payments will be set by the institution with approximately 30 days between due dates. All installments should be scheduled so that the entire balance due is paid by the end of the semester.

IV. Service Charges and Fines

Institutions may charge a service fee of \$10 to \$50 to help defray administrative costs associated with the deferment program. An additional late payment charge not to exceed \$25 will be assessed on each installment which is not paid on or before the due date and each 30 day period past the 2nd installment up to a maximum of \$100. Withdrawals from classes will not alter any remaining balance due except to the extent that any refund may be applied in accordance with Guideline B-060.

V. Approval of Exceptions

In accordance with these guidelines, the president of an institution or designee has the authority to determine the applicability of the provisions of the deferred payment program and to approve exceptions in instances of unusual circumstances **for individuals. The Chancellor or designee has the authority to permit policy-related exceptions.** All such actions must be properly documented for auditing purposes.

Source: May 14, 1996 Presidents Meeting; May 9, 2000 Presidents Meeting; November 6, 2002 Presidents Meeting.

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AGENDA ITEM: Revisions to Policy 2:03:00:00, Admissions, and Guideline A-015,
Admissions

ACTION: Requires Vote

PRESENTER: Kay Clark, Interim Vice Chancellor for Academic Affairs

BACKGROUND INFORMATION:

Revisions to Policy 2:03:00:00, Admissions, and Guideline A-015, the accompanying guideline, are necessary to incorporate changes in high school courses required for admission and modifications to the process relative to the review of applicants' high school transcripts. The changes noted in the attached proposed revisions take into account the more rigorous requirements of the new Tennessee Diploma required for high school graduation effective spring 2013.

Included also are two background memoranda that inform the current situation and the need for the proposed revisions.

Policy 2:03:00:00

Subject: Admissions

I. PROVISIONS FOR ALL INSTITUTIONS

A. Policy Development

B. Policy Revision

C. Medical or Health Information

II. PROVISIONS FOR UNIVERSITIES AND COMMUNITY COLLEGES ~~, AND TECHNICAL INSTITUTES~~

A. General Provisions

1. Admission of Non-Tennessee Residents
2. Residency Classification
3. Admission of Foreign Non-Immigrant Applicants
 - a. Educational Level
 - b. Test of English as a Foreign Language
 - c. Financial Statement
 - d. Immigration Service Regulations
 - e. Certification of Freedom from Tuberculosis
 - f. Medical and Hospitalization Insurance
4. Admission to Specialized or Limited-Enrollment Programs
5. Admission to Medical, Nursing and Allied Health Programs
6. Advanced Standing and Placement
7. Readmission
8. Application Fee

B. Undergraduate Degree Admission

1. Admission of First-Time Freshmen
 - a. High School Graduation

b. General Educational Development (G.E.D.) Certificate

c. Standardized Examination Scores

d. High School Course Requirements

(1) Minimum Unit Requirements

(2) Limitations of Applicability

2. Early Admission of First-Time Freshmen

a. High School GPA

b. Standardized Examination Score

c. Prescribed Courses

d. Endorsements

3. Admission of Transfer Students

4. Alternative Standards for Degree Admission

5. Admission of Non-Degree Students to Degree Admission Status

6. Admission to Nursing Programs

C. Graduate and Professional Degree Admission

D. Non-Degree Admission

1. Persons not Previously Enrolled in College

a. High School Graduates

b. Persons 21 Years of Age or Older Not High School Graduates

c. Persons 18 Years of Age or Older Enrolling in GED Courses

d. Academically Talented/Gifted High School Students

e. High School Students

2. Persons with College Credit but Not a Degree

3. Persons with a College Degree or Certificate

4. Senior Citizens and Disabled Persons

E. Audit and No Credit Admission

1. Space Available Basis
2. Senior Citizens
3. Disabled Persons

III. PROVISIONS FOR TENNESSEE TECHNOLOGY CENTERS

A. Applicants Not Enrolled in High School

1. Minimum Age
2. Learning Objective

B. Applicants Enrolled in High School

1. Agreement of Local Board of Education
2. Limitation of Course Load

C. Admission of Foreign Non-Immigrants

D. Use of Standardized Tests

E. Admission to Practical Nursing Program

I. PROVISIONS FOR ALL INSTITUTIONS

A. POLICY DEVELOPMENT

Each institution governed by the Tennessee Board of Regents shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval. Each institution shall include its approved admission policy in its catalog or other appropriate publications.

B. POLICY REVISION

Any subsequent change to an approved admission policy shall, prior to implementation, be submitted to the Tennessee Board of Regents for review and approval.

C. MEDICAL OR HEALTH INFORMATION

Each institution may request applicants for admission to volunteer information as to their medical or health conditions for the purpose of providing them, once admitted, any reasonable assistance in mitigating the effects of conditions which may otherwise limit their participation in the institution's

programs. Information thus provided shall remain confidential and participation by the student in any recommended program or service shall be voluntary.

II. PROVISIONS FOR UNIVERSITIES AND COMMUNITY COLLEGES, ~~AND TECHNICAL INSTITUTES~~

A. GENERAL PROVISIONS

1. Admission of Non-Tennessee Residents

Each university and community college, ~~or technical institute~~ may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the state.

2. Residency Classification

Each university and community college, ~~and technical institute~~ shall, in the admission or readmission process, assign each student a residency classification using TBR Policy No. 3:05:01:00 Regulations for Classifying Students In-State and Out-of-State for the Purposes of Paying College or University Fees and Tuition and for Admission Purposes.

3. Admission of Foreign Non-Immigrant Applicants

Each university and community college, ~~and technical institute~~ will establish policies and procedures for the admission of foreign non-immigrant applicants in accordance with the following criteria:

- a. Educational Level. The educational level attained must be comparable to that required of U.S. applicants.
- b. Test of English as a Foreign Language (TOEFL). In order to determine an applicant's level of proficiency in the English language, each university, community college, and technical institute shall require that applicants whose native language is not English submit scores earned on the TOEFL or one of the other recognized comparable standardized examinations. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.
- c. Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living and other expenses, each institution shall require international applicant to supply evidence of financial capability.
- d. Immigration Service Regulations. Institutions must adhere to all Immigration Service regulations in the admission, enrollment, and readmission of foreign non-immigrant applicants.
- e. Certification of Freedom from Tuberculosis. All foreign non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical

treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.

f. Medical and Hospitalization Insurance. Each institution must require that foreign non-immigrant applicants with J, F, or M visas have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the institution. Applicants with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Institutions may require similar insurance coverage of all other foreign non-immigrant applicants.

Institutions shall establish this requirement in policy and shall establish a process for:

- (1) Informing applicants for admission of the coverage required and of its approximate cost.
- (2) Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and
- (3) Automatically enrolling in the TBR Student/Scholar Health & Accident Insurance Plan those foreign non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.

For the purposes of this policy, "adequate coverage" shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.

4. Admission to Specialized or Limited-Enrollment Programs

Each university ~~and community college, and technical institute~~ shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula. Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee. (Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)

5. Admission to Medical, Nursing, and Allied Health Programs

Each university ~~and community college, and technical institute~~ that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:

- a. Provide evidence through a health verification form which documents information that they are in good health and free from communicable diseases.
- b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

6. Advanced Standing and Placement

Each university and community college, ~~and technical institute~~ may develop policies and procedures for granting admission with advanced placement or standing based on examination, experiential learning, active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction.

7. Readmission

Each university and community college, ~~and technical institute~~ shall develop policies and procedures for the readmission of students. These policies and procedures shall be consistent with TBR Policy No. 2:03:01:01 (Undergraduate Academic Retention Standards).

8. Application Fee

Each university and community college, ~~and technical institute~~ may, with prior approval of the Board, charge a one-time non-refundable application fee.

B. UNDERGRADUATE DEGREE ADMISSION

Each university and community college, ~~and technical institute~~ shall develop policy and procedures consistent with this policy for the admission of students to undergraduate degree programs.

1. Admission of First-Time Freshmen

Applicants for degree admission as first-time freshmen shall be admitted using the following four (4) criteria:

a. High School Graduation. Except as provided for below in Section IIB.1.b, applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed the required Proficiency Examination.

b. General Educational Development (G.E.D.) Certificate. Applicants for degree admission as first-time freshmen may present a General Educational Development (GED) Certificate in lieu of a high school diploma provided that their GED score meets or exceeds the minimum score set by the institution.

c. Standardized Examination Scores. Applicants for admission as first-time freshmen who are 20 years of age or younger must present Enhanced ACT or SAT scores. Universities will use the scores for admission, advisement, and as a component in the placement decision. Community colleges and technical institutes will not use the scores for admission purposes, but may use them for advisement purposes as well as a component in the placement decision.

d. High School Course Requirements. ~~In order to be eligible for degree admission as first time freshmen at TBR universities, applicants shall, except as provided for in Section II.B.1.d(2) below, have successfully completed the following 14 units of high school courses.~~ Admission will be granted to freshmen

applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:

~~(1) Minimum Unit Requirements~~

~~4 Units of English English, 4 units~~

~~2 Units of Algebra (Algebra I and II) Algebra I and Algebra II, 1 unit of each~~

~~1 Unit of Geometry or Higher Geometry or other advanced mathematics course with Geometry component, 1 unit~~

~~1 Additional Unit of Math~~

~~3 Units of Natural Science Natural/Physical Sciences, 2 units; 1 unit must be in a laboratory course in biology, chemistry, or physics~~

~~1 Unit of United States History* United States History, 1 unit~~

~~1 Unit of European History, World History, or World Geography Social Studies, 1 unit~~

~~2 Units of a Single Foreign Language Foreign Language, 2 units in same language~~

~~1 Unit of Visual or Performing Arts Visual/Performing Arts, 1 unit~~

* Required by Tennessee Annotated 49-7-110. Students deficient in the completion of United States History are required to complete six semester hours of United States History or three semester hours of United States History and three semester hours of Tennessee History.

~~(2) Limitations of Applicability~~

~~The minimum high school unit requirements listed above are required of all persons admitted to universities as first-time freshmen except as provided for below:~~

~~(a) Applicants Who Graduated from High School or Who Earned a General Educational Development (GED) Certificate Prior to 1989~~

~~Applicants who graduated from high school or who received a General Educational Development (GED) Certificate prior to 1989 are admissible without regard to the high school unit requirements.~~

~~(b) Applicants with an Honors Diploma in General Education from a Tennessee Public High School~~

~~Applicants with an Honors Diploma in General Education from a Tennessee public high school [Rules, Regulations, and Minimum Standards for the Governance State of Tennessee, Book One, Chapter 0520-1-3-06(1)(e)] are considered to have met all high school unit requirements.~~

~~(c) Applicants Who Graduated from High School and Have an Enhanced ACT Composite Score of 26 or Higher~~

~~Applicants who graduated from high school and have an Enhanced ACT composite score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual or performing arts. Deficiencies in those units must, normally, be removed within the first 30 hours after initial enrollment.~~

~~(d) Applicants Who Received a General Educational Development (GED) Certificate in 1989 and Thereafter or an American Council on Education (ACE) External Diploma.~~

~~Applicants who received a General Educational Development (GED) Certificate in 1989 and thereafter are considered to have met all high school unit requirements except those in foreign language and visual or performing arts. These admissions deficiencies must be removed after admission as stipulated in TBR Guideline A-015.~~

(e) Handicapped Applicants

The qualifications and needs of applicants who volunteer information about a handicapping condition will be assessed on an individual basis. Assessment will include an evaluation of the applicant's potential for success in college and the determination of any exceptions which maybe warranted to the provisions of Section IIB.1(d) of this policy.

(f) Out-of-State Applicants

Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.

~~(g) Admission by Exception~~

~~A university may grant admission by exception to individuals lacking one (1) or two (2) of the required units if the individuals—through an approved procedure—have demonstrated that they have high potential for academic success. If a university wishes to employ Admission by Exception, it must first submit for approval by the Chancellor a procedure which, at a minimum, incorporates the following: stipulation of a committee or office to review requests for admission by exception and stipulation of criteria (e.g., ACT scores, high school GPA, etc.) that would appropriately represent high potential for academic success sufficient to warrant the exception. Any admissions deficiencies must be removed after admission as required in TBR Guideline A-015.~~

~~(h) Alternative Standards for Degree Admission~~

~~See Section IIB.4 on pages 15 and 16.~~

2. Early Admission of First-Time Freshmen

Each university, community college, and technical institute may develop procedures for the admission of applicants who have completed their junior year in high school. The minimum requirements for admission of applicants in this category shall be the following:

- a. High School GPA. Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.
- b. Standardized Examination Score. Applicants must have an Enhanced ACT composite score of at least 22.
- c. Prescribed Courses. Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
- d. Endorsements. Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.

3. Admission of Transfer Students

Each university, community college, and technical institute shall establish policy and procedures for the admission of transfer students that are consistent with the following criteria:

- a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.
- b. The applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition.
- c. Institutions must develop policy and publish criteria regarding the awarding of transfer credit from collegiate and non-collegiate institutions, credit by examination, military and other formal training, and experiential learning. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.

~~d. Applicants with college credit earned prior to Fall 1989 are admissible without regard to the minimum high school unit requirements.~~

~~e. Applicants who enrolled in college for the first time in Fall 1989 or thereafter and are eligible for degree admission provided that any high school unit admissions deficiencies are removed after admission as required in TBR Guideline A-015.~~

~~**4. Alternative Standards for Degree Admission**~~

~~Each university may develop alternative standards and procedures for granting degree admission to an approved number or percentage of applicants each year who would not otherwise qualify for such~~

~~admission. While such standards may vary from institution to institution, the following general provisions shall apply at all institutions:~~

~~a. Persons admitted under alternative standards are subject to the minimum high school unit requirements specified in Section IIB.1.d above.~~

~~b. The number or percentage of students admitted under these standards in a calendar year may not exceed the number or percentage approved by the Tennessee Board of Regents.~~

4. ~~5.~~ Admission of Non-Degree Students to Degree Admission Status

Each university ~~and~~ community college, ~~and technical institute~~ may develop policy and procedures for granting degree admission to non-degree students. To be eligible for Degree Admission status, non-degree students, as defined in Section IID below, must meet all the applicable provisions of Section IIB.1.a-d above.

5. ~~6.~~ Admission to Nursing Programs

a. Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to TBR nursing programs. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in nursing programs. Institutions may vary in their requirements based on their analysis of student success characteristics. Admission is based on an institution's requirements and the available spaces in a program.

b. All TBR nursing programs have adopted the following core performance standards proposed by the Southern Council on Collegiate Education for Nursing (1993). Admission to and progression in nursing programs is not based on these standards; instead, they will be used to assist each student in determining whether accommodations or modifications are necessary. Each of these standards is reflected in nursing course objectives and provides an objective measure for students and advisors to make informed decisions regarding whether the student is "qualified" to meet requirements. Copies of these standards will be available to every applicant and student.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably. Each program has written procedures by which students who identify potential difficulties with meeting the standards can receive appropriate assistance and guidance.

Core Performance Standards for Admission and Progression

(1) Critical thinking ability sufficient for clinical judgment.

(2) Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

- (3) Communication abilities sufficient for interaction with others in verbal and written form.
- (4) Physical abilities sufficient to move from room to room and maneuver in small spaces.
- (5) Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- (6) Auditory abilities sufficient to monitor and assess health needs.
- (7) Visual ability sufficient for observation and assessment necessary in nursing care.
- (8) Tactile ability sufficient for physical assessment.

C. GRADUATE AND PROFESSIONAL DEGREE ADMISSION

Universities shall develop policy, procedures, and specific criteria for admitting applicants to graduate and professional degree programs. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.

D. NON-DEGREE ADMISSION

Each university ~~and~~ community college ~~and technical institute~~ shall develop policy and procedures for admitting applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission. Policies shall include any conditions of enrollment and any term or overall credit-hour limitations. Applicants who are eligible for non-degree admission include:

1. Persons Not Previously Enrolled in College

- a. High School Graduates
- b. Persons 21 years of age or older who have not earned a high school diploma and are not currently enrolled in high school.
- c. Persons 18 years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in GED preparatory courses only.
- d. High school students who meet the following criteria as specified in Chapter 395 of the Public Acts of 1983:

"Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high schools in Tennessee may with the recommendation and approval of the high school principal and appropriate higher education institution personnel enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process."

e. High school students who have completed their sophomore year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment are defined as follows:

Dual enrollment is the enrollment of a high school student in one or more specified college course for which the student will be awarded both high school and college credit and Joint enrollment is the enrollment of a high school student in one or more college course for which the student will earn only college credit.

2. Persons with College Credit but Not a Degree

Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation or other established condition.

3. Persons with a College Degree or Certificate

Persons who have a degree or certificate equivalent to the highest degree or certificate offered by the institution in a particular field but who wish to take additional courses.

4. Senior Citizens and Disabled Persons

Totally and permanently disabled persons and persons 65 years of age or older. No fees other than a service fee in the amount authorized by the Tennessee Board of Regents may be charged. In the case of disabled persons, the institution may require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person. Admission under this provision may, however, be limited or denied based on the availability of space in the individual classroom.

E. AUDIT AND NO-CREDIT ADMISSION

Each university, community college, and technical institute shall develop policy and procedures for the admission of persons wishing only to audit courses or to take credit courses on a no-credit basis. The following provisions shall apply:

1. Space Available Basis

Admission may be limited or denied based on the availability of space in the individual classroom.

2. Senior Citizens

Senior citizens age 60 or older may audit courses or take credit courses on a no-credit basis free of any charge.

3. Disabled Persons

Totally and permanently disabled persons may audit courses or take credit courses on a no-credit basis free of any charge. Institutions may, however, require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.

III. PROVISIONS FOR TENNESSEE TECHNOLOGY CENTERS

All Tennessee Technology Centers shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:

A. APPLICANTS NOT ENROLLED IN HIGH SCHOOL

Applicants not enrolled in high school are eligible for admission provided that:

1. They are at least eighteen (18) years of age or have a high school diploma or equivalent.
2. They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.

B. APPLICANTS ENROLLED IN HIGH SCHOOL

Applicants enrolled in high school are eligible for admission provided that:

1. An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee Technology Center. Such agreements are subject to the approval of the Chancellor or his designee.
2. Enrollment is limited to one (1) occupational area.

C. ADMISSION OF FOREIGN NON-IMMIGRANTS

Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U. S. Bureau of Naturalization and Immigration.

D. USE OF STANDARDIZED TESTS

Tennessee Technology Centers may require applicants for admission to be tested. The test results will be used by the school to assist the applicant in selecting a suitable program.

E. ADMISSION TO PRACTICAL NURSING PROGRAM

1. Admission to the Practical Nursing program is not automatic even though the applicant may be otherwise academically qualified and recommended by the Nursing Advisory Committee.
2. Applicants seeking admission to the Practical Nursing program must:
 - a. Make application for admission to the Technology Center.
 - b. Submit evidence of high school graduation or GED equivalency.

c. Have attained a passing score on an appropriate admission test. The admission test, and minimum score shall be determined by the Executive Sub-Council of the Tennessee Technology Center Directors.

d. Submit evidence of a recent physical examination by a licensed physician or nurse practitioner.

e. Submit written references.

f. Report for enrollment upon notification of acceptance.

3. The Nursing Advisory Committee may review all applications for admission to the Practical Nursing program and recommend qualified applicants for acceptance.

4. Qualified applicants not accepted into the class for which they applied may be considered for admission to a subsequent class.

Sources: TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto.

Guideline No: A-015

Subject: Admissions

Each university and community college shall develop policy and procedures consistent with TBR Policy 2:03:00:00 for the admission of students to undergraduate degree programs. Institutions will consider the adequacy of high school preparation as an aspect of determining admission. As a component of the criteria required for admission, first-time freshmen must hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:

4 Units of English

2 Units of Algebra (Algebra I and II)

1 Unit of Geometry or Higher

1 Additional Unit of Math

3 Units of Natural Science

1 Unit of United States History*

1 Unit of European History, World History, or World Geography

2 Units of a Single Foreign Language

1 Unit of Visual or Performing Arts

*Required by Tennessee Annotated 49-7-110. Students deficient in the completion of United States History are required to complete six semester hours of United States History or three semester hours of United States History and three semester hours of Tennessee History. Students subject to this provision will fulfill the six semester hours of history required in general education per the stipulations in TBR Policy 2:01:00:00, General Education Requirements and Degree Requirements.

~~The following guidelines are intended to facilitate the implementation of TBR Policy 2:03:00:00 (Admissions).~~

~~I. Undergraduate Degree Admission~~

~~A. Minimum High School Unit Requirements~~

~~1. Approved List of High School Courses. Only specific and approved high school courses may be applied to meeting the minimum unit requirements for admission. Because high school curricula may change from time to time, the TBR staff will periodically, after consultation with the State Department of~~

Education, disseminate the current list to each institution. Institutions may propose for consideration high school courses they consider to have been inappropriately omitted.

2. ~~Issues of Interpretation.~~ To ensure consistency of interpretation and practice, institutions should inform the TBR academic staff of questions raised relative to specific high school courses and the appropriateness of any inclusion or exclusion.

~~B. Removal of Admissions Deficiencies~~

~~Institutions will develop procedures whereby students admitted without minimum high school unit requirements fulfilled may remove those admissions deficiencies in a timely manner. Minimally, such procedures must ensure that:~~

~~1. Students are notified of how to remove deficiencies.~~

~~2. Students may remove deficiencies in social studies, history, visual/performing arts, science, and geometry/advanced mathematics by completing the appropriate blocks of subject categories in the TBR Forty-One Semester Hour General Education Curriculum. Courses taken to remove deficiencies in the affected subjects also apply toward fulfillment of general education requirements.~~

~~3. Students who have deficiencies in English or Algebra are subject to applicable provisions governing Developmental Studies. These provisions are identified in Guideline A-100.~~

~~4. Students may remove deficiencies of one or two units of a single foreign language through completion of an approved semester course in a single foreign language for each unit deficiency as specified by the collegiate institution or by providing documentation of satisfactory completion of the foreign language of the foreign language requirement through an approved examination or equivalent course work at another institution. In university or community college programs that include foreign language as a required component, the deficiency(ies) may be removed through successful completion of the prescribed curriculum. Otherwise, courses used to complete deficiencies in foreign language may be designated as electives and apply toward degree requirements or, in certain courses of study with restricted ranges of electives, will become add-on hours. Community college students who plan to transfer to Tennessee Board of Regents universities are encouraged to remove deficiencies prior to matriculation.~~

~~Students whose primary language is not English will be deemed to have satisfied the minimum unit requirements in foreign language if they demonstrate proficiency in English through achieving satisfactory scores on the TOFEL Examination or other recognized instrument as designated by the collegiate institution.~~

~~II. Alternative Admissions~~

~~The number or percentage of students that a university may accept in any one year under the Alternative Admissions provisions of TBR Policy 2:03:00:00 (Admissions) is fixed and approved by the TBR for each institution.~~

A. ~~Approved Number or Percent~~

~~The currently approved number or percentage for each institution is as follows:~~

~~APSU 10% or 100, whichever is greater; ETSU up to 150; UOM up to 10%; MTSU up to 10%; TSU up to 5% or 100; TTU up to 250.~~

B. ~~Modifications of Approved Number~~

~~Any modification of the approved number or percent must have TBR approval before it may be implemented.~~

Source: Presidents Meeting of November 1990; Presidents Meeting, November 8, 2006; Presidents Meeting, May 16, 2007; Presidents meeting, August 19, 2008



Tennessee Board of Regents

1415 Murfreesboro Road – Suite 350 – Nashville, Tennessee 37217-2833
(615) 366-4400 FAX (615) 366-4464

MEMORANDUM

TO: Chief Academic Officers

FROM: Paula Myrick Short, Ph.D. *Paula*
Vice Chancellor for Academic Affairs

SUBJECT: High School Courses Required for Admission

DATE: May 31, 2012

As you may recall, you approved at the January Subcouncil meeting a revision to the high school courses required for admission (attached) effective fall 2013. The changes reflect the more rigorous requirements enacted by the State Board of Education for high school students graduating in spring 2013 and thereafter.

I have received some inquiries as to what procedures campuses should adopt to reflect the changes in the admissions requirements. Through discussion at the subcouncil, you decided to remove the statement from the proposal that read: “Each TBR institution will determine the means by which students admitted to the institution with high school unit deficiencies will remove the deficiencies.” Instead you agreed that students who lack the required courses would have their applications reviewed on a case-by-case basis to determine if they would be admitted and/or what provisional conditions might pertain. You stressed the need for campus flexibility in considering student applications. Regardless, the formality associated with the make-up provisions under the A89 rules will no longer be in effect. Essentially you may develop your own institutional guidelines as you deem appropriate.

Please contact me if you have any questions or comments.

Austin Peay State University – East Tennessee State University – Middle Tennessee State University – Tennessee State University
Tennessee Tech University – University of Memphis – Chattanooga State Community College – Cleveland State Community College
Columbia State Community College – Dyersburg State Community College – Jackson State Community College
Motlow State Community College – Nashville State Community College – Northeast State Community College
Pellissippi State Community College – Roane State Community College – Southwest Tennessee Community
Volunteer State Community College – Walters State Community College – The Tennessee Technology Centers



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MEMORANDUM

TO: Chief Academic Officers

FROM: Kay Clark *KC*
Interim Vice Chancellor for Academic Affairs

SUBJECT: High School Courses Required for Admission

DATE: November 1, 2012

This memorandum is a follow-up to the discussion at the last subcouncil meeting concerning common catalog language to be used by all institutions relative to the high school courses required for admission. This is an attempt to formalize the intent of Dr. Short's memorandum of May 31, 2012 (attached).

As stated at the meeting, the purpose of the common wording is to reflect the importance of following the core requirements of the new Tennessee High School Diploma but permitting flexibility to institutions on admissions decisions for students who may be deficient. Following is the proposed language:

Admission will be granted to freshman applicants who hold a recognized high school diploma and /or meet any additional requirements as stated below. The diploma will reflect a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:

- 4 Units of English
- 2 Units of Algebra (Algebra I and Algebra II)
- 1 Unit of Geometry or Higher
- 1 Additional Unit of Math
- 3 Units of Natural Science
- 1 Unit of United States History*
- 1 Unit of European History, World History, or World Geography
- 2 Units of a Single Foreign Language
- 1 Unit of Visual or Performing Arts

*Required by Tennessee Code Annotated 49-7-110. Students deficient in the completion of United States History are required to complete six semester hours of United States History or three semester hours of United States History and three semester hours of Tennessee History.

This language would be followed by other institutional qualifiers, such as minimum GPA requirements, ACT or SAT scores, GED scores, etc.

Please respond as soon as possible (no later than November 8) as to whether this meets your approval; or if not, please indicate your objections or suggestions to revise the statement.

cc: Chancellor John Morgan

Austin Peay State University – East Tennessee State University – Middle Tennessee State University – Tennessee State University
Tennessee Tech University – University of Memphis – Chattanooga State Community College – Cleveland State Community College
Columbia State Community College – Dyersburg State Community College – Jackson State Community College
Motlow State Community College – Nashville State Community College - Northeast State Community College
Pellissippi State Community College - Roane State Community College – Southwest Tennessee Community
Volunteer State Community College - Walters State Community College – The Tennessee Technology Centers

PRESIDENTS QUARTERLY MEETING

February 2013

DATE: February 5, 2013

AGENDA ITEM: Pearson Roll Out and Training Requirements for the Learning Support Partnership

ACTION: Information Item

PRESENTER: Vice Chancellors Warren Nichols and Dale Sims

BACKGROUND INFORMATION:

Pearson Publishing produces software specifically designed for students in Learning Support Math, Reading, and Writing courses at the community colleges.

TBR and Pearson have recently signed an agreement which will provide this software to our community college students at a substantially reduced price.

We need to provide our presidents with the details of the contract and the roll out and training requirements for fall implementation.