

Presidents Retreat Agenda

Embassy Suites Nashville – Kentucky/Mississippi Room

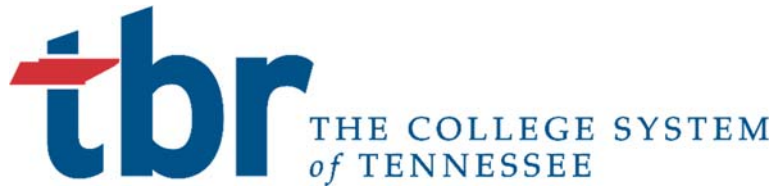
November 14-15, 2018

Wednesday, November 14

- | | |
|--------------|--|
| 12:30 - 1:00 | Onsite Registration |
| 1:00 | Welcome - Chancellor Tydings |
| 1:00 – 2:30 | Strategic Advancement Session – Cris Perkins |
| 2:30 to 3:00 | Break for Presidents to check in <u>IF</u> rooms are ready so they can take belongings to their rooms or cars before boarding bus. |
| 3:15 | Bus Departs |
| 4:00 - 7:00 | Dinner and Team Building - TopGolf |

Thursday, November 15

- | | |
|---------------|--|
| 8:00 | Light Breakfast (guests of the hotel get the hotel breakfast bar free) |
| 8:30 – 9:00 | Performance Evaluations – Mary Moody |
| 9:00 – 9:30 | ECD eCampus Initiative – Carol Puryear |
| 9:30 – 10:30 | Artificial Intelligence – Kim McCormick will introduce Dr. Goel |
| 10:30 – 10:45 | Break |
| 10:45 – 11:30 | Animals on Campus Policy: 1:03:02:55 – Heid Leming |
| | Development and Operation of Campus International Educational Programs Policy: 2:08:10:00 – Heidi Leming |
| | College System of Tennessee Institution Catalogs Policy: 2:04:00:0 – Randy Schulte |
| | Faculty Development Policy: 5:02:01:05 – Randy Schulte |
| | Faculty Proficiency in Oral and Written English Policy: 5:02:01:03 – Randy Schulte |
| | Articulation and Transfer Policy 2:00:01:06 – Randy Schulte |



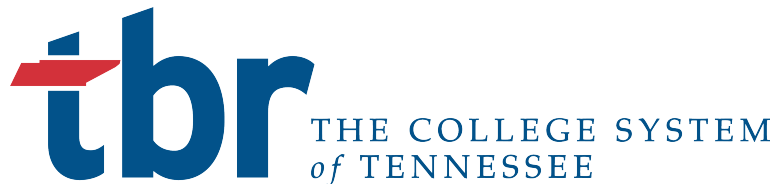
Presidents Retreat Agenda

Embassy Suites Nashville – Kentucky/Mississippi Room

November 14-15, 2018

Thursday, November 15

- 11:30 – 11:40** Mr. Scotty Redmond
- 11:40 to 12:15** Lunch Sponsored by Redmond and Son, Inc.
- 12:15 – 1:15** EAB – Closing the Part-Time Student Success Gap- Heidi Leming to introduce Larisa Hussak
- 1:15 to 2:00**
- 4:01:00:01 Budget Principles and Control – Danny Gibbs
 - 4:02:20:00 Disposal of Surplus Property – Danny Gibbs
 - 4:01:00:15 Extraordinary Maintenance Account – Danny Gibbs
 - 4:03:03:00 General Travel – Danny Gibbs
 - MEP Implementation – Danny Gibbs
- Ability to Benefit – Heidi Leming
- Digital Engagement Initiative (DEI) – Russ Deaton
- Nomination of CC & TCAT President Representatives for Sept 2018 through Sept 2019 – Tony Miksa and Myra West
- Other Business
- Adjourn



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: Approval of NEW TBR Policy 1:03:02:55: Animals on Campus

PRESENTER: Dr. Heidi Leming

ACTION REQUIRED: Requires Vote

Summary:

This new policy will outline the parameters by which animals are allowed on campus and at the TBR System Office, either as service animals or for special events; including how inquiries and exceptions are to be handled. It will designate that comfort/emotional support animals are not allowed at TBR institutions or at the System Office. The policy would be in effect for students, faculty, and staff.

The policy has previously been reviewed by academic, student affairs, and faculty subcouncils and comes to the President's Council with suggested revisions from those groups already included.

Attachments

Policy Area

1 – Governance, Organization, and General Policies

Number: 1:03:02:55

Name: Animals on Tennessee Board of Regents Campuses

Purpose

Establishment of a consistent policy regarding the presence of animals at the TBR System Office and TBR System campuses.

Applies To

Community Colleges; Colleges of Applied Technology; System Office

Definitions

- Service Animal - A dog or miniature horse as defined under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act), and/or the federal regulations related to those laws. The service animal must have been individually trained to do work or perform tasks for a person with a qualifying disability as defined by the Acts. The work or task(s) performed by the service animal must be directly related to the person's disability. Service animals are working animals, not pets.
- Service Animals in Training - A dog or miniature horse that are in the process of being trained as a service animal as defined by T.C.A. § 62-7-112. However, the dog guide trainer shall present for inspection credentials issued by an accredited school for training dog guides.
- Comfort/Emotional Support Animal - An animal, that is not a service animal as defined above, utilized to provide comfort, emotional support, or other companionship related presence.

Policy

I. General

A. Animals are not permitted in the facilities, buildings, or outdoor properties owned, operated, and/or controlled by the TBR system or TBR institutions unless specifically permitted pursuant to this policy.

II. Service Animals

A. Service animals are permitted in all areas of the TBR System Office and TBR campuses where its owner, the person being assisted by the service animal and/or the public are permitted to enter or occupy.

1. The presence of the service animal is subject to the following conditions:

- a. The service animal must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.
- b. The service animal is adequately controlled and does not disrupt the learning environment or present a threat to health and safety of persons or property.
- c. The service animal is healthy and creates no danger of infection, transmission of

- disease, or other unreasonable health risk.
- e. The service animal is housebroken.
- f. The owner/keeper collects and properly disposes of waste by placing it in outdoor trash receptacles.
- g. The service animal is properly groomed to be free of fleas, other insects, pests, or offensive/disruptive odors.
- 2. A service animal cannot be excluded from the premises unless it is non-compliant with one or more of the criteria set forth above in this section.

B. If a service animal’s behavior or presence is disruptive, destructive, or non-compliant with the requirements set forth in sub-section II. A. above, the owner/user will be required to take appropriate action to bring the animal under control, correct the non-compliant condition, or remove the animal from campus. Repeated violation of these requirements or refusal to comply with reasonable instruction to correct non-compliance may result in disciplinary action.

III. Service Animal Inquiries

A. Faculty/Staff are not permitted to challenge the presence of a service animal on campus by inquiring about the owner/user’s disability, requiring medical documentation, a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

B. When it is not obvious that an animal is a service animal and/or what service the animal provides, a limited inquiry is permitted under federal regulations. TBR Institution policy shall specify whether or not Faculty/Staff will be permitted to make any inquiry or that authority to do so will be limited to specific person(s) or office(s).

1. The person(s) authorized to inquire may ask two (2) questions:

- a. Is the service animal required because of a disability, and
- b. What disability-related service has the animal been trained to provide?

2. If Faculty/Staff/Students believe that an animal is not a service animal or that the owner/user has answered the permitted questions in a manner that indicates the animal is not a qualified service animal, the individual(s) may not take direct action to prohibit the animal’s presence, but should communicate the concern to:

- a. At the System Office to the Human Resources Department,
- b. At TBR Institutions to the Institution’s Human Resources authority, Disabled Student Services office, or other designated official(s) on campus.

3. Faculty/Staff may take immediate action to mitigate a disruption to the learning environment or a health/safety threat but may not permanently exclude a service animal from campus. Any disruption or threat should instead be reported to the designated official(s) for a determination regarding further action.

C. Service animals are not required to exhibit any identification or register its status as a service animal with an institution.

~~D. TBR Institutions may opt to maintain a voluntary registry for service animals that may be used in specific instances of emergency or incident response.~~

~~D.~~

E. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability an alternative accommodation.

F. Service Animals in Training are permitted at the TBR System Office and TBR campuses to the same extent as Service Animals, subject to the requirements of T.C.A. § 62-7-112 and this policy.

G. The provisions regarding service animals and service animals in training shall be applicable to all employees at the TBR System Office as well as members of an Institution’s community, as well as all other individuals present at any TBR campus or facility.

IV. Comfort/Emotional Support Animals

Deleted: C

Deleted: When it is not obvious that an animal is a service animal and/or what service the animal provides, a limited inquiry is permitted under federal regulations. TBR Institution policy shall specify whether or not Faculty/Staff will be permitted to make any inquiry or that authority to do so will be limited to specific person(s) or office(s). ... [1]

A. Comfort/Emotional Support Animals, or any other non-service animals, are not permitted at the TBR System Office or on TBR campuses.

V. Exceptions to the General Prohibition

A. Animals present at the TBR System Office or on a campus in connection with a classroom demonstration, research, or other official bona fide academic purpose, approved by the Chancellor, President or designee, as appropriate.

B. Outdoor areas of a campus or facility designated by institutional policy.

C. Animals present for official law enforcement or other lawful government purpose.

D. By permission of the President or designee for special events or performances.

E. As an accommodation under the ADA.

VI. Miscellaneous

A. TBR Institutions are directed to promulgate a policy governing the presence of Animals on Campus.

1. The policy shall be consistent with TBR system policy governing Animals on Campus

2. The policy will set forth the locations and conditions, if any, under which non-service animals will be permitted in outdoor spaces on a particular campus.

a. The policy shall provide for the proper control of such animals, and

b. The policy shall articulate conditions regarding behavior and the maintenance of order and safety on campus.

2. The policy may limit the number and type of animals permitted to be present in designated outdoor areas of the campus.

3. Prior to final promulgation or amendment, institution policies will be subject to review and approval by the TBR Office of General Counsel to ensure compliance with the requirements of state/federal law.

B. Wild or exotic animals

1. Wild or exotic animals are prohibited unless permitted separately pursuant to Tennessee law, the rules of the Tennessee Wildlife Resources Agency or other appropriate state/federal authority.

2. Owners/Handlers of any animal at the TBR System Office or on a TBR campus are responsible for compliance with all state/local laws/ordinances regarding licensing and public health related vaccination requirements.

3. Animals not in compliance with applicable laws/ordinances will be removed from the site.

VII. Sanctions/Remedies for Failure to Comply

A. Individuals (students, employees, visitors/guests) who bring non-service or other non-exempt animals into the buildings or outdoor areas of the TBR System Office, or at TBR institutions, in violation of this and/or institution policy will be directed to remove them and may be subject to disciplinary or law enforcement action.

B. Unattended or unrestrained animals will be removed from the site by a local animal control service.

C. Damage to property that is a direct result of an animal brought to a TBR site will be the financial responsibility of the individual bringing the animal to campus.

Source

Authority

T.C.A. § 49-8-203; T.C.A. § 62-7-112; All Federal, State, and Local statutes, codes, ordinances, rules or regulations relative to this policy.

History

New policy and procedure approved at Board Meeting, 20__

Deleted: unless permitted as a reasonable accommodation for a qualifying disability, pursuant to the requirements of the ADA or §504 of the Rehabilitation Act.

Deleted: B. Students seeking such accommodation should contact the appropriate office for student disability assistance on their campus. ... [2]

When it is not obvious that an animal is a service animal and/or what service the animal provides, a limited inquiry is permitted under federal regulations. TBR Institution policy shall specify whether or not Faculty/Staff will be permitted to make any inquiry or that authority to do so will be limited to specific person(s) or office(s).

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b. At TBR Institutions to the Institution's Human Resources authority, Disabled Student Services office, or other designated official(s) on campus.

3. Faculty/Staff may take immediate action to mitigate a disruption to the learning environment or a health/safety threat but may not permanently exclude a service animal from campus. Any disruption or threat should instead be reported to the designated official(s) for a determination regarding further action.

B. Students seeking such accommodation should contact the appropriate office for student disability assistance on their campus.

C. Employees should contact the Human Resources department at the TBR System Office or on their campus.

Policy Area

1 – Governance, Organization, and General Policies

Number: 1:03:02:55

Name: Animals on Tennessee Board of Regents Campuses

Purpose

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- c. The service animal is healthy and creates no danger of infection, transmission of

disease, or other unreasonable health risk.

e. The service animal is housebroken.

f. The owner/keeper collects and properly disposes of waste by placing it in outdoor trash receptacles.

g. The service animal is properly groomed to be free of fleas, other insects, pests, or offensive/disruptive odors.

2. A service animal cannot be excluded from the premises unless it is non-compliant with one or more of the criteria set forth above in this section.

B. If a service animal's behavior or presence is disruptive, destructive, or non-compliant with the requirements set forth in sub-section II. A. above, the owner/user will be required to take appropriate action to bring the animal under control, correct the non-compliant condition, or remove the animal from campus. Repeated violation of these requirements or refusal to comply with reasonable instruction to correct non-compliance may result in disciplinary action.

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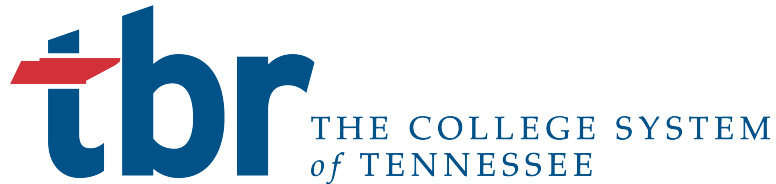
Source

Authority

T.C.A. § 49-8-203; T.C.A. § 62-7-112; All Federal, State, and Local statutes, codes, ordinances, rules or regulations relative to this policy.

History

New policy and procedure approved at Board Meeting, 20__



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: Approval of REVISED TBR Policy 2:08:10:00:
Development and Operation of Off-Campus
International Educational Programs

PRESENTER: Dr. Heidi Leming

ACTION REQUIRED: Requires Vote

Summary:

The Tennessee Board of Regents System (TBR) supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. The TBR encourages all TBR institutions to engage in international opportunities that meet the legitimate academic needs of their students and in cooperation with consortia both internal to the TBR system in which TBR institutions hold membership and those external to the system.

The revised policy incorporates the following TBR Guidelines into the new policy format and the guidelines will be eliminated:

- A-076
- B-130
- S-040

The policy was reviewed by academic, business, student affairs, and faculty subcouncils and comes to the President's Council with suggested revisions from those groups.

Attachments

2 – Academic Policies – approved with no changes

2:08:10:00

Name: Development & Operation of Off-Campus International Educational Programs

Purpose

The Tennessee Board of Regents will provide students with opportunities to earn postsecondary credit and non-credit service and internship experiences at off-campus international sites.

Applies To Community Colleges; Colleges of Applied Technology

Definitions:

[Tennessee Consortium for International Studies \(TnCIS\) - TnCIS represents nineteen colleges and universities devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee. TnCIS welcomes membership from all colleges, universities and other organizations seeking to expand opportunities for international educational exchanges.](#)

Policy

The Tennessee Board of Regents System (TBR) supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. The TBR encourages all TBR institutions to engage in international opportunities that meet the legitimate academic needs of their students and in cooperation with consortia both internal to the TBR system in which TBR institutions hold membership and those external to the system.

Deleted: The TBR recognizes that such programs or courses take a variety of forms in length and focus.

Source

Original Policy Board Meeting, March 26, 2009

A-076 Presidents Meeting February 17, 2009; Revised at Presidents Meeting August 18, 2015.

B-130 Approved at Presidents Meeting, November 8, 2016.

S-030 Approved at Presidents Meeting, August 16, 2016.

Exhibits

1

Procedure Area –

I. Introduction

- A. All international education programs or courses operated, sponsored or approved for academic credit by any TBR institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with educational excellence.

B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:

1. Within the scope of the mission of the institution;
2. Integrated into the undergraduate curricula of the sponsoring institution;
3. Feasible and sustainable;
4. Subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs; and
5. In compliance with all applicable federal and state laws and regulations.

Deleted: and/or graduate

C. In addition, programs or courses operated or sponsored by any TBR institution abroad shall adhere to the specific policies listed below.

D. All institutions and TBR sponsored consortia must develop structures for international education programs or courses to be approved by the home institution.

E. Memorandum of Understanding or Agreement related to international studies requires approval of the institutional Chief Academic Officer, President or the President's Designee.

F. All approvals must be forwarded to the TBR Vice Chancellor of Student Success upon completion.

II. Types of Programs

A. Institutions may sponsor and administer their own international programs and/or courses or participate in partnerships with international institutions or consortia to offer opportunities for global study to their students.

1. Institutions must establish policies regarding enrolling TBR students and awarding credit in a timely fashion to these students for international education programs or courses.
2. Institutions must have in place a policy regarding the acceptance of international transfer credit. Only credit from institutions recognized by

their country's ministry of education must be considered acceptable to transfer.

3. Institutions must have policies regarding the enrollment, awarding and transfer of credit for their students matriculating in another TBR or non-TBR affiliated institution or consortia. The institution must also have policies for non-TBR students matriculating in institutional courses or TBR related consortia.
4. Non-institutional faculty must meet SACS standards.

III. Defining Roles

A. Participants

1. Students currently enrolled in TBR institutions.
2. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group while abroad.
3. Community partnering organization members who serve a coordinating or mentoring role to students engaged in the experience. In such instances, the community partner members must be registered as a volunteer with the institution.

B. Individual institutions should establish guidelines to determine the required preparation necessary for a student to participate in the desired international experience (e.g., GPA, tenure in academic program, academic preparedness, and contributions to the program of study). The TnCIS will employ institutional guidelines and notify individual institutions if they are not in compliance with the guidelines.

C. In keeping with best practices, only individuals enrolled in a TBR institution may participate in study abroad programs.

D. Students enrolled in TBR institutions must be registered at their home institutions in order to participate in international study courses if the course is sponsored by their home institution or by another institution within the TBR system.

E. Individuals who are students at non-TBR institutions or are not students at any institution of higher education must enroll in a TBR institution under “Non-Degree” or “Continuing Education” or “Transient” or “Transfer” student status for the duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.

F. Students from non-TBR schools who elect to participate in TBR institution-sponsored international education programs as fulltime transfer students are responsible for transferring credit back to their home institutions.

G. Program Directors and Group Leaders

1. These are TBR employees who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system, who serve in the role of Program Director or Group Leader. Program directors and group leaders, including faculty directing and teaching in the TnCIS programs, must have their role defined and documented by the unit sponsoring the program. This documentation must be on file with the TBR Vice Chancellor of Student Success.
2. For non-credit bearing service and internship experiences, a group leader may consist of:
 - a. Student leaders for an institutionally recognized student organization coordinating the experience for a group of students.
 - b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.

3. Program directors serve as institutional representatives and as such must maintain current certification as a Study Abroad Leader through the TBR Office of Student Success, the individual institutional training, or the TnCIS study abroad training programs. Individual faculty are responsible for providing documentation of qualifications at the time of application to offer a study abroad program at individual institutions or through the TnCIS.
4. All program directors of institutionally sponsored trips must create a campus appropriate training structure and implement institutional assessment guidelines for the completion of such training prior to faculty leading a trip.
5. Faculty teaching for the TnCIS must submit their academic credentials to Pellissippi State Community College (PSCC) and be appointed as an adjunct faculty member at PSCC.

Deleted: Faculty compensation for international educational programs is not subject to Policy No. 5:02:04:10 Faculty Compensation During Summer Session and Inter-session.

H. Faculty Instructors

1. Faculty who are teaching the international course, but may not be the designated program director, must have their role defined and documented by the unit sponsoring the program.

I. For non-credit bearing service and internship experiences, program sponsors may be:

1. Faculty
2. Institutionally recognized student organizations.
- 3 Student support services office or academic department.
4. Sponsoring entity - organization where the student will be placed to do internship or service experience. This would include any non-profit organizations, business or associations located abroad who agree to host the student(s).

J. Accompanying Spouses and Minors

1. In cases where a program director or faculty instructor will be traveling abroad for an extended period of time (more than 30 days), it is left to the discretion of the home institution as to whether to allow spouses and minors to travel with the employee.
2. Spouses and minor children, if allowed to participate, cannot impair the operation or administration of the program, or otherwise infringe on the participants, or incorporate any of their expenses into the program budget.
3. Spouses and minor children, if allowed to participate, must complete an Assumption of Risk form for the program, consortia (if relevant) and TBR institutions prior to departure.

IV. Best Practices

A. The TBR is committed to having our institutions identify and adopt relevant good practices which can assist our institutions in enhancing and improving their education abroad activities and processes including:

1. undertake reasonable steps to be informed of and comply with applicable laws both at home and in the host country;
2. avoid arrangements which might violate those laws or accepted business practices of the U.S. or host country;
3. establish and maintain reasonably safe and non-discriminatory, work, study and living conditions for employees and students;
4. communicate clearly with students the anticipated environmental conditions of the location abroad;
5. make available current policies, procedures and job descriptions;
6. exercise due diligence in cost control and adopting clear and reasonable billing procedures for participants;
7. establish transparent protocols for data collected;

8. maintain sufficient financial resources to meet obligations and exigencies for unanticipated obligations;
9. enforce research including human subject research protocols and those of the host country in accordance with standards outlined by the Department of Health and Human Services and National Institutes of Health;
10. engage in continuous improvement;
11. emphasize academic integrity within the international education experience;
12. manage all provider arrangements for oversight and evaluation; and
13. follow the established US Import/Export Guidelines.

V. Types of Programs & Program Documentation

- A. Courses for academic credit, hosted abroad, should provide academic learning opportunities appropriate to the mission of the program and that align to courses in a student's area of study or which meet general education requirements.
- B. Institutions may opt to have their students engage in any of the following types of education abroad:
 1. Institutional or campus administered programs led by institutional faculty including course-embedded study abroad, service-learning, or internships.
 - a. Service-learning abroad or community-engaged learning combines structured participation in a community-based project to achieve specified learning outcomes as part of the study abroad program.
 - b. Service learning is not the equivalent of civic engagement.
 - c. Determination of service learning activities should be mindful of the culture and politics of the location in which the program is offered.

C. Programs where the institution maintains a central office or facility in another country which is staffed by a resident director and is under close supervision and the TBR institution which awards credit.

D. International branch campuses.

E. Reciprocal exchange programs which are bilateral or multilateral exchanges.

1. Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).
2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.
3. All collaborations involving either a memorandum of agreement through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be vetted through the General Counsel's Office either on the individual campus or through the TBR System Office.

F. Direct enrollment in institutions outside the United States.

G. Consortia sponsored programs including programs sponsored through TnCIS.

H. Programs sponsored by American universities and colleges overseas.

I. Hybrid or mixed programs which combine two or more of the program types to a significant degree, or

J. Programs contracted with a third party vendor or independent program provider.

1. Institutions should use the services of third party or independent program providers, which offer education abroad program services to

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[students from multiple institutions within and outside of the TBR, with caution.](#)

2. [Institutions maintain liability for the welfare of students enrolled in their institutions while they are engaged in study abroad provided through a third party program provider.](#)

K. Non-Credit bearing experiences abroad

1. Institutions may opt to have their students engage in any of the following types of non-credit bearing experiences abroad:
 - a. Volunteer or service programs - placements abroad in which the primary emphasis of the trip is for students to engage with the local community in a structured, unpaid capacity, but with a cultural focus. The activity of a volunteer or service program is designed to fill needs present in the on-site community, and should be developed based on an analysis of host/sponsoring entity's community needs.
 - b. Internship programs abroad - provide professional experience with a primary emphasis that is educational, but with a cultural focus. Internships provide students opportunities to gain skills and content area knowledge while immersed in a professional or work context. The practical learning enhances, but may not be necessary to, the student's academic degree or future career or educational goals. The experience may be paid or unpaid, full-time or part-time.

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[L. All institutions including the TnCIS must establish guidelines for operation of international programs.](#)

1. [Institutions engaged in any international activities which are not coordinated through the TnCIS must establish international policies or](#)

- guidelines for the individual institution and submit them annually to the TBR Office of Student Success.
2. Institutions may adopt the policies and procedures embraced through TnCIS as a whole, if the institution engages solely in TnCIS study abroad programs.
 3. All policies and procedures established by institutions must be vetted through the appropriate institutional channels including TBR Office of General Counsel, as applicable.
 4. The TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee as well as the TBR General Counsel.

VI. Safety and Welfare

- A. Institutions should not permit travel to countries or portions of countries where the U. S. Department of State currently advises against travel or tourism by Americans.
- B. Institutions may further restrict travel where, in their opinion, the U.S. Department of State or other credible authority has identified safety risks.
- C. Institutions must develop a policy for terminating an existing program if the situation arises where student and/or faculty are in danger. Program participants including faculty, staff, and students must be informed that any program may end in such an event.
- D. Faculty and staff directing and teaching in study abroad programs should be trained in the liabilities of the responsibilities accompanying their role when not on U.S. soil.
- E. Institutions should have operational policies and procedures in place for faculty leading international education experiences to refer to as needed which include:

1. Health and safety, insurance, payments of health care expenses when abroad, contact information for medical assistance in the area(s) in which the program is in operation;
 2. Crisis management and response;
 3. Disciplinary actions ranging from reporting to expulsion; and
 4. Student appeals.
- F. [In case of medical emergency, program directors should take reasonable action on behalf of the student participant.](#)
- G. [Crisis Response Plans](#)
1. [All institutions that direct study abroad programs should have a detailed critical response protocol in place to address emergencies.](#)
 - a. [Institutions offering campus based international educational experiences, as well as the TnCIS based programs, must ensure that all program directors, faculty and students receive clear training on how any crisis is to be handled.](#)
 2. [Institutions must establish a clear, written reporting chain with identified contact person\(s\) on the campus to which all incidents and potential actions to take within a crisis situation is reported.](#)
 - a. [All incidents should be reported at the earliest possible time.](#)
 - b. [Program directors for international study courses should have clear guidelines with relevant contact information for airlines, insurance and medical personnel in the event of a crisis including the need to evacuate.](#)
 3. [A copy of the institution's crisis response plan should be on file with the Office of Student Success by April 1 of each year.](#)
 4. [Institutions are expected to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\).](#)

- a. [Each institution must develop a policy for compliance with the Clery Act regarding all international programs.](#)
- b. [At a minimum, each institutional policy must require that each program designate an individual responsible for complying with the Clery Act.](#)
- c. [For programs managed by a third party or a foreign institution, where the TBR institution has control of the property, the TBR institution should designate an official to collect any crime reports.](#)

H. [Student Rights](#)

1. [Study Abroad programs are expected to comply with the American Disabilities Act and Section 504 of the Rehabilitation Act when possible and the policy for addressing requests for accommodations should be included in the institution's international education policy.](#)
 - a. [Issues related to accessibility should be resolved after a student is accepted into an international educational experience, but before the student departs on the trip.](#)
 - b. [Appropriate institutional offices including those responsible for international programs and disability services should be contacted to assist in the determination of reasonable accommodation.](#)
2. [Family Educational Rights and Privacy Act \(FERPA\)](#)
 - a. [Generally, institutions and their respective faculty members must have written permission from a student in order to release information from a student's educational record or personally identifiable information.](#)
 - b. [FERPA consent includes the type of record to be disclosed, to whom the record will be released and the student's signature.](#)
 - c. [When a student turns 18 years old or enrolls in an institution of higher education at any age the rights under the FERPA transfer](#)

from the parents to the student with some exceptions which include: when a student is claimed by either parent as a dependent for tax purposes; for school officials with legitimate educational interest, and; appropriate officials in the case of health and safety emergencies.

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I. Travel Alerts

1. Within six weeks prior to travel for an international program or course, institutions must disclose to participants U.S. State Department Consular Information Sheets and Public Announcements or Travel Alerts and crime and safety reports from the Overseas Security Advisement Council as well as essential health and safety considerations, including the Center for Disease Control Travel Information Health Recommendations.
2. During the overseas program or course offering, institutions should monitor and evaluate any new information and report to the Program Director, as appropriate.

J. Information to be Provided to Students

1. Institutions must establish policies and procedures to inform participants who enroll in international opportunities that it:
 - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the international education environments.
 - b. Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - c. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
 - d. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of

the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.

- e. Cannot assure that home-country cultural values and norms will apply in the host country.
- f. Cannot assure that U.S. standards of hygiene, medical practice, food and product safety will apply in the host country.

K. Insurance Coverage

- 1. Institutions are responsible for informing participants about the coverage, availability, mandatory purchase of accident and health insurance and medical evacuation and repatriation insurance prior to departure for any international education program either through the TBR insurance program or other insuring parties.
- 2. Institutions must provide information on available medical care in the host country; if available medical care is a cause for concern, participants must be informed.

L. Conduct and Discipline Issues

- 1. Institutional policies regarding student conduct apply to TBR students registered for credit regardless of their attendance at one of the TBR campuses in Tennessee or while participating in international opportunities.
- 2. All participants, whether enrolled for credit or not, must attend a program pre-departure and on-site orientation, including emergency contact information and repatriation information including issues relevant to the culture, social and health conditions of the host country, in addition to information about registration, fee payment and reenrollment, as appropriate.
- 3. All international education programs must brief program participants regarding student conduct expectations including but not limited to

alcohol and drug use, visitation, prohibited locations, and abuse of laws and customs of the country to be visited.

4. A student's removal from an international program may be conducted in accordance with TBR Policy 3:02:00:01 General Regulations on Student Conduct and Disciplinary Sanctions and/or the host institution policies on student conduct, whichever is more conservative in keeping with Policy 3:02:01:00 Due Process. Students should become familiarized with the host institution's policies governing student conduct, and a discussion of such policies should be a part of the student's orientation session.
5. Every TBR Institution engaged in a study abroad or international education program must develop a policy for addressing complaints of discrimination and harassment arising during the course of a program. Policies must be consistent with TBR Policies 3:01:00:00, 3:02:00:00, and 3:03:00:00.
 - a. Faculty and staff involved in study abroad activities who receive complaints of harassment whether student-to-student, staff-to-student, student-to-staff or any other individuals for which harassment is alleged during an international education experience, must report the incident to the institution immediately.
 - b. The procedure set out must provide for due process for any student accused of misconduct.
6. Students from other institutions who participate in international study programs at any TBR institution regardless of their classification must adhere to the sponsoring institution's student conduct rules and regulations and all rules of the international program in which they are enrolled.
7. The Tennessee Board of Regents institutions do not tolerate harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as

Deleted: Institutions must develop new and/or employ existing policies for student conduct which clarify the grounds for which a participant can be disciplined for misconduct during the program or course. The sanction for misconduct may result in any reasonable option, up to and including removal from the program

applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

8. Institutions have the right to take disciplinary action including expulsion of students during an international educational experience using the same guidelines and processes of action and appeal as those in place on the home campus.
9. Due Process
 - a. Campuses must establish minimum due process procedures for students who are participating in international study courses.
 - b. Campus due process must be enacted consistent with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct & Disciplinary Sanctions.
 - c. Due process procedures must be clearly outlined in international study course materials and provided to students in pre-trip trainings.
10. Institutional Authority
 - a. International study courses have the authority to establish more stringent guidelines than those set either by the TBR or individual institutional policies regarding student conduct which might be disruptive to the program or individual participants. These may include guidelines regarding the use and abuse of drugs, alcohol, engaging in behaviors which may be culturally inappropriate in the host country, or actions that may put the student or others at risk. Students should be advised that standards of personal conduct differ from those in the United States and what is expected in a host country.

M. Media Inquiries

1. Each institution will establish policies for media inquiries regarding any incident involving a TBR institution faculty, staff or student involved in any TBR endorsed international education experience.
2. The media policy must require that administrators consult Chief Student Affairs Officers and/or legal counsel regarding the release of student information on student records in accordance with the Federal Educational Rights and Privacy Act (FERPA).

VII. Student Outreach, Placement, Training, and Supervision for Non-Credit Service and Internship Experiences Abroad

- A. Prior to a sponsor recruiting students to participate, institutions should review and approve the following information submitted by the sponsor during the planning stage:
 1. Name and description of the sponsoring entity, and its context (cultural, economic, community);
 2. Scope and nature of the assigned responsibilities;
 3. Responsibilities of the home institution or host organization, the sponsoring entity, and the student;
 4. Primary contact on-site;
 5. Required time commitment (hours per day, number of weeks);
 6. Requirements and competencies that will impact the student's success in the experience;
 7. Expectations of professionalism and appropriate conduct;
 8. Expectations of the student's obligation to act within the limits of their knowledge and competencies, and within the role prescribed for them;
 9. Learning objectives for internship and job experiences; and
 10. Any other institutional policies and procedures that govern travel abroad or student travel.

B. Prior to signing up to participate in the experience, students should receive communication with the following information:

1. Accurate description of the program, housing options, and any associated additional costs;
2. Accurate description of the distance between the location where volunteer, internship, or work experiences will take place and student housing and available transportation and cost;
3. Deadlines and timetables for placement, application, interviews, confirmation of placement, start and end dates; and
4. Learning objectives and requirements for student participation.

C. In advising or supervising students who travel abroad in non-credit bearing experiences, the institution should ensure that:

1. Faculty/staff working with the program are effectively trained to oversee, monitor, and maintain ongoing communication with the student(s);
2. The institution maintains open channels of communication throughout the experience with the advisor, the sponsoring entity, and the student(s);
3. There is a mechanism for filing grievances or complaints;
4. There is an emergency plan in place for the student(s) while abroad, including appropriate emergency contact information for the student(s) and sponsoring entity, secondary contact information, and emergency contact information that can be shared with the student's designated family members;
5. There is a clear distinction between the learning role and the work or service role of the student(s), and that the sponsoring entity is prepared to anticipate or navigate any conflicts that might arise between these roles;

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6. The overseas environment of the sponsoring entity is safe and non-threatening. Program sponsors are responsible for assuring that all State Department Travel and Health Advisories have been shared with participants. If the State Department advisory includes language stating "avoid travel," then the sponsoring entity should not travel to that location; and
7. The student(s) are adequately supervised and supported.

VIII. Health, Safety, Security, and Risk Management

- A. All student organization travel must adhere to [TBR Policy 4:03:03:50](#).
- B. Program sponsors should provide clear information on any potential health and safety risks specific to the context in which the students will be working, including, but not limited to CDC travel notices.
- C. Program sponsors should review relevant individual health information prior to the arrival on site, to identify any special considerations or accommodations that might need to be taken into account.
- D. Program sponsors should clearly articulate policies and practices that protect the health and safety of student participants in the event of an outbreak of diseases or other health/safety risks;
- E. Program sponsors should educate student participants on their personal responsibility for their own physical and mental health and safety while abroad, on available resources to support their health and safety, and on their right to decline when asked to perform activities outside their scope of training or their abilities.
- F. It is required that each participant have their own medical, travel, and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler.
- G. Student participation in activities which are non-credit bearing and off-campus require student acknowledgement of inherent risk and waivers of liability.

Program sponsors are responsible for collecting these documents and maintaining the files in a central location in accordance with [TBR Guideline G-070](#).

- H. Dual-enrolled students are not eligible to participate. Students under the age of 18 must have a liability waiver signed by their parent or legal guardian.
- I. Students are subject to enforcement of the home institution's student code of conduct and local, state, and federal laws at all times while traveling. Disciplinary issues must be reported by the group leaders to the appropriate campus official upon return to campus.

IX. [Recruitment, Admission, Orientation, Participation, Program Evaluation and Re-entry](#)

- A. [TBR Office of Student Success will publish on the central office website, links to international education programs offered by individual TBR institutions.](#)
 - 1. [All institutions and the TnCIS are responsible for notifying the Vice Chancellor for Student Success of all international education courses regardless of the direction of the course or program to be offered at the time when schedules are confirmed.](#)
- B. [Institutions are responsible for establishing program recruitment/advising materials and/or advising which accurately represent the program and include selection criteria based on appropriate academic standards, cultural and educational objectives, estimated cost, financial aid, health insurance requirements, services provided, vaccinations, visa responsibilities and legal proceedings. Students should be informed of these issues at the time of admission.](#)
- C. Admission/Educational Standards
 - a. Institutions must have educational standards for all students whether from TBR institutions or from outside who elect to study in an international setting.
 - b. Each institution will develop minimum GPA requirements, selection criteria, and enrollment status for students studying internationally either independently or in international education programs.

- c. Credit is offered for individual courses within international education programs with the full measure of demand and academic rigor, not merely for the purpose of travel or touring in a foreign location. Institutions must establish a comprehensive policy on the transfer of credit and transcript evaluation from international institutions.
- d. TBR System institutions, in consultation with faculty and departments, will grant appropriate academic credit for coursework successfully completed on educational programs abroad which they operate or sponsor.
- e. Each TBR institution will inform participants as completely and accurately as possible as to the process that it follows in awarding credit for international education and provide academic advising to facilitate integration of coursework abroad with a participant's major field and degree requirements.
- f. Individual institutions must have policies as to the acceptability of academic courses completed in an international setting to the major field requirements.
- g. Institutions must have grade appeal policies in place to assist students wishing to appeal an unsatisfactory grade or removal from an academic course taught in an international setting by non-TBR faculty.
- h. All international study offerings including study-abroad programs awarding academic credit to students enrolled in TBR institutions or consortia within or outside the TBR system must comply with regional accreditation and/or TBR standards.
- i. Institutions must ensure that global study opportunities regardless of the provider equate in contact hours with those expected of students matriculating at the home institution per TBR instructional hour policy.
- j. Institutions must establish an equivalency for international study courses offered by the institution itself or through an international education

program, TBR sponsored or external consortia, or international institution in order to offer credit at the home institution.

D. Financial Aid

1. [Due to the complexity of offering classes or programs internationally, institutions are responsible for developing appropriate implementation timelines which allow for the student to apply for financial aid.](#)
2. [Students who are receiving financial aid are not allowed to change from credit to audit once funds have been disbursed.](#)
3. Proof of Acceptance
 - i. Students must provide documentation of acceptance into international education programs to the student's financial aid office as requested and establish policies for payment schedules for tuition and program fees which take in consideration both the disbursement schedule of financial aid monies and the departure dates for international education programs.

E. Orientation and Participation

1. Students with Disabilities
 - i. TBR institutions shall attempt to work with institutions abroad to provide reasonable access for students with disabilities.
 - ii. Institutions shall inform students that it cannot, however, guarantee any particular access.
2. [Individual institutions may, at their discretion, require students, faculty or staff to provide signed documentation of having received pre-travel advice and counseling, as well as relevant vaccinations, anti-malarial prophylaxis, and other medical interventions consistent with appropriate medical practice.](#)

3. Institutions may restrict participation in an international program for participants, program directors and group leaders, and faculty instructors determined to be at excessive medical risk.
4. All students and faculty, whether program directors or instructional faculty, are required to have documentable medical insurance with covered medical treatment outside of U.S. borders at a minimum of \$100,000 per accident or sickness as well as evacuation and repatriation insurance combined minimum of \$50,000 in order to participate in study abroad. Institutions are encouraged to purchase group insurance to cover evacuation and repatriation on behalf of students and faculty. (Currently, the TnCIS purchases group insurance on behalf of students and faculty engaging in TnCIS programs.)

F. Evaluations

1. All participants and international program leaders are expected to complete program evaluation forms to gather data on the effectiveness of recruitment, admissions, pre-departure orientation, the educational and personal value of program components while abroad, re-entry, and recommendations for continuation or termination of the trip in the future.
2. For programs operated by the TnCIS, the TnCIS will summarize the results of the evaluations and forward a summary to all campuses with enrolled students in order for facilitate data-based decision-making on each campus.
3. For all non-TnCIS international engagements, institutions must conduct their own evaluations for inclusion in campus planning of internationalization activities.

X. Establishing a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).

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A. Contracting with Institutions Abroad

1. Individual institutions and TBR sponsored consortia shall establish guidelines for the contracting with potential institutions abroad, including appropriate legal review.
2. Partner universities may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
3. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.

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XI. Host Country Consideration

- A. To promote the free exchange of ideas and knowledge, no restrictions shall be placed on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government.

XII. Fiscal, Management and Educational Standards

- A. Individual institutions must have fiscal, risk management and educational standards for international education programs whether offered by the institution through consortia or other arrangement.
 - a. Institutions are responsible for determining if there are additional demands for international education programs in any specific location or for any specific field unmet by any TBR institution or affiliate program.
 - b. Institutions must consider affordability including startup costs, convenience and stability of a site when developing an international education program.

- c. Each institution must establish and include in their general student information published policies which allow students to register for classes, earn credit, obtain financial aid, pay tuition and international education fees, and to obtain refund and or withdraw for all international education programs.
- d. Institutional policies must be established including deadlines for the collection of tuition and fees from TBR students for international education and the transfer to the TBR related consortium.
- e. Institutions must make appropriate arrangements to use existing accounting and reporting procedures for all international travel for program directors or group leaders.

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B. Program and Course Evaluation

1. Individual institutions shall establish an evaluation for individual courses and for all international education programs to determine the continued academic value and financial viability of each program.
2. Course evaluation procedures and measures must be the same or equivalent to those of the home institution.
3. At a minimum the program evaluation must include perceived strengths and weaknesses, the projected and actual costs of the program, both in terms of financial cost and in-kind costs contributed by the program director and program staff, program enhancements or improvements needed, strategies for improvement and lessons learned that can be a good tool for future Program Directors or Group Leaders.
4. The evaluation should include student assessments, as appropriate, as well as a full evaluation completed by the Program Director or Group Leader.

XIII. Financial Management

A. Financial Policies

1. Institutions must establish financial policies specific to international education programs using approved state accounts, with appropriate management and auditing procedures.

B. Financial procedures for institution-based study abroad programs

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1. Budgeting
 - a. Each study abroad program is expected to be financially self-sustaining over time, and be accountable for good financial management practices.
 - b. A projected budget must be completed by the Study Abroad Program Director and submitted to the sponsoring institution's Chief Business Officer or his/her designee.
2. The budgeting process for study abroad programs should be based on a reasonable projection of operating costs in the host country, including consideration of projected currency exchange rates.
 - a. The budget should clearly identify which expenses are to be paid from tuition and mandatory course fees and which expenses are to be paid from the student-specific program fee revenue.
 - b. The budget should specify if the expense is for the employee or students.
 - c. Program fee revenue should only be used for student expenses.
3. Budgeting for instructional costs paid from the unrestricted educational & general fund may consider both tuition revenues and state appropriations generated by student enrollments in study abroad programs, consistent with budgeting for other academic programs.

4. The college as a whole should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies that may arise during the operation of the program.

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C. Registration and Fee Payment

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1. Each institution is responsible for the charging of tuition (maintenance fees and/or out-of-state tuition) and fees, receipt of student payments, administering financial aid, registration and reporting of grades in the same manner as domestic programs.
2. Study Abroad Offices and program directors should provide the Business Office necessary information about each student and his/her appropriate program charges no later than three weeks prior to travel, so that these can be entered into the institution's student information system.
3. Study abroad fees generally consist of two components:
 - a. Tuition and mandatory student fees related to the actual registration for classes.
 - i. All study abroad students (with the exception of TnCIS students-see 3.a.iii.) pay a minimum of tuition and applicable mandatory fees. However, this does not prohibit the use of scholarships from any source of funding to pay for the tuition and applicable mandatory fees.
 - ii. Tuition and mandatory fees should be assessed by the regular student information system when registration occurs.
 - iii. Institutions should not collect tuition for students enrolled in TnCIS study abroad programs. Regular tuition and any regular mandatory fees should be assessed and charged to an institutional scholarship expense account. However, TnCIS students will be assessed a TnCIS program fee.
 - b. Program specific fees (for travel, lodging, meals, exchange rate variance, etc.)

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- i. These program fees should be assessed in the student information system whenever possible.
- ii. The payment deadlines and refund schedules for these fees will vary from program to program.

4. Accounting

a. Financial activity attributable to institutional study abroad

programs is recorded as follows:

i. Student tuition and applicable mandatory fee revenue is assessed and recorded in General funds (E&G) as unrestricted revenue.

ii. Salaries and benefits of program instructional faculty should be paid from applicable departmental unrestricted E&G funds unless there is an applicable restricted grant for the faculty salary and benefits.

iii. Program fee revenue and related expenses are recorded in a restricted E&G account specific to the responsible program or office. Only student-specific expenses should be paid from the restricted E&G account. Typical student-specific costs include travel, lodging, tours, meals, event fees, and student supplies.

iv. If an account has been inactive for eighteen months, with no deposits or expenditures, any excess funds remaining in the account must be transferred to another study abroad program fund or to a contingency fund.

b. The activity's restricted program funds should be monitored and regularly reconciled by the institution's Business Office or Study Abroad Office.

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i. It should also be verified that only student activity-related expenses are charged to the restricted self-supporting funds.

ii. The institution may choose to refund residual balances in the restricted program fund among activity participants, within 60 days of completion of the trip, or use this money to establish and maintain a contingency account.

iii. The use of contingency funds must have the prior approval of the Study Abroad Office and the Business Office.

c. Financial activity attributable to TnCIS study abroad program revenues and disbursements should be recorded in the institution's agency fund.

5. Acquiring Good and Services Abroad

a. To the maximum extent possible, arrangements for goods and services needed while abroad should be paid by the institution directly to the vendor.

i. However, there are situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, institutions may utilize several methods to make payments while abroad.

ii. Any of the following can be used for purchases and expenses associated with a study abroad program:

- a. Procurement card;
- b. Check request;
- c. Stored value/pre-paid card;
- d. Traveler's check;
- e. Cash advance/petty cash advance to an authorized institutional representative;

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- f. Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow.
- b. Study abroad programs should comply with all applicable TBR and institution policies regarding procurement and use of these payment methods.

6. Travel Advances/Petty Cash Advances

- a. Each institution will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs.
- b. Institutions may also allow for travel advances/petty cash to pay for large expenses abroad. However, due to the risks and responsibilities associated with petty cash, its use should be limited to those situations where other payment alternatives are not an option.
- c. All cash advances should follow current institution policies.
- d. The employee must include the estimated foreign expenses that will be required to be paid in cash, along with an explanation of why they cannot be paid for with a credit card or direct billing arrangement.
- e. The employee must provide information to clearly show the business purpose of the expenses and documentation to support the expenses claimed.
- f. Within 30 days of return, the employee must complete a travel expense voucher and submit itemized receipts for all expenses paid from the advance.

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- i. If the expenses were less than the amount of advance received, all remaining funds must be returned to the institution.
- ii. If costs were more than what was provided in the advance for expenses that are approved or integrally related to the educational aspects of the program, the employee may receive reimbursement for these expenses.

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7. Reimbursement

- a. Employees are responsible for keeping copies of original receipts to verify that expenses were valid and related to the program.
 - i. If it isn't possible to obtain original receipts for program-related expenses, the employee must keep a log listing all expenses and ask the person providing the service or another person on the trip (preferably another employee) to sign and document what was provided.
 - ii. The institution will hold the employee financially responsible for all charges for which there are no receipts or log entries.
 - iii. The employee will also be responsible for all expenses that are not approved according to TBR or institution regulations, as well as those not integrally related to the educational aspects of the program.
- b. Whether the employee owes money back to the institution or is eligible for reimbursement, he/she is responsible for completing the Travel Expense Report and submitting it with all appropriate receipts within 30 days following their return to the United States.

- i. Reimbursements that are not submitted within a reasonable amount of time are considered taxable by the IRS and must be processed through the payroll system.
- c. The following items must be completed and submitted to the Business Office no later than 30 days after the conclusion of the study abroad trip:
 - i. Documentation of foreign exchange rates used.
 - a. This will only apply if funds were exchanged during the program. (www.oanda.com is a good resource for currency conversion)
 - b. If currency is bought in advance, please provide documentation of the rate at which the currency was originally purchased.
- d. Required documentation of expenses – including receipts for goods and services purchased, and signature sheets for cash allowances distributed during the program.
 - i. Do not include disallowed expenses on the Travel Expense Summary and Travel Expense Report. Examples of disallowed expenses include personal items, alcohol, etc.
- e. The Travel Expense Summary and a summary of travel advances should be submitted with the Travel Expense Report.
- f. The Travel Expense Report must be filled out in U.S. dollars and signed by the Study Abroad Program Director or his/her designee, as well as the department chair before being submitted to the Business Office.
- g. Upon return from the trip, remaining institution funds must be deposited in the Business Office.

Deleted: <#>All bank statements, if applicable to the program; -

h. If foreign currency was distributed to the program director in advance of the trip, documentation must be submitted with the Travel Expense Report. This also applies if foreign currency was returned to the Study Abroad/Business Office.

8. International Education Fee Usage

a. Recognizing the need for flexibility while maintaining accountability, the TBR has established the optional assessment of an international education fee to be paid by each student enrolled in the institutions.

b. Individual institutions have authority to allocate funds to activities in support of globalization efforts for the campus, including international professional development of the faculty.

c. Institutions should use a portion of the revenue generated through the internationalization fee for study abroad scholarships.

d. Individual institutions are responsible for establishing an infrastructure to determine the allocation of the international education fees collected from students to promote internationalization at the home institution. The infrastructure should include student representation or input received from the entire study body.

e. Employee Compensation/Benefits provided by Program Abroad

i. An allocation of salary and benefit costs for those involved in providing direct support for international programs are allowable but should be controlled and kept to a minimum.

ii. A program shall provide upon request disclosure of any salaries and/or other benefits provided to any employee of a TBR institution which are paid for or subsidized by

Deleted: <#>Salaries for faculty not engaged in directly providing international programs or courses are not acceptable allowable. -

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international education fees or secured from any vendor that is providing services to students.

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f. Faculty Compensation

- i. Faculty engaged in directing or teaching study abroad courses receive remuneration from their home institutions.

Deleted: Salaries for faculty

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Again, direct instructional cost should be charged to the appropriate departmental budget and not to the international education fee budget.

- ii. Faculty compensation for summer session and inter-session international educational programs whether campus-based or operated through the TnCIS are not subject to Policy 5:02:04:10 Faculty Compensation during Summer Session and Inter-sessions.

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- iii. Faculty teaching or directing study abroad courses on behalf of the TnCIS must submit an Adjunct Faculty Contract and a travel authorization form at their home institution, which will be forwarded to the TnCIS Office by the home institution.

- iv. For non-PSCC faculty, the TnCIS will process the contact through the PSCC Accounting Office, which will issue a Dual Services Agreement to the faculty member's home institution along with a purchase order.

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- v. Institutions will invoice PSCC for the services to receive reimbursement for paying the faculty members directly for their service.

- g. Faculty are expected to follow through on the agreed upon international study course and adhere to all institutional policies once abroad. In the event that a faculty member cancels their

participation in the trip or is directed to return from a trip due to failure to follow institutional policies, the faculty member will be charged for any travel costs assumed by the institution in advance of the trip or the faculty member will be held responsible for costs associated with their return home.

I. Emergency Reserve/Contingency Fund

1. The college, as a whole, should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies, emergencies, and unforeseen problems of students, faculty, and staff engaged in TBR sponsored or supported international programs or courses.

Deleted: Each institution shall maintain a reserve/contingency fund deemed adequate in response to the international activity level of the institutions in order to respond to emergencies and unforeseen problems of students, faculty, and staff engaged in TBR sponsored or supported international programs or courses.

J. Contracting-Legal Review

- i. As state-assisted public ~~universities and~~ community colleges, TBR institutions will exercise reasonable care in contracting with any institution or entity associated with international education/travel programs to ensure compliance with TBR policies and promote the best interests of the students and TBR.
- ii. All contracts must conform to Tennessee State law, TBR policy and institutional policy, including legal review.
- iii. Contracting issues shall be discussed at orientation sessions offered to faculty, staff and students.

XIV. Use of Technology Abroad

- A. The TBR requires that its institutions fully comply with federal regulations that control the conditions under which certain information, technologies and commodities can be exported to a foreign country, person, or entity, including U.S. citizens in a foreign country.

1. Institutions are responsible for implementing export control procedures to determine whether an activity is covered under export control regulations, whether the U.S. Department of State's International Traffic in Arms Regulations (ITAR) 22 CFR §120-130, U. S. Department of Commerce's Export Administration regulations (EAR) 15 CFR § 734-774 or the Office of Foreign Assets Control (OFAC) 31 CFR §500-599.
2. All faculty, staff, or students involved in international travel including study abroad, restricted research, international collaborations, or foreign exchanges that risk export or violation of the regulations must comply with the provisions of any license (or other governmental approval), policy, procedure, or campus based Technology Control Plan (TCP) as required by ITAR. Before traveling internationally, faculty/staff/students should determine whether any item, device, component, or document is covered by ITAR and/or requires a license or other government approval/agreement for export or import as defined in those regulations. Where unsure, faculty/staff/students should consult with their general counsel's office or institutional research office.
3. Institutions are responsible for determining if self-disclosure of any violations, real or perceived, of the export control regulations or TCP occurs during the courses of the sponsored activity to the federal agency is required.
4. EU Data Security Standards needs to be added here...

Students are also assessed an additional administrative fee to cover such things as the cost of travel and non-instructional costs of conducting the program.

The institution may also elect to charge a per-person amount for contingency funds.

Note:

Petty Cash

Each institution will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs.

A petty cash fund may be established to pay for goods/services while in a foreign country. However, due to the risks and responsibilities associated with petty cash, its use should be limited to those situations where other payment alternatives are not an option.

Institutions using petty cash should have the following in place:

- Petty cash application and approval process;

- Procedures for opening a petty cash bank account;

- Reconciliation guidelines;

- Closeout guidelines;

- Management, record-keeping, and reimbursement procedure

2 – Academic Policies

2:08:10:00

Name: Development & Operation of Off-Campus International Educational Programs

Purpose

The Tennessee Board of Regents will provide students with opportunities to earn postsecondary credit and non-credit service and internship experiences at off-campus international sites.

Applies To Community Colleges; Colleges of Applied Technology

Definitions:

Tennessee Consortium for International Studies (TnCIS) - TnCIS represents nineteen colleges and universities devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee. TnCIS welcomes membership from all colleges, universities and other organizations seeking to expand opportunities for international educational exchanges.

Policy

The Tennessee Board of Regents System (TBR) supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. The TBR encourages all TBR institutions to engage in international opportunities that meet the legitimate academic needs of their students and in cooperation with consortia both internal to the TBR system in which TBR institutions hold membership and those external to the system.

Source

Original Policy Board Meeting, March 26, 2009

A-076 Presidents Meeting February 17, 2009; Revised at Presidents Meeting August 18, 2015.

B-130 Approved at Presidents Meeting, November 8, 2016.

S-030 Approved at Presidents Meeting, August 16, 2016.

Exhibits

1

Procedure Area –

I. Introduction

- A. All international education programs or courses operated, sponsored or approved for academic credit by any TBR institution are expected to maintain standards of

quality in the delivery of instruction, support services, and administration which are consistent with educational excellence.

B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:

1. Within the scope of the mission of the institution;
2. Integrated into the undergraduate curricula of the sponsoring institution;
3. Feasible and sustainable;
4. Subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs; and
5. In compliance with all applicable federal and state laws and regulations.

C. All institutions including the TnCIS must establish guidelines for operation of international programs.

1. Institutions engaged in any international activities which are not coordinated through the TnCIS must establish international policies or guidelines for the individual institution and submit them annually to the TBR Office of Student Success.
2. Institutions may adopt the policies and procedures embraced through TnCIS as a whole, if the institution engages solely in TnCIS study abroad programs.
3. All policies and procedures established by institutions must be vetted through the appropriate institutional channels including TBR Office of General Counsel, as applicable.
4. The TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee as well as the TBR General Counsel.
5. All institutions and TBR sponsored consortia must develop structures for international education programs or courses to be approved by the home institution.

- D. In addition, programs or courses operated or sponsored by any TBR institution abroad shall adhere to the specific policies listed below.
- E. Memorandum of Understanding or Agreement related to international studies requires approval of the institutional Chief Academic Officer, President or the President's Designee.
- F. All approvals must be forwarded to the TBR Vice Chancellor of Student Success upon completion.

II. Types of Programs

- A. Institutions may sponsor and administer their own international programs and/or courses or participate in partnerships with international institutions or consortia to offer opportunities for global study to their students.
 - 1. Institutions must establish policies regarding enrolling TBR students and awarding credit in a timely fashion to these students for international education programs or courses.
 - 2. Institutions must have in place a policy regarding the acceptance of international transfer credit. Only credit from institutions recognized by their country's ministry of education should be considered acceptable to transfer.
 - 3. Institutions must have policies regarding the enrollment, awarding and transfer of credit for their students matriculating in another TBR or non-TBR affiliated institution or consortia. The institution must also have policies for non-TBR students matriculating in institutional courses or TBR related consortia.
 - 4. Non-institutional faculty must meet SACS standards.

III. Defining Roles

A. Participants

- 1. Students currently enrolled in TBR institutions.

- a. In keeping with best practices, only individuals enrolled in a TBR institution may participate in study abroad programs.
- b. Students enrolled in TBR institutions must be registered at their home institutions in order to participate in international study courses if the course is sponsored by their home institution or by another institution within the TBR system.
- c. Individual institutions should establish guidelines to determine the required preparation necessary for a student to participate in the desired international experience (e.g., GPA, tenure in academic program, academic preparedness, and contributions to the program of study). The TnCIS will employ institutional guidelines and notify individual institutions if they are not in compliance with the guidelines.
- d. Students from non-TBR schools who elect to participate in TBR institution-sponsored international education programs as fulltime transfer students are responsible for transferring credit back to their home institutions.
- e. Individuals who are students at non-TBR institutions or are not students at any institution of higher education must enroll in a TBR institution under “Non-Degree” or “Continuing Education” or “Transient” or “Transfer” student status for the duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.

2. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group while abroad.
3. Community partnering organization members who serve a coordinating or mentoring role to students engaged in the experience. In such instances, the community partner members must be registered as a volunteer with the institution.

B. Program Directors and Group Leaders

1. These are TBR employees who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system, who serve in the role of Program Director or Group Leader. Program directors and group leaders, including faculty directing and teaching in the TnCIS programs, must have their role defined and documented by the unit sponsoring the program. This documentation must be on file with the TBR Vice Chancellor of Student Success.
2. For non-credit bearing service and internship experiences, a group leader may consist of:
 - a. Student leaders for an institutionally recognized student organization coordinating the experience for a group of students.
 - b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.
3. Program directors serve as institutional representatives and as such must maintain current certification as a Study Abroad Leader through the TBR Office of Student Success, the individual institutional training, or the TnCIS study abroad training programs. Individual faculty are responsible for providing documentation of qualifications at the time of

application to offer a study abroad program at individual institutions or through the TnCIS.

4. All program directors of institutionally sponsored trips must create a campus-appropriate training structure and implement institutional assessment guidelines for the completion of such training prior to faculty leading a trip.
5. Faculty teaching for the TnCIS must submit their academic credentials to Pellissippi State Community College (PSCC) and be appointed as an adjunct faculty member at PSCC.

C. Faculty Instructors

1. Faculty who are teaching the international course, but may not be the designated program director, must have their role defined and documented by the unit sponsoring the program.

D. Non-Credit Experience Program Sponsors

1. For non-credit bearing service and internship experiences, program sponsors may be:
 - a. Faculty
 - b. Institutionally recognized student organizations.
 - c. Student support services office or academic department.
 - d. Sponsoring entity - organization where the student will be placed to do internship or service experience. This would include any non-profit organizations, business or associations located abroad who agree to host the student(s).

E. Accompanying Spouses and Minors

1. In cases where a program director or faculty instructor will be traveling abroad for an extended period of time (more than 30 days), it is left to

the discretion of the home institution as to whether to allow spouses and minors to travel with the employee.

2. Spouses and minor children, if allowed to participate, cannot impair the operation or administration of the program, or otherwise infringe on the participants, or incorporate any of their expenses into the program budget.
3. Spouses and minor children, if allowed to participate, must complete an Assumption of Risk form for the program, consortia (if relevant) and TBR institutions prior to departure.

IV. Best Practices

A. The TBR is committed to having our institutions identify and adopt relevant practices which can assist our institutions in enhancing and improving their education abroad activities and processes including:

1. undertaking reasonable steps to be informed of and comply with applicable laws both at home and in the host country;
2. avoiding arrangements which might violate those laws or accepted business practices of the U.S. or host country;
3. establishing and maintaining reasonably safe and non-discriminatory, work, study and living conditions for employees and students;
4. communicating clearly with students the anticipated environmental conditions of the location abroad;
5. making available current policies, procedures and job descriptions;
6. exercising due diligence in cost control and adopting clear and reasonable billing procedures for participants;
7. establishing transparent protocols for data collected;
8. maintaining sufficient financial resources to meet obligations and exigencies for unanticipated obligations;

9. enforcing research including human subject research protocols and those of the host country in accordance with standards outlined by the Department of Health and Human Services and National Institutes of Health;
10. engaging in continuous improvement;
11. emphasizing academic integrity within the international education experience;
12. managing all provider arrangements for oversight and evaluation; and
13. following the established US Import/Export Guidelines.

V. Types of Programs & Program Documentation

- A. Courses for academic credit, hosted abroad, should provide academic learning opportunities appropriate to the mission of the program and that align to courses in a student's area of study or which meet general education requirements.
- B. Institutional or campus administered programs led by institutional faculty including:
 1. Course-embedded study abroad
 2. Course-embedded internships
 3. Course-embedded service-learning
 - a. Service-learning abroad or community-engaged learning combines structured participation in a community-based project to achieve specified learning outcomes as part of the study abroad program.
 - b. Service learning is not the equivalent of civic engagement.
 - c. Determination of service learning activities should be mindful of the culture and politics of the location in which the program is offered.
- C. Programs where the institution maintains a central office or facility in another country which is staffed by a resident director and is under close supervision and the TBR institution which awards credit.

D. Programs at international branch campuses.

E. Reciprocal exchange programs which are bilateral or multilateral exchanges require either an MOA or MOU.

1. Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).
2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.
3. All collaborations involving either a MOU OR MOA through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be vetted through the General Counsel's Office either on the individual campus or through the TBR System Office.
4. Partner institutions may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
5. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.

F. Programs requiring direct enrollment in institutions outside the United States.

G. Consortia sponsored programs including programs sponsored through the TnCIS.

- H. Programs sponsored by American universities and colleges overseas.
- I. Hybrid or mixed programs which combine two or more of the program types to a significant degree, or
- J. Programs contracted with a third party vendor or independent program provider.
 - 1. Institutions should use the services of third party or independent program providers, which offer education abroad program services to students from multiple institutions within and outside of the TBR, with caution.
 - 2. Institutions maintain liability for the welfare of students enrolled in their institutions while they are engaged in study abroad provided through a third party program provider.
- K. Non-Credit-bearing experiences abroad
 - 1. Volunteer or service programs - placements abroad in which the primary emphasis of the trip is for students to engage with the local community in a structured, unpaid capacity, but with a cultural focus. The activity of a volunteer or service program is designed to fill needs present in the on-site community and should be developed based on an analysis of host/sponsoring entity's community needs.
 - 2. Internship programs abroad - provide professional experience with a primary emphasis that is educational, but with a cultural focus. Internships provide students opportunities to gain skills and content area knowledge while immersed in a professional or work context. The practical learning enhances, but may not be necessary to, the student's academic degree or future career or educational goals. The experience may be paid or unpaid, full-time or part-time.
- L. All institutions including the TnCIS must establish guidelines for operation of international programs.

1. Institutions engaged in any international activities which are not coordinated through the TnCIS must establish international policies or guidelines for the individual institution and submit them annually to the TBR Office of Student Success.
2. Institutions may adopt the policies and procedures embraced through TnCIS as a whole, if the institution engages solely in TnCIS study abroad programs.
3. All policies and procedures established by institutions must be vetted through the appropriate institutional channels including TBR Office of General Counsel, as applicable.
4. The TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee as well as the TBR General Counsel.

VI. Safety, Welfare, and Student Conduct

- A. Institutions should not permit travel to countries or portions of countries where the U. S. Department of State currently advises against travel or tourism by Americans.
- B. Institutions may further restrict travel where, in their opinion, the U.S. Department of State or other credible authority has identified safety risks.
- C. Institutions must develop a policy for terminating an existing program if the situation arises where student and/or faculty are in danger. Program participants including faculty, staff, and students must be informed that any program may end in such an event.
- D. Faculty and staff directing and teaching in study abroad programs should be trained in the liabilities of the responsibilities accompanying their role when not on U.S. soil.
- E. Institutions should have operational policies and procedures in place for faculty leading international education experiences to refer to as needed which include:

1. Health and safety, insurance, payments of health care expenses when abroad, contact information for medical assistance in the area(s) in which the program is in operation;
 2. Crisis management and response;
 3. Disciplinary actions ranging from reporting to expulsion; and
 4. Student appeals.
- F. In case of medical emergency, program directors should take reasonable action on behalf of the student participant.
- G. Crisis Response Plans
1. All institutions that direct study abroad programs should have a detailed critical response protocol in place to address emergencies.
 - a. Institutions offering campus based international educational experiences, as well as the TnCIS based programs, must ensure that all program directors, faculty and students receive clear training on how any crisis is to be handled.
 2. Institutions must establish a clear, written reporting chain with identified contact person(s) on the campus to which all incidents and potential actions to take within a crisis situation are reported.
 - a. All incidents should be reported at the earliest possible time.
 - b. Program directors for international study courses should have clear guidelines with relevant contact information for airlines, insurance and medical personnel in the event of a crisis including the need to evacuate.
 3. A copy of the institution's crisis response plan should be on file with the TBR Office of Student Success by April 1 of each year.
 4. Institutions are expected to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

- a. Each institution must develop a policy for compliance with the Clery Act regarding all international programs.
- b. At a minimum, each institutional policy must require that each program designate an individual responsible for complying with the Clery Act.
- c. For programs managed by a third party or a foreign institution, where the TBR institution has control of the property, the TBR institution should designate an official to collect any crime reports.

H. Student Rights

1. Study Abroad programs are expected to comply with the American Disabilities Act and Section 504 of the Rehabilitation Act when possible and the policy for addressing requests for accommodations should be included in the institution's international education policy.
 - a. Issues related to accessibility should be resolved after a student is accepted into an international educational experience, but before the student departs on the trip.
 - b. Appropriate institutional offices including those responsible for international programs and disability services should be contacted to assist in the determination of reasonable accommodation.
2. Family Educational Rights and Privacy Act (FERPA)
 - a. Generally, institutions and their respective faculty members must have written and signed permission from a student in order to release information from a student's educational record or personally identifiable information to only those persons designated by the student on the permission form.
 - b. FERPA consent includes the type of record to be disclosed, to whom the record will be released and the student's signature.

- c. When a student turns 18 years old or enrolls in an institution of higher education at any age the rights under the FERPA transfer from the parents to the student with some exceptions which include: when a student is claimed by either parent as a dependent for tax purposes; for school officials with legitimate educational interest, and; appropriate officials in the case of health and safety emergencies.

I. Travel Alerts

1. Within six weeks prior to travel for an international program or course, institutions must disclose to participants U.S. State Department Consular Information Sheets and Public Announcements or Travel Alerts and crime and safety reports from the Overseas Security Advisement Council as well as essential health and safety considerations, including the Center for Disease Control Travel Information Health Recommendations.
2. During the overseas program or course offering, institutions should monitor and evaluate any new information and report to the Program Director, as appropriate.

J. Information to be Provided to Students

1. Institutions must establish policies and procedures to inform participants who enroll in international opportunities that the institution:
 - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the international education environments.
 - b. Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - c. Cannot assure that U.S. standards of due process apply in overseas legal proceedings and cannot provide or pay for legal representation for participants.

- d. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- e. Cannot assure that home-country cultural values and norms will apply in the host country.
- f. Cannot assure that U.S. standards of hygiene, medical practice, food and product safety will apply in the host country.

K. Insurance Coverage

- 1. Institutions are responsible for informing participants about the coverage, availability, and mandatory purchase of accident and health insurance and medical evacuation and repatriation insurance prior to departure for any international education program either through the TBR insurance program or other insuring parties.
- 2. Institutions must provide information on available medical care in the host country; if available medical care is a cause for concern, participants must be informed.

L. Conduct and Discipline Issues

- 1. Institutional policies regarding student conduct apply to TBR students registered for credit regardless of their attendance at one of the TBR campuses in Tennessee or while participating in international opportunities.
- 2. All participants, whether enrolled for credit or not, must attend a program pre-departure and on-site orientation, including emergency contact information and repatriation information including issues relevant to the culture, social and health conditions of the host country, in addition to

information about registration, fee payment and reenrollment, as appropriate.

3. All international education programs must brief program participants regarding student conduct expectations including but not limited to alcohol and drug use, visitation, prohibited locations, and abuse of laws and customs of the country to be visited.
4. A student's removal from an international program may be conducted in accordance with TBR Policy 3:02:00:01 General Regulations on Student Conduct and Disciplinary Sanctions and/or the host institution policies on student conduct, whichever is more conservative in keeping with Policy 3:02:01:00 Due Process. Students should become familiarized with the host institution's policies governing student conduct, and a discussion of such policies should be a part of the student's orientation session.
5. Every TBR Institution engaged in a study abroad or international education programs must develop a policy for addressing complaints of discrimination and harassment arising during the course of a program. Policies must be consistent with TBR Policies 3:01:00:00, 3:02:00:00, and 3:03:00:00.
 - a. Faculty and staff involved in study abroad activities who receive complaints of harassment whether student-to-student, staff-to-student, student-to-staff or any other individuals for which harassment is alleged during an international education experience, must report the incident to the institution immediately.
 - b. The procedure set out must provide for due process for any student accused of misconduct.
6. Students from other institutions who participate in international study programs at any TBR institution regardless of their classification must

adhere to the sponsoring institution's student conduct rules and regulations and all rules of the international program in which they are enrolled.

7. The Tennessee Board of Regents institutions do not tolerate harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.
8. Institutions have the right to take disciplinary action including expulsion of students during an international educational experience using the same guidelines and processes of action and appeal as those in place on the home campus.
9. Due Process
 - a. Campuses must establish minimum due process procedures for students who are participating in international study courses.
 - b. Campus due process must be enacted consistent with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct & Disciplinary Sanctions.
 - c. Due process procedures must be clearly outlined in international study course materials and provided to students in pre-trip trainings.
10. Authority
 - a. Administrative leaders of international study courses have the authority to establish more stringent guidelines than those set either by the TBR or individual institutional policies regarding student conduct which might be disruptive to the program or individual participants. These may include guidelines regarding the use and abuse of drugs, alcohol, engaging in behaviors which may be culturally inappropriate in the host country, or actions that may

put the student or others at risk. Students should be advised that standards of personal conduct differ from those in the United States and what is expected in a host country before traveling abroad.

M. Media Inquiries

1. Each institution will establish policies for media inquiries regarding any incident involving a TBR institution faculty, staff or student involved in any TBR-endorsed international education experience.
2. The media policy must require that administrators consult Chief Student Affairs Officers and/or legal counsel regarding the release of student information on student records in accordance with the Federal Educational Rights and Privacy Act (FERPA).

VII. Student Outreach, Placement, Training, and Supervision for Non-Credit Service and Internship Experiences Abroad

- A. Prior to a sponsor recruiting students to participate, institutions should review and approve the following information submitted by the sponsor during the planning stage:
1. Name and description of the sponsoring entity, and its context (cultural, economic, community);
 2. Scope and nature of the assigned responsibilities;
 3. Responsibilities of the home institution or host organization, the sponsoring entity, and the student;
 4. Primary contact on-site;
 5. Required time commitment (hours per day, number of weeks);
 6. Requirements and competencies that will impact the student's success in the experience;
 7. Expectations of professionalism and appropriate conduct;

8. Expectations of the student's obligation to act within the limits of their knowledge and competencies, and within the role prescribed for them;
9. Learning objectives for internship and job experiences; and
10. Any other institutional policies and procedures that govern travel abroad or student travel.

B. Prior to signing up to participate in the experience, students should receive communication with the following information:

1. Accurate description of the program, housing options, and any associated additional costs;
2. Accurate description of the distance between the location where volunteer, internship, or work experiences will take place and student housing and available transportation and cost;
3. Deadlines and timetables for placement, application, interviews, confirmation of placement, start and end dates; and
4. Learning objectives and requirements for student participation.

C. Prior to advising or supervising students who travel abroad in non-credit bearing experiences, the institution should ensure that:

1. Faculty/staff working with the program are effectively trained to oversee, monitor, and maintain ongoing communication with the student(s);
2. The institution maintains open channels of communication throughout the experience with the advisor, the sponsoring entity, and the student(s);
3. There is a mechanism for filing grievances or complaints;
4. There is an emergency plan in place for the student(s) while abroad, including appropriate emergency contact information for the student(s) and sponsoring entity, secondary contact information, and emergency

contact information that can be shared with the student's designated family members;

5. There is a clear distinction between the learning role and the work or service role of the student(s), and that the sponsoring entity is prepared to anticipate or navigate any conflicts that might arise between these roles;
6. The overseas environment of the sponsoring entity is safe and non-threatening. Program sponsors are responsible for assuring that all State Department Travel and Health Advisories have been shared with participants. If the State Department advisory includes language stating "avoid travel," then the sponsoring entity should not travel to that location; and
7. The student(s) are adequately supervised and supported.

D. Health, Safety, Security, and Risk Management for Non-Credit Trips Abroad

1. All student organization travel must adhere to [TBR Policy 4:03:03:50](#).
2. Program sponsors should provide clear information on any potential health and safety risks specific to the context in which the students will be working, including, but not limited to CDC travel notices.
3. Program sponsors should review relevant individual health information prior to the arrival on site, to identify any special considerations or accommodations that might need to be taken into account.
4. Program sponsors should clearly articulate policies and practices that protect the health and safety of student participants in the event of an outbreak of diseases or other health/safety risks;
5. Program sponsors should educate student participants on their personal responsibility for their own physical and mental health and safety while abroad, on available resources to support their health and safety, and on their right to

decline when asked to perform activities outside their scope of training or their abilities.

6. It is required that each participant have their own medical, travel, and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler.
7. Student participation in activities which are non-credit bearing and off-campus require student acknowledgement of inherent risk and waivers of liability. Program sponsors are responsible for collecting these documents and maintaining the files in a central location in accordance with **TBR Guideline G-070**.
8. Dual-enrolled students are not eligible to participate. Students under the age of 18 must have a liability waiver signed by their parent or legal guardian.
9. Students are subject to enforcement of the home institution's student code of conduct and local, state, and federal laws at all times while traveling. Disciplinary issues must be reported by the group leaders to the appropriate campus official upon return to campus.

VIII. Recruitment, Admission, Orientation, Participation, Program Evaluation and Re-entry

- A. TBR Office of Student Success will publish on the system office website, links to international education programs offered by individual TBR institutions.
 1. All institutions and the TnCIS are responsible for notifying the Vice Chancellor for Student Success of all international education courses when schedules are confirmed regardless of the direction of the course or program to be offered.

Institutions are responsible for creating program recruitment/advising materials and/or advising and recruitment efforts which accurately represent the program and include selection criteria based on appropriate academic standards, cultural and educational objectives, estimated cost,

financial aid, health insurance requirements, services provided, vaccinations, visa responsibilities and legal proceedings. Students should be informed of these issues at the time of admission.

IX. Admission/Educational Standards

- a. Institutions must have pre-established educational standards for all students whether from TBR institutions or from outside who elect to study in an international setting.
 1. Each institution will develop minimum GPA requirements, selection criteria, and enrollment status for students studying internationally either independently or in international education programs.
- b. Credit is offered for individual courses within international education programs with the full measure of demand and academic rigor, not merely for the purpose of travel or touring in a foreign location. Institutions must establish a comprehensive policy on the transfer of credit and transcript evaluation from international institutions.
- c. TBR System institutions, in consultation with faculty and departments, will grant appropriate academic credit for coursework successfully completed on educational programs abroad which they operate or sponsor.
- d. Each TBR institution will inform participants as completely and accurately as possible as to the process that it follows in awarding credit for international education and provide academic advising to facilitate integration of coursework abroad with a participant's major field and degree requirements.
- e. Individual institutions must have policies as to the acceptability of academic courses completed in an international setting to the major field requirements.

- f. Institutions must have grade appeal policies in place to assist students wishing to appeal an unsatisfactory grade or removal from an academic course taught in an international setting by non-TBR faculty.
- g. All international study offerings including study-abroad programs awarding academic credit to students enrolled in TBR institutions or consortia within or outside the TBR system must comply with regional accreditation and/or TBR standards.
- h. Institutions must ensure that global study opportunities regardless of the provider equate in contact hours with those expected of students matriculating at the home institution per TBR instructional hour policy.
- i. Institutions must establish an equivalency for international study courses offered by the institution itself or through an international education program, TBR sponsored or external consortia, or international institution in order to offer credit at the home institution.
- j. Financial Aid
 - 1. Due to the complexity of offering classes or programs internationally, institutions are responsible for developing appropriate implementation timelines which allow for the student to apply for financial aid.
 - 2. Students who are receiving financial aid are not allowed to change from credit to audit once funds have been disbursed.
 - 3. Proof of Acceptance
 - a. Students must provide documentation of acceptance into international education programs to the student's financial aid office as requested and establish policies for payment schedules for tuition and program fees which take in consideration both the disbursement schedule of financial aid monies and the departure dates for international education programs.

K. Orientation and Participation

1. Students with Disabilities

a. TBR institutions shall attempt to work with institutions abroad to provide reasonable access for students with disabilities

b. Institutions shall inform students that it cannot, however, guarantee any particular access.

2. Individual institutions may, at their discretion, require students, faculty or staff to provide signed documentation of having received pre-travel advice and counseling, as well as relevant vaccinations, anti-malarial prophylaxis, and other medical interventions consistent with appropriate medical practice.

3. Institutions may restrict participation in an international program for participants, program directors and group leaders, and faculty instructors determined to be at excessive medical risk.

4. All students and faculty, whether program directors or instructional faculty, are required to have documentable medical insurance with covered medical treatment outside of U.S. borders at a minimum of \$100,000 per accident or sickness as well as evacuation and repatriation insurance combined minimum of \$50,000 in order to participate in study abroad. Institutions are encouraged to purchase group insurance to cover evacuation and repatriation on behalf of students and faculty. (Currently, the TnCIS purchases group insurance on behalf of students and faculty engaging in TnCIS programs.)

L. Evaluations

1. All participants and international program leaders are expected to complete post-program evaluation forms to gather data on the

effectiveness of recruitment, admissions, pre-departure orientation, the educational and personal value of program components while abroad, re-entry, and recommendations for continuation or termination of the trip in the future.

2. For programs operated by the TnCIS, the TnCIS will summarize the results of the evaluations and forward a summary to all campuses with enrolled students in order to facilitate data-based decision-making on each campus.
3. For all non-TnCIS international engagements, institutions must conduct their own evaluations for inclusion in campus planning of internationalization activities.

IX. Host Country Consideration

- A. To promote the free exchange of ideas and knowledge, no restrictions shall be placed on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government.

X. Fiscal, Management and Educational Standards

- A. Individual institutions must have fiscal, risk management and educational standards for international education programs whether offered by the institution through consortia or other arrangement.
 - a. Institutions are responsible for determining if there are additional demands for international education programs in any specific location or for any specific field unmet by any TBR institution or affiliate program.
 - b. Institutions must consider affordability including startup costs, convenience and stability of a site when developing an international education program.
 - c. Each institution must establish and include in their general student information published policies which allow students to register for classes,

earn credit, obtain financial aid, pay tuition and international education fees, and to obtain refund and or withdraw for all international education programs.

- d. Institutional policies must be established including deadlines for the collection of tuition and fees from TBR students for international education and the transfer to the TBR related consortium.
- e. Institutions must make appropriate arrangements to use existing accounting and reporting procedures for all international travel for program directors or group leaders.

B. Program Audits and Course Evaluations

1. Individual institutions shall establish an evaluation for individual courses and for all international education programs to determine the continued academic value and financial viability of each program.
2. Course evaluation procedures and measures must be the same or equivalent to those of the home institution.
3. At a minimum the program evaluation must include perceived strengths and weaknesses, the projected and actual costs of the program, both in terms of financial cost and in-kind costs contributed by the program director and program staff, program enhancements or improvements needed, strategies for improvement and lessons learned that can be a good tool for future Program Directors or Group Leaders.
4. The evaluation should include student assessments, as appropriate, as well as a full evaluation completed by the Program Director or Group Leader.

XI. Financial Management

A. Financial Policies

1. Institutions must establish financial policies specific to international education programs using approved state accounts, with appropriate management and auditing procedures.

B. Financial procedures for institution-based study abroad programs

1. Budgeting

- a. Each study abroad program is expected to be financially self-sustaining over time and be accountable for good financial management practices.
 - b. A projected budget must be completed by the Study Abroad Program Director and submitted to the sponsoring institution's Chief Business Officer or his/her designee.
2. The budgeting process for study abroad programs should be based on a reasonable projection of operating costs in the host country, including consideration of projected currency exchange rates.
 - a. The budget should clearly identify which expenses are to be paid from tuition and mandatory course fees and which expenses are to be paid from the student-specific program fee revenue.
 - b. The budget should specify if the expense is for the employee or students.
 - c. Program fee revenue should only be used for student expenses.
 3. Budgeting for instructional costs paid from the unrestricted educational & general fund may consider both tuition revenues and state appropriations generated by student enrollments in study abroad programs, consistent with budgeting for other academic programs.
 4. The college as a whole should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies that may arise during the operation of the program.

C. Registration and Fee Payment

1. Each institution is responsible for the charging of tuition (maintenance fees and/or out-of-state tuition) and fees, receipt of student payments,

administering financial aid, registering students and reporting of grades in the same manner as domestic programs.

2. Study Abroad Offices and program directors should provide the Business Office necessary information about each student and his/her appropriate program charges no later than three weeks prior to travel, so that these can be entered into the institution's student information system.
3. Study abroad fees generally consist of two components:
 - a. Tuition and mandatory student fees related to the actual registration for classes.
 - i. All study abroad students (with the exception of TnCIS students-see 3.a.iii.) pay a minimum of tuition and applicable mandatory fees. However, this does not prohibit the use of scholarships from any source of funding to pay for the tuition and applicable mandatory fees.
 - ii. Tuition and mandatory fees should be assessed by the regular student information system when registration occurs.
 - iii. Institutions should not collect tuition for students enrolled in TnCIS study abroad programs. Regular tuition and any regular mandatory fees should be assessed and charged to an institutional scholarship expense account. However, TnCIS students will be assessed a TnCIS program fee.
 - b. Program specific fees (for travel, lodging, meals, exchange rate variance, etc.)
 - i. These program fees should be assessed in the student information system whenever possible.

- ii. The payment deadlines and refund schedules for these fees will vary from program to program.

4. Accounting

- a. Financial activity attributable to institutional study abroad programs is recorded as follows:
 - i. Student tuition and applicable mandatory fee revenue is assessed and recorded in General funds (E&G) as unrestricted revenue.
 - ii. Salaries and benefits of program instructional faculty should be paid from applicable departmental unrestricted E&G funds unless there is an applicable restricted grant for the faculty salary and benefits.
 - iii. Program fee revenue and related expenses are recorded in a restricted E&G account specific to the responsible program or office. Only student-specific expenses should be paid from the restricted E&G account. Typical student-specific costs include travel, lodging, tours, meals, event fees, and student supplies.
 - iv. If an account has been inactive for eighteen months, with no deposits or expenditures, any excess funds remaining in the account must be transferred to another study abroad program fund or to a contingency fund.
- b. The activity's restricted program funds should be monitored and regularly reconciled by the institution's Business Office or Study Abroad Office.
 - i. It should also be verified that only student activity-related expenses are charged to the restricted self-supporting funds.

- ii. The institution may choose to refund residual balances in the restricted program fund among activity participants, within 60 days of completion of the trip, or use this money to establish and maintain a contingency account.
- iii. The use of contingency funds must have the prior approval of the Study Abroad Office and the Business Office.
- c. Financial activity attributable to TnCIS study abroad program revenues and disbursements should be recorded in the institution's agency fund.

5. Acquiring Goods and Services Abroad

- a. To the maximum extent possible, arrangements for goods and services needed while abroad should be paid by the institution directly to the vendor.
 - i. However, there are situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, institutions may utilize several methods to make payments while abroad.
 - ii. Any of the following can be used for purchases and expenses associated with a study abroad program:
 - a. Procurement card;
 - b. Check request;
 - c. Stored value/pre-paid card;
 - d. Traveler's check;
 - e. Cash advance/petty cash advance to an authorized institutional representative;
 - f. Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow.

- b. Study abroad programs should comply with all applicable TBR and institution policies regarding procurement and use of these payment methods.

6. Travel Advances/Petty Cash Advances

- a. Each institution will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs.
- b. Institutions may also allow for travel advances/petty cash to pay for large expenses abroad. However, due to the risks and responsibilities associated with petty cash, its use should be limited to those situations where other payment alternatives are not an option.
- c. All cash advances should follow current institution policies.
- d. The employee must include the estimated foreign expenses that will be required to be paid in cash, along with an explanation of why they cannot be paid for with a credit card or direct billing arrangement.
- e. The employee must provide information to clearly show the business purpose of the expenses and documentation to support the expenses claimed.
- f. Within 30 days of return, the employee must complete a travel expense voucher and submit itemized receipts for all expenses paid from the advance.
 - i. If the expenses were less than the amount of advance received, all remaining funds must be returned to the institution.
 - ii. If costs were more than what was provided in the advance for expenses that are approved or integrally related to the

educational aspects of the program, the employee may receive reimbursement for these expenses.

7. Reimbursement

- a. Employees are responsible for keeping copies of original receipts to verify that expenses were valid and related to the program.
 - i. If it isn't possible to obtain original receipts for program-related expenses, the employee must keep a log listing all expenses and ask the person providing the service or another person on the trip (preferably another employee) to sign and document what was provided.
 - ii. The institution will hold the employee financially responsible for all charges for which there are no receipts or log entries.
 - iii. The employee will also be responsible for all expenses that are not approved according to TBR or institution regulations, as well as those not integrally related to the educational aspects of the program.
- b. Whether the employee owes money back to the institution or is eligible for reimbursement, he/she is responsible for completing the Travel Expense Report and submitting it with all appropriate receipts within 30 days following their return to the United States.
 - i. Reimbursements that are not submitted within a reasonable amount of time are considered taxable by the IRS and must be processed through the payroll system.
- c. The following items must be completed and submitted to the Business Office no later than 30 days after the conclusion of the study abroad trip:
 - i. Documentation of foreign exchange rates used.

- a. This will only apply if funds were exchanged during the program. (www.oanda.com is a good resource for currency conversion)
 - b. If currency is bought in advance, please provide documentation of the rate at which the currency was originally purchased.
 - d. Required documentation of expenses – including receipts for goods and services purchased, and signature sheets for cash allowances distributed during the program
 - i. Do not include disallowed expenses on the Travel Expense Summary and Travel Expense Report. Examples of disallowed expenses include personal items, alcohol, etc.
 - e. The Travel Expense Summary and a summary of travel advances should be submitted with the Travel Expense Report.
 - f. The Travel Expense Report must be filled out in U.S. dollars and signed by the Study Abroad Program Director or his/her designee, as well as the department chair before being submitted to the Business Office.
 - g. Upon return from the trip, remaining institution funds must be deposited in the Business Office.
 - h. If foreign currency was distributed to the program director in advance of the trip, documentation must be submitted with the Travel Expense Report. This also applies if foreign currency was returned to the Study Abroad/Business Office.
8. International Education Fee Usage
- a. Recognizing the need for flexibility while maintaining accountability, the TBR has established the optional assessment of

an international education fee to be paid by each student enrolled in the institutions.

- b. Individual institutions have authority to allocate funds to activities in support of globalization efforts for the campus, including international professional development of the faculty.
- c. Institutions should use a portion of the revenue generated through the internationalization fee for study abroad scholarships.
- d. Individual institutions are responsible for establishing an infrastructure to determine the allocation of the international education fees collected from students to promote internationalization at the home institution. The infrastructure should include student representation or input received from the entire study body.
- e. Employee Compensation/Benefits provided by Program Abroad
 - i. An allocation of salary and benefit costs for those involved in providing direct support for international programs are allowable but should be controlled and kept to a minimum.
 - ii. A program shall provide upon request disclosure of any salaries and/or other benefits provided to any employee of a TBR institution which are paid for or subsidized by international education fees or secured from any vendor that is providing services to students.
- f. Faculty Compensation
 - i. Faculty engaged in directing or teaching study abroad courses receive remuneration from their home institutions. Again, direct instructional cost should be charged to the appropriate departmental budget and not to the international education fee budget.

- ii. Faculty compensation for summer session and inter-session international educational programs whether campus-based or operated through the TnCIS are not subject to Policy 5:02:04:10 Faculty Compensation during Summer Session and Inter-sessions.
- iii. Faculty teaching or directing study abroad courses on behalf of the TnCIS must submit an Adjunct Faculty Contract and a travel authorization form at their home institution, which will be forwarded to the TnCIS Office by the home institution.
- iv. For non-PSCC faculty, the TnCIS will process the contract through the PSCC Accounting Office, which will issue a Dual Services Agreement to the faculty member's home institution along with a purchase order.
- v. Institutions will invoice PSCC for the services to receive reimbursement for paying the faculty members directly for their service.
- g. Faculty are expected to follow through on the agreed upon international study course and adhere to all institutional policies once abroad. In the event that a faculty member cancels their participation in the trip or is directed to return from a trip due to failure to follow institutional policies, the faculty member will be charged for any travel costs assumed by the institution in advance of the trip or the faculty member will be held responsible for costs associated with their return home.

I. Emergency Reserve/Contingency Fund

1. The college, as a whole, should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies, emergencies, and unforeseen problems of students, faculty, and staff engaged in TBR sponsored or supported international programs or courses.

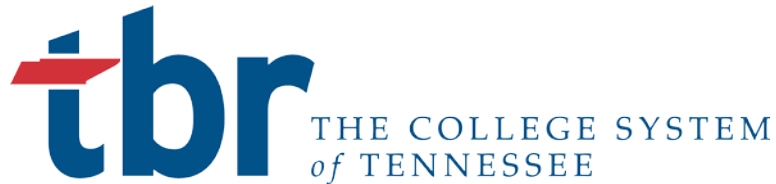
XII. Use of Technology Abroad

A. The TBR requires that its institutions fully comply with federal regulations that control the conditions under which certain information, technologies and commodities can be exported to a foreign country, person, or entity, including U.S. citizens in a foreign country.

1. Institutions are responsible for implementing export control procedures to determine whether an activity is covered under export control regulations, whether the U.S. Department of State's International Traffic in Arms Regulations (ITAR) 22 CFR §120-130, U. S. Department of Commerce's Export Administration regulations (EAR) 15 CFR § 734-774 or the Office of Foreign Assets Control (OFAC) 31 CFR §500-599.
2. All faculty, staff, or students involved in international travel including study abroad, restricted research, international collaborations, or foreign exchanges that risk export or violation of the regulations must comply with the provisions of any license (or other governmental approval), policy, procedure, or campus based Technology Control Plan (TCP) as required by ITAR. Before traveling internationally, faculty/staff/students should determine whether any item, device, component, or document is covered by ITAR and/or requires a license or other government approval/agreement for export or import as defined in those regulations. Where unsure, faculty/staff/students should consult with their general counsel's office or institutional research office.

3. Institutions are responsible for determining if self-disclosure of any violations, real or perceived, of the export control regulations or TCP occurs during the courses of the sponsored activity to the federal agency is required.

EU statement at end will be reference back to TBR Policy Confidentiality of Student Records Policy (currently under review by SA/AA Subcouncils and awaiting review by General Counsel.



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: Policy Revision 2:04:00:01
College System of Tennessee Institution Catalogs

PRESENTER: Dr. Randy Schulte, Vice Chancellor for Academic Affairs

ACTION REQUIRED: Vote

Summary:

The proposed policy revision combines current TBR Policies 2:04:00:01 – Institutional Catalogs and Bulletins and 2:04:00:05 – Tennessee College of Applied Technology Catalogs. Approval will rename Policy 2:04:00:01 to be “College System of Tennessee Institution Catalogs and delete the separate policy for TCAT Catalogs.

Terminology and definitions are updated to reflect current practice. The policy was reformatted. TBR Legal Counsel reviewed and changed optional statements to requirements. No substantive changes were made.

Attachments

2 – Academic Policies

This policy is a rewrite that combines Policies: 2:04:00:01 AND 2:04:00:05

Rename 2:04:00:01 and Delete 2:04:00:05p

Name: College System of Tennessee Institution Catalogs

Purpose

The policy will establish minimum standards for publication and contents of catalogs for institutions governed by the Tennessee Board of Regents (TBR).

Applies to: Community Colleges; Colleges of Applied Technology

Definitions:

- ~~• **Minimum Standards:** Institutions must comply with standards set forth in this policy. However, each institution may provide additional information through the catalog as deemed appropriate.~~
- **Systemwide Course Inventory:** The ~~TBR will maintain a~~ comprehensive list of courses delivered by TBR institutions that will be accessible online and will serve as a tool for faculty for curriculum development and revision. The inventory will provide access to: 2) Common Course Libraries developed for associate of applied science degrees and technical certificates, 2) common course identifiers and learning outcomes for general education courses, 3) listing of TN eCampus courses, and 4) courses and competencies for programs delivered at the technical colleges.
- **Academic Credential:** An academic credential ~~will be awarded as either is any~~ of the following: 1) certificate, 2) diploma, or 3) degree from a credit-bearing program.
- **Accreditation Standards:** When accreditation standards are referenced in this policy it refers to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for community colleges and Council on Occupational Education (COE) for technical colleges.

Policy

I. General Provisions

- A. Each TBR institution will must publish a catalog for each academic year which provides a comprehensive description of educational services and programs provided by the institution. In addition, the catalog will must include information which is required for compliance with accreditation standards, Board policies, and federal and state laws and regulations.

- B. Catalogs ~~will typically~~must be published in digital format and available online.
However, if published in paper format the number of copies ~~should be related to produced~~ must reflect the actual needs ~~of~~ as determined by the^[TB1] institution.
- C. The catalog (digital or print) for each year must be securely archived as an official permanent record to serve former and returning students in accordance with accreditation standards.

II. Scope of Catalog

- A. The catalog ~~should~~must reflect the academic terms to which the catalog applies ~~and should cover a period of more than two (2) academic years, including summer sessions.~~
- B. Each catalog ~~should express~~must specify the effective period ~~during for~~ which the requirements set forth in the catalog ~~shall remain~~are in effect, subject to changes as provided herein; ~~which~~ That period shall not exceed seven (7) years from the beginning of the first academic term covered by the catalog.

~~C.—Each catalog shall contain the following a statement providing that “course offerings and requirements of the institution are continually under review and revision. The catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.~~

The course offerings and requirements of the institution are continually under examination and revision. This Catalog presents the offerings and requirements in effect at the time of publication; it does not guarantee that such offerings and requirements will not be changed or revoked. Adequate and reasonable notice will be given to students to be affected by any changes. This Catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The institution reserves the right to make changes as required in course offerings, curricula, academic policies and other policies and rules affecting students, to be effective whenever determined by the institution. Such changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Procedures

III. Minimum Standards of Content

A. Calendar

1. Each catalog must include the calendar for each academic term to which it applies. The calendar shall include, but is not limited to: 1) the period of registration, 2) the beginning of classes, 3) the last dates to add and drop courses, 4) holidays, 5) the last date to withdraw from the institution, 6) dates for applications for graduation, 7) the period of final examinations, and 8) the date of commencement.
2. The calendar must provide a statement that the calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

B. Listing of Administrators, Faculty and Staff

1. The catalog must include an appropriate listing of the chief administrators, the faculty, and appropriate members of the professional staff of the institution.
2. The listing of faculty ~~should~~must reflect the department, academic rank, and the appropriate degree or degrees by year of each faculty member.

C. Listing of Academic Programs

1. Each catalog ~~should~~must contain a concise listing of all programs offered by the institution which have been approved by the Tennessee Board of Regents.
2. No program or major for which approval is pending shall be identified in the catalog.

D. Admissions and Transfer Credit

1. The catalog must contain the general admissions policy for the institution, and any special admissions policies for specific programs, which have been developed consistent with and approved pursuant to the Board's Admissions Policy, No. 2:03:00:00. *(This number will change.)*

2. The policy of the institution on the acceptance of transfer credit, as approved pursuant to the Board's Admissions Policy, ~~should~~must be clearly stated in the catalog.

3. The catalog ~~should~~must provide an explanation of transferability, including the Tennessee Transfer Pathways (TTPs), articulation options, and alternative credit options.

3.4. Community College programs designed for transfer must be clearly identified in the Catalog^[TB2].

E. Academic Retention and Readmission

1. Each catalog shall contain the academic retention standards of the institution, and the policy on readmission of students who have been dismissed or suspended.

F. Academic Regulations

1. The catalog ~~should~~must contain the general academic regulations of the institution, including policies concerning class attendance, classification of students, full-time and maximum course loads, withdrawals, and alternative methods of obtaining credit.

G. Course Descriptions

1. The community college catalog ~~should~~must provide course descriptions of all courses and the technical college catalog ~~should~~must provide program descriptions for all programs offered by the institution in accordance with any applicable accreditation standards.

2. Course descriptions may also be published in any other format appropriate for distribution to students and other interested persons.

3. The catalog and other published materials concerning all institutional offerings on and off campus ~~should~~must accurately reflect the academic resources of the institution in accordance with any applicable accreditation standards.

H. Academic Credential Requirements

1. Completion requirements of the institution for all programs ~~should~~must be included in the catalog.
2. For each academic program, the catalog should reflect an orderly and identifiable sequence of courses with an appropriate system of prerequisites.
3. The catalog ~~should~~must clearly define minimum and maximum credit hours for community college programs and clock hours for technical college programs that are required for each credential to be awarded.

I. Financial Aid

1. The catalog ~~should~~must contain information concerning financial aid policies and programs offered by or through the institution. The financial aid policies of the institution ~~should~~must be clearly expressed with both general and specific requirements in accordance with any applicable accreditation standards.
2. The catalog need not contain the information concerning financial aid programs required by federal laws and regulations, provided such information is available upon request by any student.

J. Privacy

1. The catalog shall contain notification of privacy rights required by the Family Educational Rights and Privacy Act of 1974 and the regulations promulgated thereunder. The notification language must be approved by the TBR Office of General Counsel.

K. Nondiscrimination

1. The catalog shall contain appropriate statements concerning the policies of the institution against discrimination based on race, sex, age, color, national origin, and handicap consistent with federal laws and regulations. The language used must be approved by the TBR Office of General Counsel.

History

TBR Meetings, June 30, 1978; September 30, 1983; December 15, 1989, _____ 2018

Related

Admissions Policy, No. 2:03:00:00

Undergraduate Academic Retention Standards, Policy No. 2:03:01:01
[Policy on General Education Requirements and](#) Degree Requirements, No. 2:01:00:00

Exhibits

[None](#)

2 – Academic Policies

This policy is a rewrite that combines Policies: 2:04:00:01 AND 2:04:00:05

Rename 2:04:00:01 and Delete 2:04:00:05p

Name: College System of Tennessee Institution Catalogs

Purpose

The policy will establish minimum standards for publication and contents of catalogs for institutions governed by the Tennessee Board of Regents (TBR).

Applies to: Community Colleges; Colleges of Applied Technology

Definitions:

- **Systemwide Course Inventory:** The comprehensive list of courses delivered by TBR institutions that will be accessible online and will serve as a tool for faculty for curriculum development and revision. The inventory will provide access to: 2) Common Course Libraries developed for associate of applied science degrees and technical certificates, 2) common course identifiers and learning outcomes for general education courses, 3) listing of TN eCampus courses, and 4) courses and competencies for programs delivered at the technical colleges.
- **Academic Credential:** An academic credential is any of the following: 1) certificate, 2) diploma, or 3) degree from a credit-bearing program.
- **Accreditation Standards:** When accreditation standards are referenced in this policy it refers to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for community colleges and Council on Occupational Education (COE) for technical colleges.

Policy

- I. General Provisions
 - A. Each TBR institution must publish a catalog for each academic year which provides a comprehensive description of educational services and programs provided by the institution. In addition, the catalog must include information which is required for compliance with accreditation standards, Board policies, and federal and state laws and regulations.

- B. Catalogs must be published in digital format and available online. However, if published in paper format the number of copies produced must reflect the actual needs as determined by the institution.
 - C. The catalog (digital or print) for each year must be securely archived as an official permanent record to serve former and returning students in accordance with accreditation standards.
- II. Scope of Catalog
- A. The catalog must reflect the academic terms to which the catalog applies including summer sessions.
 - B. Each catalog must specify the effective period for which the requirements set forth in the catalog are in effect, subject to changes as provided herein. That period shall not exceed seven (7) years from the beginning of the first academic term covered by the catalog.

Each catalog shall contain the following statement “The course offerings and requirements of the institution are continually under examination and revision. This Catalog presents the offerings and requirements in effect at the time of publication; it does not guarantee that such offerings and requirements will not be changed or revoked. Adequate and reasonable notice will be given to students to be affected by any changes. This Catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The institution reserves the right to make changes as required in course offerings, curricula, academic policies and other policies and rules affecting students, to be effective whenever determined by the institution. Such changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Procedures

- III. Minimum Standards of Content
- A. Calendar
 - 1. Each catalog must include the calendar for each academic term to which it applies. The calendar shall include, but is not limited to: 1) the period of registration, 2) the beginning of classes, 3) the last dates to add and drop courses, 4) holidays, 5) the last date to

withdraw from the institution, 6) dates for applications for graduation, 7) the period of final examinations, and 8) the date of commencement.

2. The calendar must provide a statement that the calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

B. Listing of Administrators, Faculty and Staff

1. The catalog must include an appropriate listing of the chief administrators, the faculty, and appropriate members of the professional staff of the institution.
2. The listing of faculty must reflect the department, academic rank, and the appropriate degree or degrees by year of each faculty member.

C. Listing of Academic Programs

1. Each catalog must contain a concise listing of all programs offered by the institution which have been approved by the Tennessee Board of Regents.
2. No program or major for which approval is pending shall be identified in the catalog.

D. Admissions and Transfer Credit

1. The catalog must contain the general admissions policy for the institution, and any special admissions policies for specific programs, which have been developed consistent with and approved pursuant to the Board's Admissions Policy, No. 2:03:00:00.
2. The policy of the institution on the acceptance of transfer credit, as approved pursuant to the Board's Admissions Policy, must be clearly stated in the catalog.
3. The catalog must provide an explanation of transferability, including the Tennessee Transfer Pathways (TTPs), articulation options, and alternative credit options.

4. Community College programs designed for transfer must be clearly identified in the Catalog.

E. Academic Retention and Readmission

1. Each catalog shall contain the academic retention standards of the institution, and the policy on readmission of students who have been dismissed or suspended.

F. Academic Regulations

1. The catalog must contain the general academic regulations of the institution, including policies concerning class attendance, classification of students, full-time and maximum course loads, withdrawals, and alternative methods of obtaining credit.

G. Course Descriptions

1. The community college catalog must provide course descriptions of all courses and the technical college catalog must provide program descriptions for all programs offered by the institution in accordance with any applicable accreditation standards.
2. Course descriptions may also be published in any other format appropriate for distribution to students and other interested persons.
3. The catalog and other published materials concerning all institutional offerings on and off campus must accurately reflect the academic resources of the institution in accordance with any applicable accreditation standards.

H. Academic Credential Requirements

1. Completion requirements of the institution for all programs must be included in the catalog.
2. For each academic program, the catalog should reflect an orderly and identifiable sequence of courses with an appropriate system of prerequisites.
3. The catalog must clearly define minimum and maximum credit hours for community college programs and clock hours for technical

college programs that are required for each credential to be awarded.

I. Financial Aid

1. The catalog must contain information concerning financial aid policies and programs offered by or through the institution. The financial aid policies of the institution must be clearly expressed with both general and specific requirements in accordance with any applicable accreditation standards.
2. The catalog need not contain the information concerning financial aid programs required by federal laws and regulations, provided such information is available upon request by any student.

J. Privacy

1. The catalog shall contain notification of privacy rights required by the Family Educational Rights and Privacy Act of 1974 and the regulations promulgated thereunder. The notification language must be approved by the TBR Office of General Counsel.

K. Nondiscrimination

1. The catalog shall contain appropriate statements concerning the policies of the institution against discrimination based on race, sex, age, color, national origin, and handicap consistent with federal laws and regulations. The language used must be approved by the TBR Office of General Counsel.

History

TBR Meetings, June 30, 1978; September 30, 1983; December 15, 1989, _____ 2018

Related

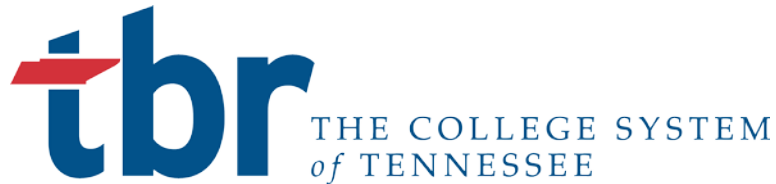
Admissions Policy, No. 2:03:00:00

Undergraduate Academic Retention Standards, Policy No. 2:03:01:01

General Education Requirements and Degree Requirements, No. 2:01:00:00

Exhibits

None



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: Policy Revision 5:02:01:05
Faculty Development

PRESENTER: Dr. Randy Schulte, Vice Chancellor for Academic Affairs

ACTION REQUIRED: Vote

Summary:

The proposed policy revision combines the following current TBR Policies/Guidelines:

5:02:01:05 Faculty Development
5:02:01:08 Faculty Development at Tennessee Colleges of Applied Technology
A-051 Faculty Exchange

Approval will keep both numeric indicator and name – 5:02:01:05 Faculty Development.

Terminology has been updated to reflect current system structure and practice, and the policy has been reformatted. Substantive changes include clarity on the System Office role and responsibility in faculty development, the addition of terminology definitions, and the conceptual integration of Technical and Community Colleges where appropriate. TBR Legal Counsel and Human Resources have reviewed and approved.

Attachments

5 – Personnel Policies

5:02:01:05

Name: Faculty Development

Purpose

The Tennessee Board of Regents recognizes the need for the continued professional growth and development of all faculty at institutions in the Tennessee Board of Regents System. The continued professional growth and development of faculty is necessary for institutions of higher education to continue to provide educational programs which (a) include new developments and knowledge in academic disciplines; (b) reflect new instructional, research, and public service techniques and strategies; (c) enhance skill development, (d) provide technical information, (e) improve instructional or teaching ability, and (f) meet changing needs and expectations of students. While all faculty are responsible for their own continued professional development, it is essential that the System and its institutions provide planned, organized faculty development programs to encourage professional growth in accordance with their missions and goals.

Applies to: Community Colleges; Colleges of Applied Technology

Definitions

- Professional Development comprises formal and informal learning opportunities situated in practice for the purpose of maintaining and improving professional competence and effectiveness.
- Faculty Exchange comprises a professional development activity allowing faculty members to teach or conduct research at the reciprocating academic institution for a determined, finite period of time.

Policy

Each institution shall plan and implement on an annual basis a structured, coordinated program for faculty development. The program will be designed to achieve predetermined institutional objectives, and will utilize an appropriate variety of activities. This policy authorizes institutions to plan and implement faculty development programs which may include financial support through grant awards and other means for research or the improvement of instruction, by which a program of faculty exchange may be included as part of a faculty development plan.

Procedures

I. Faculty Development

The Office of the Chancellor, in consultation with the System Office of Academic Affairs, will maintain system-level faculty development programming to supplement and enhance the faculty development programs of the individual institutions. Professional development

activity conducted or sponsored by the System office will align with TBR Strategic Plan Key Priorities with the purpose of supporting faculty members in their roles as instructors and advisors. Such programming will provide faculty with the information and training required to effectively implement state and system-wide student success and workforce development initiatives.

Each institution must have a Faculty Development Plan, which should include, as appropriate:

- A. A systematic evaluation of instruction by students, faculty and appropriate administrators to provide bases for planning means of increasing the effectiveness of the instructional program.
- B. Encouragement of innovation and improvement of instruction by a recognition system (i.e., outstanding professor awards).
- C. Effective use of grants-in-aid, fee-waiver, tuition reimbursement, and audit/non-credit scholarships, which are directly supportive of professional growth and faculty development. These activities can include support functions such as advising, career planning, and assessment.
- D. Provision of financial support through grant awards and other means for research or the improvement of instruction, for faculty participation in workshops, short courses and seminars designed to develop new skills in instruction, research and public service, and for faculty participation in major activities of their respective professional associations, such as conferences and other professional meetings.
- E. Sponsorships of local forums, lectures, and workshops on scholarly developments and activities.
- F. Development of effective faculty exchange programs between the college and industry, or the occupation being taught.
- G. Institutional budget that reflects the amount of funds allocated for faculty development at the institution.
- H. Calendars and activities of System level programs reflecting cooperation with the President's Council and appropriate Sub-Councils.

II. Faculty Exchange and Personnel Status

Faculty exchange assignments with higher educational institutions, other appropriate educational institutions, business and industry, and private or governmental agencies provide opportunities for faculty to acquire new information and skills, to bring to their home institutions a general awareness of different environments which are relevant to their teaching areas, and to expand experiences with the objective of improving their professional expertise.

- A. A full-time faculty member who applies for an "Exchange" which is subsequently approved by the president must remain on the payroll of the home institution and

retain a condition of employment which continues all benefits for which he or she has qualified as a full-time faculty member. Time spent on the "Exchange" constitutes an equivalent teaching load activity which, under the "General Personnel Policy" (5:01:00:00) "shall be subject to prior review and approval by the president or his or her designee."

B. Criteria for Exchange Status

1. A full-time faculty member may only be approved for "Exchange" status if the home institution enters into a contract whereby the host institution provides, in exchange, an employee who will be assigned (for a comparable percentage of full-time load) to the home institution.
2. The home institution is responsible for the salary and benefits of the full-time faculty member assigned to an "Exchange." The host institution is responsible for salary and benefits of the employee being provided in exchange. Each institution is responsible for paying the salary and benefits of their own employee.
3. The work load assignment for the full-time faculty member assigned to an "Exchange" shall be determined by the host institution. Likewise, the home institution shall determine the work load assignment of the employee being provided in exchange.
4. No exchange assignment shall be formally initiated with a host institution unless requested by the faculty member and approved by the president.
5. No exchange assignment shall be approved by the presidents unless it meets the following provisions:
 - i. Serves as an integral component of the faculty development plan
 - ii. Supports the "General Statement" included as paragraph 1 above

III. Exceptions

Exceptions to these guidelines may be proposed by the president for approval by the Chancellor.

Sources

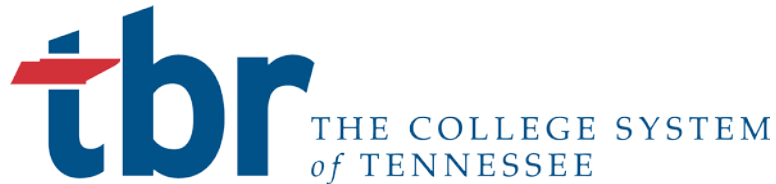
Guideline A-051 Faculty Exchange
Policy 5:02:01:05 Faculty Development and
Policy 5:02:01:08 Faculty Development at TCATs

Related Policies

Faculty Rank & Promotion at TCATs
Faculty Development
General Personnel Policy
Educational Assistance for TBR System Employees

Exhibits

Approvals



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: Policy Revision 5:02:01:03
Faculty Proficiency in Oral & Written Language

PRESENTER: Dr. Randy Schulte, Vice Chancellor for Academic Affairs

ACTION REQUIRED: Vote

Summary:

The revised policy as proposed will keep current number and title --
5:02:01:03 Faculty Proficiency in Oral & Written Language

Definitions for accrediting bodies have been added. The policy has been reformatted, combined with language clarity and cohesion. TBR Legal Counsel and Human Resources have reviewed and approved as proposed. No substantive changes were made.

Attachments

5 - Personnel

5:02:01:03

Name: Faculty Proficiency in Oral & Written English

Purpose

The Tennessee Board of Regents recognizes that the ability to communicate effectively is an essential skill necessary for all academic personnel to perform successfully in Board of Regents Institutions.

Applies to: Community Colleges; Colleges of Applied Technology

Definitions

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional accrediting body that accredits the community colleges in the TBR system.
- Council on Occupational Education (COE) is the national accrediting agency that accredits the technical colleges in the TBR system.

Policy

Pursuant to Senate Joint Resolution 211 adopted by the 1984 General Assembly and to the accreditation standards of SACSCOC and the COE, all TBR institutions shall ensure that all faculty at Board of Regents institutions are proficient in oral and written English.

At a minimum, candidates shall demonstrate:

- An ability to speak and write English clearly
- An ability to understand written and spoken English
- An ability to communicate effectively in an academic environment

Procedures

- A. Each institution shall develop written procedures for review and evaluation of English language competency of candidates for appointment to or tenure in a teaching position.
- B. No individual shall be appointed to a teaching position or recommended for tenure in such a position on any campus or other institutional unit of an institution unless the community college chief academic officer or the college of applied technology president has certified that such individual can communicate effectively with students in the English language.
- C. The foregoing criteria are to be used strictly as a measure of a candidate's ability to communicate effectively as an instructor and shall not be utilized to arbitrarily disqualify applicants of certain nationalities.
- D. The process includes procedures ensuring compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) and prohibits discrimination against a qualified individual with disabilities.

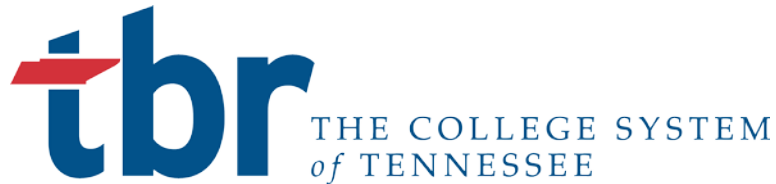
- E. Each institution shall establish procedures for providing assistance and improving the written and spoken English competency of currently employed teaching personnel who are identified as needing such assistance.

Sources

Related Policies

Exhibits

Approvals



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: Policy 2:00:01:06
Articulation and Transfer

PRESENTER: Dr. Randy Schulte, Vice Chancellor for Academic Affairs

ACTION REQUIRED: Vote

Summary:

The proposed policy revision combines current TBR Policies This policy is designed to replace the following four current TBR policies and guidelines:

- 2:01:00:01 Articulation with Proprietary College
- 2:01:00:03 Principles for Articulation in Vocational/Technical Education
- A-030 Articulation Among Community Colleges and Universities
- A-031 Components of Articulation Agreements

This policy also addresses the newly developed statewide Technical College to Community College articulation process. Approval will result in a new Policy 2:00:01:06 to be “Articulation and Transfer”.

Terminology and definitions are updated to reflect current practice, and the policy was reformatted in accordance with TBR policy standard style.

Attachments

Preface:

This policy is designed to replace the following four current TBR policies and guidelines:

- 2:01:00:01 Articulation with Proprietary College
- 2:01:00:03 Principles for Articulation in Vocational/Technical Education
- A-030 Articulation Among Community Colleges and Universities
- A-031 Components of Articulation Agreements

It also addresses the newly developed statewide Technical College to Community College articulation process.

2 – Academic Policies

Policy Number: 2:00:01:06

Name: Articulation and Transfer

Purpose

The purpose of this policy is to establish the criteria and process for articulation agreements for technical college and community colleges between one another and between any other institution of higher learning. Furthermore, the purpose is to establish the expectations for transfer between technical colleges and community colleges and for transfer from these colleges to baccalaureate granting institutions following system-wide or state-wide articulation programs.

Applies to: Community Colleges; Colleges of Applied Technology

Definitions:

- Articulation is the process by which one institution matches its courses or requirements to course work completed at another institution and subsequently acknowledges the validity of that course work towards fulfillment of the requirements of an academic credential.
- Technical college is used to refer to a Tennessee Colleges of Applied Technology in the TBR System.
- Technical education is used herein to refer to the career educational programs delivered at the Tennessee Colleges of Applied Technology that result in the mastery of competencies and that are measured by clock hours in preparation for job entry or career advancement.
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional accrediting body of the 13 TBR community colleges.
- Council on Occupational Education (COE) is the national accrediting body of the 27 TBR technical colleges.
- Academic credential is a collective term that includes the academic awards of degree, diploma, technical certificate, academic certificate and proficiency certificate conferred by a technical or community college or university.
- Extra-institutional learning refers to competencies, knowledge or skills gained from experiences outside of a formal higher education environment that results in the attainment

and demonstration of competencies and/or learning outcomes required by a college course.

- Competency-based assessment is a measure of ability, skill and knowledge that is aligned with the expected learning outcomes of a college course.
- Certification refers to an industry or nationally recognized certification or other third-party endorsement of specific skills and knowledge resulting in formal documentation and recording of those skills and knowledge.
- Licensure is the formal acknowledgement of demonstrated skills and knowledge by a state agency or other government entity resulting in the permission to use an occupational title and to practice that occupation.
- Tennessee Transfer Pathways (TTP) refer to established curricula in specific disciplines that transfer fully to Tennessee's public universities that offer a degree in those disciplines in compliance with the Complete College Tennessee Act of 2010.

Policy

- I. All Articulation Agreements entered into by a TBR institution shall meet the following criteria:
 - A. All requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for community colleges or the Council on Occupational Education (COE) for technical colleges shall be met;
 - B. Articulation agreements and the subsequent awarding of transfer credit must be in compliance with all applicable program accrediting agencies;
 - C. Articulation agreements are developed, implemented and sustained in accordance with the Procedures listed below.
- II. All TBR institutions will comply with established system-wide articulation agreements between institutions and programs and with statewide transfer agreements including but not limited to the Tennessee Transfer Pathways. Said agreements do not preclude TBR institutions from entering into institution to institution articulation agreements.

Procedures

- I. Required Components of All Articulation Agreements Between Two Institutions
 - A. All articulation agreements entered into by a TCAT or Community College must be approved and executed by the President or the President's designee.
 - B. All articulation agreements entered into by a TCAT or Community College must be submitted to the TBR System Office of Academic Affairs.
 - C. Renewals of articulation agreements or substantial revisions to articulation agreements including terminations must also be submitted to the TBR System Office of Academic Affairs.
 - D. Agreements which require consortia or cooperative arrangements with other institutions, agencies, or associations, in addition to being approved and reported as set out in parts A. and B. above, shall be submitted to the System Office for approval by the Chancellor or the Chancellor's designee. Examples of such agreements include:

1. Either credit or non-credit academic programs or public service activities to private or state agencies and institutions in the fulfillment of that agency's responsibility for state-wide services or governmental training.
 2. Coordinated or cooperative offering of any credit or non-credit programs or activities or in which certificate or degree requirements are met or credit is given for coursework or activities offered by another institution.
 3. Renewals of consortia or cooperative arrangements agreements do not require approval by the Chancellor or the Chancellor's designee if no changes have been made. However, a copy of the executed renewal shall be provided to the TBR System Office.
- E. Articulation agreements must ensure that students are not required by university, college or TCAT procedure or regulation to pursue educational/training experiences that duplicate competency skills the individual already possesses for the individual to acquire an academic credential from the receiving institution.
- F. Each articulation agreement will include the following:
1. A crosswalk of the list of courses for which credit shall be awarded and the corresponding equivalency of each course from the receiving institution. Syllabi and lists of the courses from both institutions involved must be maintained in the appropriate offices of both institutions.
 2. Details of the articulation procedure for the awarding of credit.
 3. An evaluation process to ascertain that the articulation agreement is serving student transfer needs.
 4. A renewal date for the agreement.
- G. Articulation agreements are not exclusive, and either party may enter into similar agreements with another institution.
- H. If an articulation agreement is terminated, students admitted under the articulation agreement will continue to receive the benefits of the agreement throughout their continuous enrollment at the receiving institution.
- II. Articulation between a TBR Technical Colleges and TBR Community Colleges
- A. Articulation to a technical college certificate and/or diploma program from a community college.
1. A community college student may be eligible to receive clock hours toward a diploma or certificate program based upon the evaluation of the student's college transcript and course syllabi.
 2. The institutions involved must agree that the learning outcomes specified in courses offered by the community college satisfy learning outcomes in similar courses and/or programs offered by the colleges of applied technology. Syllabi of the courses from the institutions involved must be maintained and documented.

- B. Articulation to technical college certificate and diploma programs from secondary education.
 - 1. Technical colleges and secondary schools may enter into agreements for the articulation of competencies in certificate and diploma programs.
 - 2. The technical college must agree that the learning outcomes specified in courses offered by the secondary school satisfy learning outcomes as expressed in program competencies offered by the colleges of applied technology. Syllabi and lists of the courses from both institutions involved must be maintained in the appropriate offices of both institutions.
 - 3. Clock hours will be awarded to the student upon enrollment in the technical college based upon the student's demonstrated attainment of competencies through the technical college's recognized checklists or by assessment.
 - 4. The secondary student must meet all regular admissions requirement of the technical college as published in the institutional catalog.
 - 5. The student who is admitted to any technical college program must meet all applicable academic requirements of the proposed program of study.

III. Articulation to a Community College from a Technical College Certificate and/or Diploma Program.

- A. A technical college student may be eligible to receive semester credit hours toward a community college degree or technical certificate program based upon the evaluation of the student's technical college transcript and course syllabi by the community college faculty.
- B. The institutions involved must agree that the competencies specified in qualified courses offered by the technical college satisfy the student learning outcomes in similar courses and/or programs offered by the community college. Syllabi including competencies/learning outcomes of the courses from the institutions involved must be maintained and documented.

IV. Articulation/Transfer Between Individual TBR Institutions and Individual Baccalaureate-granting Institutions

- A. Articulation/transfer agreements between individual TBR institutions and individual baccalaureate-granting institutions must abide by those requirements listed in Section I of this policy.
- B. In addition, the institutions must provide specific advisement for transfer students through an office or program designated to provide academic and administrative coordination between the institutions to facilitate student transfer.
 - 1. The specific institutional office, or officer, designated to serve as the contact for transfer student advisement and for inter-institutional articulation shall be clearly identified in institutional websites, catalogs and other appropriate publications.

2. The community college programs designed for transfer shall be clearly identified in the catalog of the community college.
3. The content of student orientation programs shall include information designed specifically for transfer students.
4. Transfer students shall be afforded all the privileges and opportunities of native students at the receiving institution.
5. Credit based on Prior Learning Assessment (PLA) at another TBR institution will be accepted in transfer and applied toward the student's degree comparable to other types of transfer credit. (See Exhibit 1: *Recommended Standards in Prior Learning Assessment (PLA) Policy and Practice for Tennessee Public Colleges and Universities - August 7, 2012*).

V. Transfer of Credit Related to System-wide or State-wide Articulation Arrangements

A. System-wide articulation agreements between technical colleges and community colleges

1. Technical colleges and community colleges who offer programs in a similar academic field shall cooperate and collaborate to develop system-wide articulation agreements that establish the transfer semester credit hours to be awarded by a community college upon the successful completion of the corresponding technical college program by a student.
2. Institutions entering into such agreement must agree that the equivalent competencies specified in related TCAT programs satisfy the learning outcomes in similar courses and/or programs offered by the community colleges.
3. Within each comparable field of study between the TCATs and community colleges, representative community college and technical college faculty of aligned programs will convene to establish a crosswalk between technical college courses/programs and corresponding semester hour credit courses at the community college.
4. Proposed system-wide technical college to community college articulation agreements are to follow a prescribed process to gain institutional agreement (see Exhibit 2).
5. Technical colleges and community colleges that add a program already covered by a system-wide articulation agreement must recognize and abide by such agreement.

B. State-wide articulation/transfer arrangements

1. All community colleges will participate in the Tennessee Transfer Pathways (TTP) to the fullest extent of their course offerings to meet the curricular requirements of each specific TTP.
2. Community college faculty and staff members will engage in the regular review and revision processes for quality assurance and currency of each TTP in collaboration with like public university representatives.

3. Community college faculty and staff members will participate in the development of new TTP as they are identified based upon student demand in collaboration with like public university representatives.
4. Each community college will provide students who plan to transfer to a Tennessee university with advisement and academic and administrative support related to the appropriate TTP.
5. Each community college will publicize the TTP in institutional websites, catalogs and other appropriate publications.

VI. Awarding of Transfer Credit from Proprietary Colleges or Other Non-Regionally Accredited Institutions

- A. Awarding of transfer credit from proprietary colleges is to be considered on a case-by-case basis.
- B. Community colleges and technical colleges must have in place procedures to document the validity of courses requested for transfer from proprietary colleges, including submission of official transcripts of courses taken, documentation of course content, course level, contact hours, the standards for assessing student work, and certification of the academic credentials of the course instructor.
- C. Academic officials at each institution will review the documentation submitted to confirm or deny approval of courses approved for transfer.

Source

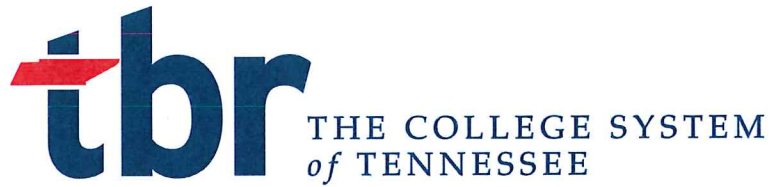
Statutes
CCTA 2010

Approvals & Revisions

New policy and procedure approved at Board Meeting, 20__

Exhibits

- *Recommended Standards in Prior Learning Assessment (PLA) Policy and Practice for Tennessee Public Colleges and Universities (August 7, 2012)*
- *Articulation Flow Chart (pdf)*



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: 4:01:00:01 Budget Principles and Control

PRESENTER: Danny Gibbs

ACTION REQUIRED: Requires Vote

Summary:

Requested changes are a result of combining two related policies, 4:01:00:00 Budget Control and 4:01:00:01 Budget Principles and renaming the policy to "Budget Principles and Control." Requested changes to this policy are made to improve flow and provide clarification of certain terms and provide better understanding of the overall policy.

Attachments: Policy 4:01:00:0 and Policy 4:01:00:01 (with requested revisions)

Budget Principles and Control: 4:01:00:01

Policy Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, ~~Universities~~, System Office

Purpose

As a public entity, the System is responsible for the prudent management of resources entrusted to its care by Tennesseans. Ensuring that budgets developed by institutions and considered by the Board are prepared in accordance with sound budget principles is fundamental to good stewardship of System financial resources. The budget principles included in this policy are intended to respond to the expectations of various stakeholders relating to the generation and expenditure of funds. All System and institutional officials responsible for budgeting processes are directed to adhere not only to the specific requirements of this policy, but to also act within the spirit of this policy and in a manner that evidences forthrightness and engenders public trust.

Policy

I. Guiding Principles

A. Budgeting is the process whereby the plans of an institution are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. Budgets are the blueprints for the orderly execution of program plans; they serve as control mechanisms to match anticipated and actual revenues and expenditures. It is widely recognized that budget control is essential for effective financial management of any organization.

A.B. Working within the institution's shared governance process, each Chief Executive Officer has the responsibility and full authority to propose a budget to the Chancellor and Board. The Chief Executive Officer will ensure that the process for budget development is open, provides for accountability, includes appropriate constituencies in budget planning, and incorporates clear guidelines and adequate training for those involved.

B.C. In the development and submission of budgets, each Chief Executive Officer shall adhere to the following principles.

1. Budgetary needs should be prioritized relative to the institution's core mission and consistent with its strategic plan, with resources aligned accordingly. In situations where resources are constrained or limited, resources should be redistributed as

needed to ensure that limited resources meet the highest priority needs of the institution.

2. Budgets must respect generational neutrality. In general, this to say that the cost of educating the current generation of students should be borne by the current generation and not be deferred to future generations.
3. The Budget must be balanced:
 - a. In total, such that all planned expenditures do not exceed expected revenues and use of reserves or other non-recurring funds; and
 - b. On a recurring basis, such that planned ongoing (recurring) expenditures do not exceed expected recurring revenues. Use of non-recurring revenues and/or funds to meet recurring expenditures is discouraged; however, it is acknowledged that special circumstances may arise when it is in the best interest of the institution to do so. In the event non-recurring revenues and/or funds are budgeted to meet recurring expenses, this must be specifically disclosed to the Board as part of the budget consideration process, including justification and the institution's plan for achieving recurring balance.
4. A degree of fiscal conservatism must be incorporated in the budget to reduce the risk of year-end deficits by:
 - a. Ensuring all costs are fully recognized and budgeted. Use of anticipated savings as a funding source (e.g., lapsed salaries) for recurring expenses is discouraged. If anticipated savings are used to fund recurring expenses, this must be specifically disclosed to the Board as part of the budget consideration process;
 - b. Using financially conservative, yet reasonable, revenue estimates in light of existing conditions. Estimates of revenues derived from students must be based on analysis of historic enrollment patterns, modified for any recent observable patterns. The basis for student derived revenue estimates must be communicated to the Board as part of the budget consideration process; and

- c. Maintaining appropriate contingency funds for revenue shortfalls and emergencies for both Education & General and Auxiliary operations, consistent with relevant TBR policies and guidelines.
- 5. Related to the principle on generational neutrality and to ensure the long term viability of the institution, sufficient provision must be made in both Education & General and Auxiliary budgets to annually fund:
 - a. Maintenance and facilities renewals to the physical plant and grounds; and
 - b. Acquisition, repair and replacement of teaching equipment, computers, and other equipment.
- 6. Opportunities for cost savings arising from shared services and resources between departments and organizations within an institution and among other institutions should be aggressively pursued.

II. **Operational Provisions**

- A. Accountability for the effective management of the budget rests with the institution's Chief Executive Officer, who ensures that proper controls and budget management policies are established.
- B. Guidelines and procedures may be developed that further direct and clarify application of the above principles in the budget development and administration process. The Chancellor is authorized to issue directives on these matters consistent with the provisions of this policy.

Procedures for Budget Control

I. **Submission of Budgets**

- A. It is recognized that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. In view of this, institutions are to submit detailed budgets to the Tennessee Board of Regents for approval three times for each fiscal year. The three submissions are described briefly as follows:

1. Proposed Budget - This is the original budget prepared in the spring that is for the fiscal year to begin July 1. It is normally submitted to the Tennessee Board of Regents for approval at the June Board meeting.
 2. Revised Budget - This budget is a revision of the proposed budget and is normally referred to as the "October Revised Budget". It is ~~prepared as of~~ submitted by the campuses in October ~~31~~ after actual fall enrollments and other estimated costs and closing balances are known and is normally ~~submitted~~ presented to the Tennessee Board of Regents for approval at the December Board meeting.
 3. Spring Estimated Budget - This budget is the final budget submitted for the current year operations. It is submitted in the spring at the same time as the Proposed Budget for the coming year. This is the final approved budget for the institutions and therefore contains the control totals against which final year-end amounts are compared.
- B. It should be noted that the approval of a budget does not waive statutory, policy, or other restrictions for expending funds.

II. Operating Budgets

A. Level of Budget Control

1. Institutional budget control amounts are approved for educational and general total expenditures as well as the major educational and general functional classifications of Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, Operation and Maintenance of Plant, and Scholarships and Fellowships where applicable.
2. Auxiliary Enterprises are controlled on a profit or break-even basis.
3. Additionally, control amounts are approved for educational and general transfers, both mandatory and non-mandatory. Funds transferred to other funds whether mandatory or non-mandatory are restricted in the other funds for the designated purpose. This restriction, however, does not prevent subsequent reallocations or transfers to other funds.

4. All discretionary allocations of the fund balance must be approved.
- 4.5. Once approved, the institution may not exceed the these functional educational and general total expenditure control limits established by the Board without prior approval of the Chancellor.

B. Budget Revisions

1. Revisions within Functional Area

- a. Institutions may make budget revisions within a given functional area at the campus level.
- b. The revisions should be properly documented and approved by the president, or designee.

2. Revisions between Functions

- a. Budget revisions from one functional area to another that exceed 1% of total expenditures must receive prior approval of the Chancellor if proposed at other than the three regular budget submission times.
- b. The request for revision should be submitted by the president in writing with a detailed explanation.

3. Revision of Overall Expenditure Total

- a. Budget revisions to one or more educational and general functional areas that increase the overall educational and general expenditure budget must receive prior approval of the Chancellor if proposed at other than the three regular submission times.
- b. The request for revision should be submitted in accordance with item 2 above by the president in writing with detailed explanation and should include the source of funding for the proposed revision.

III. Plant Fund Budgets

A. Unexpended Funds

1. General

- a. The purpose of the Unexpended Plant Fund is to account for the unexpended resources derived from various sources to finance the acquisition of long-term plant assets and the associated liabilities.
- b. These funds will be used for capital projects such as major additions and/or renovations to physical facilities.
- c. Institutions may request approval for transfer of funds to the Unexpended Plant Fund during the regular budgetary process or special request to the Chancellor.
- d. All funds added or transferred into the Unexpended Plant Fund will be controlled by specific project.
- d.e. Expenditures in the Unexpended Plant Fund will be budgeted and controlled by specific project.
- e.f. Commitments or expenditures for any capital project shall be in conformance with all applicable state laws and requirements of the State Building Commission.
- f.g. All project budget revisions and the utilization of reallocated project balances shall be approved by the Chancellor or designee. if proposed at other than the three regular budget submission times.

2. Extraordinary Maintenance

- a. Within the Unexpended Plant Fund, each institution shall establish an account for extraordinary maintenance to be used for unusual or unanticipated maintenance needs.
- b. The annual budget shall include a minimum balance in the extraordinary maintenance account. This minimum shall be the greater of 0.1% of plant funds or ~~\$150,000 at universities and~~ \$100,000 at community colleges.
- c. All projects in the extraordinary maintenance account shall be approved by the Chancellor or designee.

B. Renewals and Replacements

1. The resources set aside for renewals and replacements, as distinguished from additions and improvements to plant, are accounted for in this fund group.
2. Institutions which have the responsibility to replace auxiliary equipment must transfer at least 5% of auxiliary gross margin to the renewal and replacement fund.

2.3. Expenditures in the Renewal and Replacement fund will be budgeted at the individual fund level (i.e. Instructional Equipment, IT Equipment, Motor Vehicle Replacement, etc.) but controlled at the total Renewal and Replacement fund level.

C. Retirement of Indebtedness

1. The purpose of this fund is to account for the accumulation of resources for interest and principal payments and other debt service charges relating to plant fund indebtedness.
2. Additions to this fund are to be set up in separate debt service accounts.

IV. **Guideline and Position Controls**

A. Aside from ~~functional~~ budget controls specified above, institutions are required to comply with certain other controls.

1. A schedule of these controls will be distributed with the budget guidelines each year.

B. Position control is a part of the personnel budget process.

1. The number of authorized permanent positions at each institution is controlled within unrestricted educational and general accounts and auxiliaries.

2. Controls exist on the total number of positions at the institution, and on the classification of those positions (administrative, faculty/academic, professional, clerical/support).

3. Positions are reported to the Board office each year in the proposed and revised budgeting processes, and at additional times as requested by the Board office during the legislative session.

4. Authorized permanent positions for each institution are approved at the June and December Board meetings.

5. Changes may be requested by special request to the Chancellor in the interim between budget periods.

V. Legislative Controls

- A. Each budget year will normally have unique guidelines and requirements depending on legislative or executive branch requirements.
 1. A schedule of these requirements will be prepared each budget cycle.
 2. It is the responsibility of the institution to ensure that all budget guidelines for a given fiscal year are incorporated into the budget and are carried out operationally.

VI. Budget Control

- A. Each institution shall develop appropriate controls and procedures and ensure that established control limits are not exceeded.
- B. Summary management reports should be prepared for top level administrators to evaluate the current financial status of the institution.

VII. Follow-up by Board Staff

- A. At the end of each fiscal year, the Board staff will review the annual financial report of each institution.
- B. Actual year-end amounts will be compared to the Spring Estimated Budget or the Spring Estimated Budget as officially revised, which is the final approved budget for the year.
- C. Educational and general~~Functional~~ expenditure totals and plant fund expenditures will be analyzed for adherence to the approved control levels.
- D. The financial information will also be examined for compliance with all budget guidelines and/or Board policies in effect for the fiscal year just completed.
- E. The Chancellor shall report any material institutional deficiencies or non-compliance with budget controls and guidelines to the Board.

Sources

Authority

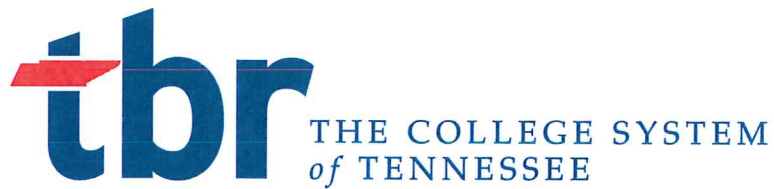
T.C.A. § 49-8-203

History

New Policy approved at Board Meeting, September 26, 2014.

Related Policies

- [Budget Control](#)



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: 4:02:20:00 Disposal of Surplus Property

PRESENTER: Danny Gibbs

ACTION REQUIRED: Requires Vote

Summary:

Requested changes are minor in nature and have been made to provide clarification to some of the terms used in the previous policy and to bring the policy in line with current institutional procedures.

Attachments: Policy 4:02:20:00 with requested revisions

Disposal of Surplus Personal Property:

4:02:20:00

Policy Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The following policies and procedures concerning the disposal of surplus personal property shall be followed by all institutions governed by the Tennessee Board of Regents.

Definitions

- Surplus personal property - means that personal property which has been determined to be obsolete, outmoded, unusable or no longer usable by the institution, or property for which future needs do not justify the cost of maintenance and/or storage. Such property must be declared "surplus personal property" by the president, or designee of the transferring institution; provided however, property need not be declared surplus when disposition is through the trade-in method.

Policy

I. General Rules

- A. Surplus personal property is either usable property, which shall be transferred or sold, or unusable property, which may be disposed or destroyed, as hereinafter provided:
 1. Surplus personal property which is perishable food may be destroyed without delay or notification.
 2. Surplus mattresses may be destroyed or may be otherwise disposed of only upon compliance with T.C.A. § 12-2-403.
 3. Surplus personal property which is determined to be not usable by the institution and of little or no salvage or other economic value may be disposed or destroyed by an appropriate method.

4. The institution shall follow the procedures described in Section II.C of this policy, prior to disposal of all other surplus personal property.
- B. Surplus personal property in which the Federal Government or other entity has a legal interest should be transferred to such entity when no longer needed.
 - C. It is unlawful for any state official or employee, including System employees, to purchase from the state except by bid at public auction any surplus property during the tenure of his office or employment, or for six (6) months thereafter. A purchaser who violates this provision is guilty of a misdemeanor under T.C.A. § 12-2-412.
 - D. For all sales to individuals except at public auctions ([public auctions](#) including internet auctions), the transferring institution conducting the sale shall obtain from the purchaser a signed disclaimer certifying the purchaser is not a state or System employee and that the purchaser is not buying the property for or on behalf of any state or System employee.
 - E. All employees of the Tennessee Board of Regents System and their immediate families shall be ineligible to bid for or purchase surplus personal property except by bid at public auction ([public auctions include internet auctions](#)).
 - F. Possession of surplus personal property sold to the general public under any method prescribed under Section II.C of this policy shall not pass until payment is made. [If the payment is made by check the institution, at its discretion, may not transfer possession until the check is honored by the drawee bank. by cash, or if payment is made by cashier's check or certified check, possession shall not pass until the check is honored by the drawee bank.](#)
 - G.F. Possession shall pass to System institutions, political subdivisions of the state, and other governmental entities upon receipt, by the institution, of purchase vouchers of such institutions, political subdivisions, or other governmental entities. Title to motor vehicles sold as surplus property to political subdivisions and other governmental entities shall be closed as to transferee when title is passed.

II. [General Disposal Procedures](#)

- A. The president of each institution or their designee shall declare personal property to be surplus personal property prior to disposition as such; provided however, property need not be declared surplus when disposition is through use of the trade-in method.
- B. The president or their designee shall designate the department or individual at the institution responsible (hereinafter referred to as "responsible authority") for the disposal of surplus personal property, and the communications and procedures concerning the disposal of surplus personal property.
- C. No article of personal property may be disposed of as surplus except by one of the following methods:
1. Trade-in, when such is permitted due to the nature of the property or equipment and subject to the provisions of T.C.A. § 12-2-403 and the rules of this policy;
 2. [Transfer Sale or donation](#) to other institutions within the Tennessee Board of Regents system;
 3. [Transfer Sale or donation](#) to other state agencies;
 4. Sale to eligible political subdivisions of the state and other governmental entities;
 5. Public auction, publicly advertised and held;
 6. Sale under sealed bids, publicly advertised, opened and recorded;
 7. Negotiated contract for sale, at arm's length; but only in those instances in which the availability of the property is recurring or repetitive in character, such as marketable waste products;
 8. Disposition through the Department of General Services as provided in the Department Rules and Regulations;
 9. [Sale or dDonations](#) to a public school or public school system;
 10. Sale by Internet auction.
- D. If the president, or designee declares the property to be surplus personal property, the method of disposal shall be determined by the responsible authority from the alternatives set forth in Section II.C of this policy. Written documentation for the selection of method of disposal shall be maintained.

- E. The trade-in method, when property is of the nature appropriate for trade-in, and [transfer sale or donation](#) to other institutions in the Tennessee Board of Regents System shall be the first and second priority methods, respectively, for disposal of surplus personal property, except for waste products which shall be disposed of as further provided in this policy.
- F. In the selection of other methods of disposal, the following criteria shall be considered:
1. The character, utility and functionality of the property;
 2. The economics of disposal in light of all relevant circumstances attendant the proposed disposal, including the condition and climate of the potential market and present estimated market value of the property, transportation costs, and other cost factors associated with disposal; and
 3. Sound fiscal and budgetary policy and practices.
- G. The method of disposal selected in the preceding section shall be implemented pursuant to the specific procedures set forth in this policy for such disposition.
- H. The responsible authority at the institution shall be responsible for the maintenance of accountability documentation on all items of surplus personal property, and shall ensure that adequate audit and inventory trails on all items of surplus personal property are maintained.
- I. Such authority shall make the final determination of the fair market value of surplus personal property for purposes of calculating reimbursements to the [transferring-selling](#) institution and to determine whether property may be destroyed pursuant to Section I.A.3.
- J. Nothing shall prohibit an institution from simultaneously providing notice of an intended disposition of surplus personal property to all System institutions and all state agencies as specified in Section IV.A and V.A below.
- K. In such event, if no System institution has requested the property within seven (7) days of the initial notice, the first state agency which had requested the property within such

time shall be entitled to receive the property upon reimbursement as provided in Section V. below.

III. Trade-In on Replacement

- A. Items that must be replaced may, subject to the requirements of this section, be traded in on replacement property.
- B. The responsible authority of the institution shall perform the following functions in connection with the trade-in method of disposal:
 - 1. Issue invitations to bid asking for bids with trade-in and without trade-in and receive and review bids;
 - 2. Make an evaluation of the condition and fair market value of the property to be disposed of; Through comparisons of bids and the evaluation prepared, make a determination whether it is in the best interests of the institution to dispose of the property by trade-in or by one of the other methods of disposal.

IV. Transfer Sale or Donation to System Institutions

- A. Except when the trade-in method is utilized or when the property is to be disposed of as a waste product, the responsible authority at the institution shall provide to the president, or designee, or appropriate departments and/or individuals at all other institutions in the System and to the offices of the Tennessee Board of Regents, a notice of intended disposition which shall include:
 - 1. The name of the individual to contact for additional information;
 - 2. The location of the property for inspection;
 - 3. A description of the property;
 - 4. The condition of the property; and
 - 5. The original cost and fair market value asking price of the property as determined by the responsible authority if the item is being offered for sale as opposed to donation.
- B. The initial notice of available surplus personal property may be made at periodic intervals for the purpose of consolidating notices on numerous items of such property for convenience.

- C. The first institution which makes a written request for the available surplus personal property shall be entitled to receive such property.
- D. In the event that no institution requests transfer of available surplus personal property within seven (7) days of the date of the initial notice, the property may be disposed by means of another appropriate method of disposal.

V. Transfer-Sale or Donation to Other State Agencies

- A. When transfer-sale to other state agencies is the method of disposal selected; the responsible authority of the institution shall provide notice of the intended disposition to the commissioner or chief executive officer of all state agencies which shall include all information specified in the notice required by Section IV.A. Donations may be made directly to specific agencies based on known need.
- B. The first state agency which makes a written request for the available surplus personal property shall be entitled to receive such property.
- C. In the event that no state agency requests transfer-of the available surplus personal property within seven (7) days of the date of the initial notice, the property may be disposed by means of another appropriate method of disposal.

VI. Sale of Surplus Property to Governmental Entities

- A. Political subdivisions of the state and other eligible governmental entities may purchase surplus personal property by submission of sealed bids for such property to the responsible authority of the institution no later than two (2) days prior to a public auction held for disposal of such property.
 - 1. Such bids shall be opened two (2) days prior to such public auction and the highest bid shall be selected unless the responsible authority decides that the highest bid does not represent the fair market value.
 - 2. The responsible authority may reject such bids and may negotiate with the political subdivisions of the state and other entities which have submitted bids in order to obtain a fair market value. In the event negotiation does not result in a fair market value, such property shall be disposed of by public auction.

- B. Political subdivisions of the state and other governmental entities shall retain possession of surplus property purchased from System institutions for at least one (1) year unless disposal is approved by the Board of Standards. Any profit realized from the resale of such property shall revert to the state or the System as their interests may appear.
- C. Any sale of automobiles by a System institution to a county, municipality or other political subdivision or governmental entity shall become null and void and such property shall revert to the state, or the System as their interests may appear, in the event that such political subdivision or governmental entity does not transfer the registration of title to such automobile to its name within seven (7) days after the sale.

VII. **Public Auctions and Sales Under Sealed Bids**

- A. Public auctions and sales under sealed bids, as provided in this policy, shall be publicly advertised and publicly held.
 - 1. Notice of intended disposal by public auction or sale under sealed bid shall be entered by the responsible authority of the institution in at least one (1) newspaper of general circulation in the county or counties in which the disposal is to be made reasonably describing the property and specifying the date, time, place, manner, and conditions of the disposal.
 - 2. The advertisement shall be entered in the public notice or equivalent section of the newspaper and shall run not less than three (3) days in the case of a daily paper and not less than twice in the case of a weekly.
 - 3. The disposal shall not be held sooner than seven (7) days after the last day of publication nor later than fifteen (15) days after the last day of publication of the required notice, excluding Saturdays, Sundays and holidays.
 - 4. Prominent notice shall also be conspicuously posted for ten (10) days prior to the date of disposal, excluding Saturdays, Sundays and holidays, in at least two (2) public places in the county or counties where the disposal is to be made.
 - 5. Notice shall be sent to the county court clerks of the county in which the sale is to be made, and all contiguous counties in Tennessee, except when the fair market value

of all the property to be sold is determined in writing by the president or designee to be less than \$500.00.

- B. A mailing list shall be developed for mailing to eligible governmental entities and potential buyers of surplus items.
- C. No person, firm or corporation shall be notified of any public auction or sale except as provided by this policy.
- D. Each institution should attempt to include as many items in each sale as is practical and feasible.
- E. All notices of sales of such property shall provide that the property is to be sold "as is" with transportation costs assumed by the purchaser. The notice shall state that the only warranty provided, expressed or implied, is the seller's right, title and interest in the property sold.
- F. All sales by bid or auction shall be with reserve, and when bids received are unreasonably below the fair market value as determined by the responsible authority of the institution or school, all bids shall be rejected and the property shall be thereafter disposed of pursuant to other acceptable methods of disposal.

VIII. **Disposal of Waste Products**

- A. Marketable waste products such as paper and paper products, used lumber, bottles and glass, rags, and similar materials of nominal value classified as scrap may be sold directly to dealers at the going market rate without soliciting bids. Each institution shall keep a record of the volume and unit price of such materials sold on the scrap market.
- B. Waste products which are subject to storage and are normally accumulated until such quantities are available to make a sale economically feasible shall be sold under sealed bids as follows:
 - 1. Invitations to bid shall be mailed to known buyers of the particular item;
 - 2. Three firm bids shall be secured when possible;
 - 3. Sealed bids shall be publicly opened and recorded ten (10) days, excluding Saturdays, Sundays, and holidays, after the invitations to bid are mailed;

4. The highest bidder shall be awarded the contract and shall be notified of the date for removal of the property and the method of payment which will be acceptable;
 5. A file shall be maintained for each disposal for the purpose documenting the sale and should include all documents and information pertinent to the disposal.
- C. Anything to the contrary notwithstanding, surplus personal property which is determined to be unusable and of little or no salvage or other economic value may be destroyed by an institution or school as provided in Section I.A.3.

IX. **Disposal of Livestock**

- A. The Head of the Agriculture Program is responsible for the administration of sales or other disposition of all livestock. The Head of the Agriculture Program shall also ensure that adequate inventory records are maintained. Exceptions must be approved by the President of the Institution.
- B. As applicable for the method of sale, documentation that supports the method of sale, advertisements, invitations to bid, bids received, authorization, minimum prices, and price received should be maintained by the Head of the Agriculture Program.
- C. Consistent with the best interest of the institution, as recommended by the Head of the Agriculture Program, livestock may be sold by the following methods:
1. Disposition by Public Auction or Sealed Bid - Unless it is in the best interest of the institution to proceed otherwise, livestock shall be sold by invitation of sealed bids or by public auction (i.e., local livestock auctions).
 2. Special Auction/Private Treaty Sales - These methods are used for superior breeding animals, show animals, pedigreed and/or high quality specialty animals.
 - a. Prior to advertisement, a responsible faculty member or farm manager shall submit a list of superior animals to be sold at auction or private treaty and obtain written approval from the Head of the Agriculture Program.
 - b. The animal(s) available for sale will be advertised through the departmental website, relevant industry publications, or newspaper at least two (2) weeks in advance. A responsible point of contact, who is able to provide information on

animal offerings and participate in the selling/bidding process, should be included in the advertisement.

- c. The Agriculture Program will establish minimum sale prices. The farm manager or faculty member in charge of the respective species' research/teaching program shall determine sale prices for each animal. Value shall be based on the genetic, phenotypic, and performance merit of the animal compared to the average of the population.
 - d. Sale of the animal will be to the highest bidder at or above the minimum established sale price. In cases of tie bids, a random draw will determine the successful bidder.
3. Where the price for "commercial" (non-pedigree/non-specialty) livestock can easily be established, the institution may sell directly to "order-buyers" based on current prices when viewed as being in the best interest and most profitable to the institution.
 4. Disposition by Slaughter - Prices for livestock being sold for slaughter shall be based on the National Yellow Sheet prices. The "Yellow Sheet" publication updates prices daily based on a national average. An acceptable alternative for obtaining slaughter animal prices are current USDA Livestock Market Reports.

X. Sale by Internet

- A. Notice of intended disposal by Internet auction shall be posted on the Internet. Such notice shall specify and reasonably describe the property to be disposed of, the date, time, manner and conditions of disposal, all as previously determined by the responsible authority.

XI. Exceptions

- A. Exceptions to this policy which are consistent with state law may be granted by the Chancellor or designee upon request by the president of the transferring institution, or their designees.

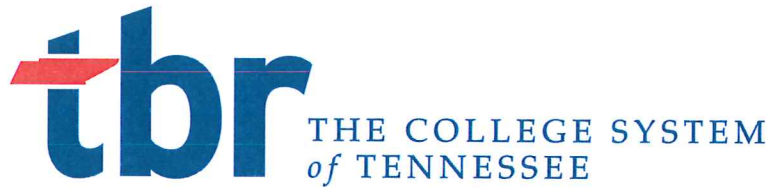
- B. The Chancellor or designee may not approve a method of disposal which is not specified in Sections I.A. or II.C. of this policy.

**Sources
Authority**

T.C.A. §§ 49-8-203, 12-2-403, 12-2-412

History

TBR Meetings, June 29, 1979; September 30, 1983; March 7, 1997; September 26, 2003; June 29, 2007; June 24, 2011; March 29, 2012; Dec 13, 2012; TBR Board Meeting June 19, 2015.



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: 4:01:00:15 (Formerly TCAT Guideline 0304) TCAT
Extraordinary Maintenance Account

PRESENTER: Danny Gibbs

ACTION REQUIRED: Requires Vote

Summary:

Requested changes include transformation of a former TCAT Guideline into a Policy. Changes to language in the document are minor and include updates in titles and in the reporting chain to mirror changes made at both the TCATs and at the Tennessee Board of Regents levels.

Attachment: Policy 4:01:00:15

TCAT Extraordinary Maintenance Account: **TCAT-0304:01:00:15**

Guideline Policy Area

Tennessee Colleges of Applied Technology

Applicable Divisions

TCATs, System Office

Purpose

The purpose of this guideline policy is to establish and set forth procedures for the operation of Extraordinary Maintenance and Start-Up Accounts for the Colleges of Applied Technology governed by the Tennessee Board of Regents. The guideline policy provides for the participation of all Colleges in the support and use of the account. The account represents a pooling of the individual schools' resources, to be used exclusively for extraordinary maintenance projects, start-up of new programs and special expenditures among the Applied Technology Colleges and TCAT central office.

Guideline Policy

- I. Extraordinary Maintenance and Start-Up Accounts
 - A. Extraordinary Maintenance and Start-Up Accounts will be established and maintained in the Board Office for the benefit of the Tennessee Colleges of Applied Technology.
 - B. The amount of funds provided in the accounts at the beginning of each fiscal year shall be determined by the Board staff based on experience and judgment of anticipated emergency major maintenance and new program requirements system-wide.
 - C. A review of the balance in the fund will be made at the end of each fiscal year and will be supplemented as of July 1 each year as necessary to bring the total balance in the account to an amount determined to be sufficient per I.B. above.

- D. Each College of Applied Technology will be assessed a pro rata amount annually to maintain the Extraordinary Maintenance and Start-Up Accounts.

II. Eligible Projects

- A. Projects eligible for funding from the Extraordinary Maintenance Account shall include unexpected failures of building structures and/or systems including roofs and major equipment such as HVAC equipment. Projects eligible for funding from the Start-Up Account shall include new program offerings or expansion of additional existing programs. Special expenditures shall include, but not be limited to, salaries and benefits and operational expenses that directly support the operations of the Tennessee Colleges of Applied Technology.
- B. As a general rule the minimum project cost to be eligible for Extraordinary Maintenance funds will be \$5,000.
- C. Expenditure of Extraordinary Maintenance funds will not be authorized for preventive maintenance, routine building and system or grounds maintenance, or consulting studies or evaluations.

III. Request for Funds

- A. When an unanticipated major maintenance emergency occurs at a College of Applied Technology, the College ~~President~~ **Director** shall first determine the applicability of the project and, if applicable, submit a request for Extraordinary Maintenance funds to the ~~Vice~~ Chancellor [or designee](#) ~~for the Tennessee Colleges of Applied Technology~~ with a description of the problem and estimated cost of repairs if possible.
- B. When a new or expansion program offering occurs at a College of Applied Technology, the College ~~President~~ **Director** shall first determine the applicability of the program offering and, if applicable, submit a request for Start-Up funds to the ~~Vice~~ Chancellor ~~for the Tennessee Colleges of Applied Technology~~ with a description of the program and estimated cost of the program, if possible.

IV. Allocation of Funds

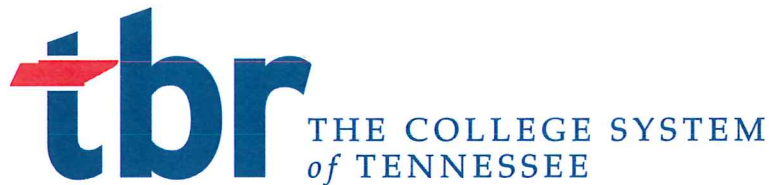
A. Extraordinary Maintenance and Start-Up funds will be allocated to Colleges of Applied Technology by the Chancellor or ~~his or her~~ designee.

V. Exceptions

A. Exceptions to these guidelines may be ~~proposed by the Vice Chancellor for the Tennessee Colleges of Applied Technology for approved approval~~ by the Chancellor.

Sources

May 17, 1984 AVTS Sub-Council Meeting; Directors Meeting February 14, 2002; Presidents Sub-Council May 21, 2002; Presidents Sub-Council August 11, 2009; Directors Meeting August 12, 2009; Business Affairs Sub-Council October 16, 2018.



Presidents Quarterly Meeting and Annual Retreat – November 14 - 15, 2018

SUBJECT: 4-03-03-00 General Travel Policy

PRESENTER: Danny Gibbs

ACTION REQUIRED: Requires Vote

Summary:

Requested changes to the General Travel Policy are being made to alleviate the financial burden placed on employees who, in the past, have had to pay for hotel reservations and/or airline tickets out of their own funds when traveling on behalf of their institution. The requested changes have been approved at the October 16, 2018, Business Affairs Sub-Council meeting.

We are requesting a change in language that will allow the use of institutional procurement cards to pay for hotel room reservations and for airline tickets on behalf of employees who are traveling for business purposes on behalf of their institution.

Attachment

General Travel: 4:03:03:00

Policy Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, System Office, Board Members

Purpose

The following policy applies to the travel of all employees of the institutions governed by the Tennessee Board of Regents, as well as members of the Board staff, in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at institutional, or Board expense. Specific provisions of the policy also address the travel of Board members, pursuant to T.C.A. § 4-3-1008. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy and any approved exceptions hereto. Procurement cards may be used for the payment of hotels, registration fees, and required advance payments for airline or hotel paymentsairlines. Procurement cards may not be used for meals, incidentals incurred during actual travel time except in instances of team/group travel. Procurement cards may not be used for personal expenses. Procurement cards may not be used for expenses incurred during actual travel time except in instances of team/group travel.

This policy and specific reimbursement rates for travel expenses allowed under this policy shall be consistent with those of the Comprehensive Travel Regulations of the State of Tennessee. Exceptions which may be deemed necessary and approved by the Board shall be submitted for consideration by appropriate State officials. Current reimbursement rates shall be issued by the Chancellor as an addendum to this policy.

All travel must be consistent with the educational, research, and professional needs of the TBR System. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes considerations of personal advantage. Employees must exercise good judgment and conduct all aspects of travel in a cost-efficient manner.

Policy

I. General Provisions

- A. No authorization for travel by any employee shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance in accordance with Section II.
- B. Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:

1. Travel which is necessary for the proper execution of official System business, or in justifiable pursuit of an institution's educational and research objectives; or
 2. Travel to meetings and conferences of a professional nature which will increase the attending employee's usefulness to the System.
- C. Travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is their regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field.
1. The official station of an employee shall be designated by the appointing authority.
 2. It is normally expected that the official station is that location at which the employee spends greater than 50% of their working time.
 3. For an employee required to be on call (as determined by their job description), either overnight or on weekends, the official station of the employee while on call becomes their residence, or the location at which the employee receives the call.
 4. Reimbursable mileage begins at the location at which the employee receives the call.
- D. The employee is considered to be on official travel status, and as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official station or residence, whichever is applicable, for the purpose of traveling on state business.
1. Expenses for meals will be allowed when overnight travel is required outside the county of the employee's official station or residence.
 2. En route lodging will be allowed for only one day each way on trips of long duration.
 3. Expenses for lodging will only be allowed in cases where the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel for trips of long duration.
 4. The lodging expense will not be considered en route lodging if it does not add an additional day of lodging expense.

- a. For example: An employee has a 9:00 a.m. meeting in Atlanta, GA. Assume the employee needs to work a full day prior to the trip. It would be less expensive and more convenient to drive rather than fly. The employee leaves the night before and drives to within two hours of Atlanta. Then the employee spends the night, continues the drive the next morning and arrives for the 9:00 a.m. meeting. This will be reimbursed but is not considered en route lodging as it did not add an additional day of lodging expense to the normal travel expenses.
- E. The limitations on travel expenses contained herein are maximum amounts above which reimbursement shall not be made. Employees are expected to be as conservative as possible in incurring travel expenses.
- F. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations shown on the Addendum.
 1. Receipts must accompany claims for reimbursement for all expenses exceeding the amount cited on the Addendum.
 2. Receipts are not required for meals, taxi fares, tolls and ferry fees.
 3. Lodging receipts are required and must itemize room charges and taxes. No expenses shall be reimbursed until after travel has been completed.
- G. Internet travel sites such as Expedia, Travelocity or Kayak can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to purchase a package of more than one travel service. purchases of travel packages that combine services such as lodging, airline, or vehicle rentals are not allowed. These package deals do not usually provide sufficient itemized pricing for each service purchased and therefore do not allow for proper comparison to CONUS or conference rates as required by policy.

II. Authorization of Travel

A. Approving Authorities

1. The president or designees shall have authority to approve travel by employees of the various institutions.

2. The Chancellor or designees shall have authority to approve travel by employees of the Board.
3. Authorization for travel by a student, regardless of the destination, shall be approved by the president of the institution or designee.

B. In-State Travel

1. All employees should obtain prior written authorization for in-state travel by the employee's appropriate approving authority, except as noted in item 2 below.
2. Written authorization may not be necessary for in-state travel where the expected expenses will not be substantial, or when there is no advance notice of the circumstances necessitating the travel, and such travel is approved orally by the appropriate approving authority.
3. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

C. Out-of-State Travel

1. All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee's appropriate approving authority.
2. The authorization must show the name of the person traveling, purpose of the trip, destinations, date of departure and return, mode of transportation, estimated expenses, and availability of funds.
3. If, in the normal course of official business, the employee must routinely travel into another state and back in the same day, such travel will be considered in-state travel and shall be subject to the in-state travel provisions.
 - a. This exception applies for trips which do not exceed 50 miles into another state.
4. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

D. All Other Travel

1. Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to approval by the president or designee.

2. Authorization for travel to Alaska, Hawaii, and all out-of-country travel by the president shall be subject to approval by the Chancellor or designee.

III. **Transportation**

A. **General**

1. All travel must be by the most direct or expeditious route possible and any employee who travels by an indirect route must bear any extra expense occasioned thereby.
2. When work is performed by an employee in route to or from the official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven in performing the work in route to or from the official station.
 - a. For example, if an employee normally commutes 10 miles (20 miles round trip), and performs work on the way home from the official station which results in 12 miles driven, the mileage reimbursement will be for 2 miles only, as that is the amount of mileage in excess of the employee's normal commute.
 - b. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.

B. **Mode of Transportation**

1. Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical.
2. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expense.
3. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled, or to reduce expenses when two or more employees are making the trip.
4. Reimbursement for personal vehicle use may be claimed at the lesser of the standard mileage rate or comparable cost of commercial transportation including taxi fares and/or limousine charges.

C. **Common Carrier Travel**

1. When travel is by common carrier, the fare must not exceed the standard coach fare charged the general public, and advantage must be taken of round trip rates when available.
2. The employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.
3. Baggage Fees will be allowed when necessary. A receipt is required for reimbursement.
4. charges for trip insurance are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for trips.

D. Chartered Aircraft

1. Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or an institutional automobile.
2. However, a chartered aircraft may be used if time and/or distance preclude ground travel or if a commercial air service is either unavailable or does not meet the needs of the traveler(s).
3. The following guidelines apply:
 - a. The chief executive officer of each institution shall assign the following duties to a responsible official:
 1. Reviewing and approving requests for charter air services;
 2. Scheduling charter flights; and
 3. Informing those who request charter flights of the charter company's policy on canceling scheduled flights.
 - b. Charter services will be obtained only when it can be shown that the charter does not exceed the sum of all traveling costs by commercial carrier (e.g. transportation, meals, and lodging) or that circumstances necessitate travel when no other means is available.

- c. The charter company must provide the institution with an original, itemized invoice showing the beginning and ending dates of the charter, the origin and destination of each flight, and the names of passengers on each flight.

E. **Automobile Travel**

1. When travel by automobile is appropriate, employees may use state-owned automobiles whenever available and feasible. However, state-owned vehicles should be used only on official business.

a. **State Owned Automobiles**

1. When transportation is by a state-owned automobile, tolls, parking, gasoline and storage expenses are allowable.
2. When using motor pool automobiles, employees will be furnished with courtesy cards for purchase of gasoline, oil, and other automobile services, and such expenses should not be claimed by employees as travel expenses.
3. Emergency out-of-pocket expenses, such as towing or emergency repairs, will be reimbursed but must be accompanied by proper receipt identifying the automobile and itemizing the services.
4. Such expenditures must be of an emergency nature when immediate service is required and access to a state facility is not possible.
5. Major repairs should be approved by campus officials prior to work being performed. Such expenditures are allowed but should be filed for reimbursement separately.

b. **Personally-Owned Automobiles**

1. Use of a personally-owned automobile must be authorized.
2. Mileage reimbursement rates are provided on the Addendum.
3. The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.
4. Employees may use reputable websites to determine point-to-point and/or vicinity mileage.

5. Commuter Mileage

1. Procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage.
2. If an employee begins or ends a trip at their official station, reimbursable mileage will be the mileage from the official station to the destination.
3. If work is performed by an employee in route to or from their official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
4. If an employee begins or ends a trip at their residence without stopping at their official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to the destination or their official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from their residence to the destination.
5. If an employee travels between destinations without returning to their official station or residence, reimbursable mileage is the actual mileage between those destinations.

c. The travel claim must indicate the employee's itinerary and must show the official business mileage.

1. Business mileage as indicated by the official state map or reputable websites, and that published by Rand-McNally or reputable websites for out-of-state routes will be regarded as official.
2. Vicinity mileage must be reported on a separate line and not included with point-to-point mileage. Only mileage on official business may be claimed.

d. Necessary charges for hotel and airport parking will be allowed.

F. **Limousine and Taxi Service**

1. When travel is by common carrier, reasonable limousine and taxi fares will be allowed for necessary transportation.

2. Bus or limousine service to and from airports will be used when available and practical.
3. After arrival at destination, necessary taxi fares for traveling between hotels or lodging and meeting or conference will be allowed.
4. No receipt is required for reimbursement of reasonable taxi fares.

G. Car Rentals at Destination

1. Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or it is the only practical means of transportation.
2. Charges for insurance for rented automobiles are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for rental vehicles.
3. Whenever possible, employees should refuel before returning vehicles.

H. Tolls and Ferry Fees

1. Reasonable tolls and ferry fees will be allowed when necessary.
2. 2. No receipt is required for reimbursement of tolls and ferry fees.

I. Daily Parking Fees

1. Daily parking fees for those employees working in downtown offices will not be allowed.
2. If an employee is required to leave their office on official business and later returns the same day, the actual additional charge required to park will be reimbursed up to the maximum indicated (see Addendum).
3. Those employees required to utilize commercial parking facilities in the daily performance of duties, or while on travel status, will be allowed reimbursement for actual costs.
4. Receipt is required if the fee exceeds the maximum indicated per day (see Addendum).

- J. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed.
- K. If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including related parking expenses.
 - 1. Receipts must be furnished on airport and hotel parking exceeding maximum parking allowance in Addendum.

IV. Lodging

A. In-State Lodging

- 1. Lodging expenses incurred within the state while on authorized travel will be reimbursable to the maximum shown on the Addendum.

B. Out-of-State Lodging

- 1. Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the maximum shown on the Addendum.
- 2. The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U. S. General Services Administration for federal employees within the continental United States (CONUS).
- 3. The CONUS list, available on the General Services Administration web site, contains a standard reimbursement rate for lodging and meals and incidentals, and several pages of exceptions.
- 4. Most destinations for out-of-state travel fall within the list of exceptions.
- 5. En route lodging will be allowed for only one day each way on trips of long duration.
 - a. En route lodging will only be allowed in cases when the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel. (Refer to Section I.D.2-4 for explanation of en route lodging expenses.)

C. Out of Country Lodging

1. Lodging expenses incurred while out of the country will be reimbursed at actual expenses with receipts.

D. Additional Lodging Expenses

1. Sales taxes on lodging costs will be reimbursable.
2. Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure or conference website.
3. Additional lodging for presidents will be approved on the same basis as approval is granted for other employees. Any exceptions must be approved by the Chancellor.
4. The convention or conference brochure which indicates the lodging rates must be included with the travel claim. Otherwise, reimbursement will be limited to the applicable lodging rate as provided in these regulations.

E. Shared Lodging

1. In the event of double occupancy for state employees on official travel, both employees should attach an explanation to his/her travel claim detailing dates and other employees with whom the room was shared.
2. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charge may be allowable for each employee.
3. If a room is shared with other than a state employee, actual cost subject to the maximum in the Addendum will be allowed.
4. The receipt for the entire amount should be submitted with the expense account.

V. Meals

A. In-State and Out-of-State Meals

1. Meals while on authorized travel will be reimbursed, subject to the meal allowance provided on the Addendum.
2. The maximum per diem rates include a fixed allowance for meals and for incidental expenses (M&I).

3. The M&I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts.
4. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls home, etc.
5. The M&I rates for out-of-state travels are the same as those for federal employees, and are available on the General Services Administration's web site.
6. As with lodging, there is a standard rate for the continental United States (CONUS), and a list of exceptions.
7. Reimbursement for meals and incidentals for the day of departure shall be three-fourths of the appropriate M&I rate (either the in-state rate or CONUS rate for out-of-state travel) at the rate prescribed for the lodging location.
8. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate applicable to the preceding calendar day.
9. To assist in this calculation, the following table lists partial per diem rates for meals and incidentals for in-state and out-of-state travel.

Per Diem Rates	Three-Fourths Calculations
\$55	\$41.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25
\$76	\$57.00

10. The following table may be used to determine reimbursement for a single meal, when appropriate. Reimbursement for meals will not be permitted when overnight travel is not involved.

In-State and Out-of State of Tennessee

Meals and Incidental – Allocated by Meal

11. Revisions to the tables above and below that are required solely by changes in CONUS rates will not be subject to Board approval

Per Diem	\$55	\$56	\$61	\$66	\$71	\$76
Breakfast	\$13	\$13	\$14	\$16	\$17	\$18
Lunch	\$14	\$15	\$16	\$17	\$18	\$19
Dinner	\$23	\$23	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

B. Out of Country Meals

1. Out of Country meals are reimbursed at actual expense with receipts. If no receipts are provided, the maximum rate will be the maximum CONUS rate of Out-of-State travel.

C. Official Banquets

1. When the expenses for an official banquet of a meeting or conference are in excess of the meal allowance, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

D. Business Meals

1. See Policy 4:07:00:00 for criteria on reimbursing business meals.

VI. Miscellaneous Expenses

A. Personal Expenses

1. Expenses for entertainment (employee or others), laundry, tips and gratuities, etc., are personal expenses and will not be reimbursed in excess of the incidental portion of the M&I rate.

B. Telephone, Internet and Fax Expenses

1. Charges for long distance telephone calls, internet, and/or fax on official business will be allowed.
2. Charges for necessary local calls on official business will be allowed.

C. **Registration Fees**

1. Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons, if authorized in advance by the appropriate approving authority, and provided receipts are submitted with the travel claim.

D. **Handling Fees**

1. Fees for the handling of equipment or promotional materials will be allowed up to the maximum indicated (see Addendum).

VII. **Claims**

- A. The standard form for claims for travel expenses approved by the President, or Chancellor shall be used for reimbursement of expenses.

1. The form must show movement and detail of expenses on a daily basis, be signed in ink by the employee, and be approved by the appropriate approving authority prior to reimbursement.
2. Signatures on travel claims must be original or electronic in accordance with TBR policy. Where adequate controls have been implemented to minimize risks associated with travel claim (such as the risk that duplicate claims will be submitted or alterations made to the original claim subsequent to approval by approving authority), travel claims may be submitted for payment electronically via email.
3. Receipts for appropriate expenses must be submitted with the claim for reimbursement..
4. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the claim form.
5. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel.

VIII. Travel Advances

A. General

1. Normally travel expenses should be paid when incurred by an employee, with reimbursement made to the employee for actual expenses upon proper submission of a claim for travel expenses.
2. Advances to employees for anticipated travel expenses may be made under the circumstances hereinafter described as
 - a. Permanent travel advances; and
 - b. Temporary travel advances are only under extraordinary circumstances as determined by the approving authority.
3. All travel advances must be approved by the president designee for employees of the institutions, and the Chancellor for employees of the Board.

B. Permanent Travel Advances

1. When an employee has blanket travel authorization, and is expected to travel the major portion of each month, the employee may be placed upon permanent travel status.
2. Upon determination of the employee's estimated monthly expenses, if such expenses exceed \$100, the employee may be provided with a single advance in an amount sufficient to cover such expenses for one month, provided such amount may not exceed the semi-monthly salary of the employee.
3. Subsequent to the initial advance, the employee shall submit appropriate claims and be reimbursed as heretofore provided, with any unused portion of the advance to be returned upon termination of the employee's permanent travel status.

C. Temporary Travel Advances

1. When temporary travel is authorized for an employee, the employee may receive an advance, provided a request for the advance, including estimated expenses, is submitted to the appropriate approving authority with the request for written authorization for the travel, and is approved.

2. An amount equal to 80% of the estimated out of pocket expenditures will be allowed as an advance, however, no advance less than \$100 will be made.
3. Students traveling under individual authorizations or an employee traveling with a student or students who is responsible for disbursing all funds for the trip may be advanced 100% of the amount of the authorization.

D. Payroll Deduction Authorization

1. Each employee receiving a permanent or temporary travel advance for the first time must sign a payroll deduction authorization form which will allow the State to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim.
2. This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

E. Expense Claim

1. Upon return, the employee should submit an expense claim detailing actual expenditures. This claim should show the total expenses incurred.
2. The advanced amount should be subtracted from this total.
3. A voucher should then be prepared requesting the additional amount due the employee.
4. No advance should exceed actual expenses. If this does happen, however, the excess should be returned by the employee to the business office for deposit as a credit against the original advance with proper distribution being made of the actual expenses incurred.
5. In the latter instance, the expense account claim should be forwarded to the business office with notification to file it with the advance request.

F. **Non-business Expenses**

1. You are eligible for reimbursement of travel expenses if your trip was entirely business related.

2. If your trip was primarily for business and, while at your business destination, you extended your stay, made a personal side trip, or had other personal activities, you can obtain reimbursement for only your business related travel expenses.
3. These expenses include the travel costs of getting to and from your business destination but do not include additional lodging, parking, and per diem for the days not required for the business travel.
4. Additional days are not considered business related unless they are necessary to provide rest or sleep required for you to properly perform your duties.

IX. Exceptions

A. General

1. The Chancellor shall have the authority to grant exceptions to any part or all of the provisions of this policy when deemed appropriate and necessary; however, any exception directly affecting the Chancellor must be approved by the Vice Chair of the Board.
2. The Chancellor delegates to the presidents the authority to grant exceptions to any part or all of the provisions of this policy in individual instances when deemed appropriate and necessary; however, any exception directly affecting presidents must be approved by the Chancellor or designee.
3. Two areas of standing exceptions to the policy are provided below.
 - a. Exception No. 1
 1. Provisions for travel contained in this Exception Number One shall be applicable only to the Chancellor and the Chancellors' immediate staff, presidents of institutions, and System employees traveling in their company.
 2. This exception corresponds with Exception Number Three of the Comprehensive Travel Regulations. All provisions of Sections I through IX of this policy shall be applicable unless superseded by the following.
 1. Transportation: First class travel on common carrier shall be allowable at the option of the above designated persons when accompanying others

not employed by the State who are traveling in first class accommodations.

2. Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or whenever it is the only practical means of transportation.

b. Exception No. 2

1. Members of the Tennessee Board of Regents shall be reimbursed for travel in the performance of their official duties in accordance with applicable provisions of the general policy unless superseded by the following, which corresponds with Exception Number Four of the Comprehensive Travel Regulations, provided that necessary approvals shall be made by the Chancellor rather than the Commissioner of Finance and Administration.

1. Members of the Board shall be reimbursed by the Board office for all allowable travel expenses upon submission of a standard form for claims and appropriate receipts.

Addendum

I. Tennessee Board of Regents General Travel Policy

- A. This Addendum provides the specific expenses considerations cited in the general travel policy.

1. The reimbursement rates listed below are consistent with the current Comprehensive Travel Regulations of the State of Tennessee, which may be revised from time to time.
2. The following shall remain in effect from and after October 1, 2018, until revised by the Chancellor.
3. The Board delegates to the Chancellor the authority to increase TBR travel rates commensurate with any rate increases approved by the State of Tennessee.

II. General Reimbursement Rates

- A. Standard mileage rate – Rate approved by the Dept. of Finance and Administration.

Link: 

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf State Travel Regulations.

- B. Maximum parking fees without receipt - \$ 8.00 per day

- C. Fees for handling of equipment or promotional materials - \$ 20.00 per hotel

III. Out-of-State Reimbursement Rates

- A. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government.

- B. The CONUS rates are located on the U.S. Government’s web page at www.gsa.gov/

- C. Use the CONUS standard rates for all locations within the continental United States not specifically shown on the web page as a listed point.

IV. In-State Travel Reimbursement Rates

- A. Level I Counties and Cities

- 1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$179.00 + tax	\$61.00

- 2. Level II Counties and Cities

- a. a. Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$129.00 + tax	\$55.00

3. Level III Counties and Cities

- a. All other counties and cities not listed above

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$94.00 + tax	\$55.00

V. Standard Out-of-Country Rates

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	Actual expense	Actual expense or \$76.00

VI. Special Rates Under Exception One

- A. This exception applies to the Tennessee Board of Regents' Chancellor and the Chancellors' immediate staff, presidents of institutions, and System employees traveling in their company. This exception rate schedule corresponds with Exception Number Three of the Comprehensive Travel Regulations of the State of Tennessee.

1. Out-Of-State Reimbursement Rates

- a. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government.
- b. The CONUS rates are located on the U.S. Government's web page at www.gsa.gov/
- c. Use the CONUS standard rates for all locations within the continental United States not specifically shown on the web page as a listed point.

2. In-State Travel Reimbursement Rate

- a. Level I Counties and Cities

1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$184.00 + tax	\$61.00

b. Level II Counties and Cities

1. Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$134.00 + tax	\$55

c. Level III Counties and Cities

1. All other counties and cities not listed above.

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$99.00 + tax	\$55

VII. Special Rates Under Exception Two

- A. This exception applies to Board Members of the Tennessee Board of Regents who are reimbursed for travel in the performance of their official duties. This exception rate schedule corresponds with Exception Number Four of the Comprehensive Travel Regulations of the State of Tennessee.

1. Out-of State Reimbursement Rates

- a. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. The CONUS rates are located on the U.S. Government's web page at www.gsa.gov/
- b. Use the CONUS standard rates for all locations within the Continental United States not specifically shown on the web page as a listed point.

2. In-State Travel Reimbursement Rates

a. Level I Counties and Cities

1. Davidson County

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$199.00 + tax	\$61.00

b. Level II Counties and Cities

- 1. Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
Actual expense or 75% of M&I	\$149.00 + tax	\$55.00

c. Level III Counties and Cities

- 1. All other counties and cities not listed above.

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$114.00 + tax	\$55.00

**Sources
Authority**

T.C.A. §§ 49-8-203, 4-3-1008; All Federal and State rules and regulations referenced in this policy.

History

TBR Meetings, June 25, 1976; March 3, 1978; September 29, 1978; September 26, 1980; September 30, 1983; March 23, 1984; September 21, 1984; December 13, 1985; June 26, 1987; September 18, 1987; June 30, 1989; September 21, 1990; June 28, 1991; March 20, 1992; October 22, 1993 (Interim action), February 1, 1996 (Interim Action), June 21, 1996, March 27, 1998, August 1, 1998 (Interim Action), March 26, 1999, September 17, 1999, September 1, 2001 (Interim Action), September 26, 2003, December 5, 2003, May 1, 2004 (Interim Action), September 24, 2004; December 3, 2004; June 10, 2005; December 2, 2005; March 31, 2006; March 30, 2007; June 29, 2007; September 28, 2007; March 28, 2008. October 1, 2008 (Interim Action); October 1, 2009 (Interim Action); Board Meeting September 24, 2010; December 9, 2010, June 24, 2011; October 13, 2011 (Interim Action); June 28, 2012; June 21, 2013; October 1, 2013 (Interim Action); Board Meeting June 20, 2014; October 1, 2014 (Interim Action); October 1, 2015 (Interim Action); October 1, 2016 (Interim Action). Revised at Board Meeting, March 31, 2017. October 1, 2017 (Interim Action); October 1, 2018 (Interim Action)

Related Policies

- [Athletic and Other Student Group Travel](#)
- [Business Meals](#)