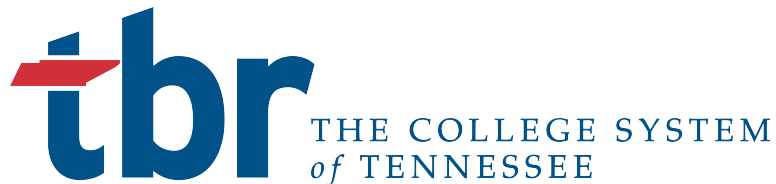


Presidents Conference Call Agenda

February 28, 2019/9:00 a.m. CT

(877) 489-0088 code 9060

1. 2:03:00:00 Admissions (Community College) – Heidi Leming
2. 2:03:00:01 Admissions (TCAT) - Heidi Leming
3. 2:03:00:02 Learning Support Policy – Treva Berryman
4. 2:03:00:03 English Language Learners Policy (formerly A-105 Guideline) – Heidi Leming
5. 2:01:00:02 Posthumous Degrees Policy - Greg Sedrick
6. 2:06:00:00 Awarding Honorary Degrees Policy – Greg Sedrick
7. 5:02:01:10 Faculty Emeritus Policy – Robert Denn
8. 5:02:03:10 Tenure in Non-Faculty Positions Policy – Tachaka Hollins- *Recommended Dissolution*
9. 2:02:00:02 Reverse Transfer: Policies, Procedures, and Guidelines Policy – Randy Schulte
10. 2:03:00:05 Limitations on Enrollments Policy – Randy Schulte
11. 4:03:03:00 General Travel – Danny Gibbs
12. 4:03:03:50 Athletic and Other Student Group Travel – Danny Gibbs
13. 5:01:05:00 Outside Employment and Extra Compensation – Mary Moody



**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Approval of NEW TBR Policy 2:03:00:00: Admission at
the Community Colleges

PRESENTER: Dr. Heidi Leming

ACTION REQUIRED: Requires Vote

Summary:

This policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents. TBR Requires that all community colleges shall develop an admission policy consistent with the provisions of this policy and include it in its catalog or other appropriate publications.

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

2 – Academic Policies

2:03:00:00

Name: Admission at the Community Colleges

Purpose

~~This e following policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents (TBR), and procedures are adopted as consistent admission policy throughout the Tennessee Board of Regents system. Each university and community college shall develop policy and procedures consistent with this policy for the admission of students to undergraduate degree programs.~~

Applies to Community Colleges

Definitions

- ~~• Adequate coverage - adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.~~
- ~~•~~
- ~~• Ability to Benefit (ATB)- The Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid.~~
- ~~• Dual enrollment is the enrollment of a high school student in one or more specified college course(s) for which the student will be awarded both high school and college credit.~~
- ~~• Joint enrollment is the enrollment of a high school student in one or more college course for which the student will earn only college credit.~~

Policy

I. Provisions for Community Colleges~~all Institutions~~

A. Policy Development

1. ~~Each institution governed by T~~the Tennessee Board of Regents requires that all community colleges shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval.
2. Each institution shall include its approved admission policy in its catalog or other appropriate publications.
3. Dual Enrollment admissions policies shall be developed in compliance with TBR Policy Early Postsecondary Opportunities 2:01:00:05 and T.C.A. § 49-6-3111.

B. Policy Revision

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

C. Medical or Health Information

1. Each institution shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. A copy of Board of Regents promulgated rules is Exhibit 1 to this policy.

Sources

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124, [T.C.A. § 49-6-3050](#), [T.C.A. § 49-50-801](#) and [T.C.A. § 49-6-3111](#).

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency ([HiSET](#)) Diploma.

Revised at Board Meeting March 30, 2016.

Exhibits



[Exhibit 1 - TBR Immunization Rules \(pdf /21.79 KB\)](#)

Related Policies

- [Undergraduate Academic Retention Standards](#)
- [Policy for Classifying Students In-State & Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes](#)
- [TBR Learning Support Policy No. 2:03:00:02.](#)
- [Education Choices in Tennessee https://www.tn.gov/education/school-options.html](https://www.tn.gov/education/school-options.html)
- [Graduation Requirements https://www.tn.gov/education/instruction/graduation-requirements.html](https://www.tn.gov/education/instruction/graduation-requirements.html)
 - [Tennessee State Board of Education High School Policy 2.103 Revised 4.20.18](#)
- [Ability to Benefit: https://ifap.ed.gov/dpcletters/GEN1609.html](https://ifap.ed.gov/dpcletters/GEN1609.html)
- [Approved Ability to Benefit Tests: http://www.nasfaa.org/news-item/4747/6_24](http://www.nasfaa.org/news-item/4747/6_24)

Procedure

~~2. Provisions for Universities and Community Colleges~~

I. General Provisions

~~1.A.~~ Admission of Non-Tennessee Residents

~~1.~~ Each ~~university and~~ community college may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the ~~s~~State.

~~a.~~

~~2.B.~~ Residency Classification

~~a.1.~~ Each ~~university and~~ community college shall, in the admission or readmission process, assign each student a residency classification using TBR Policy No. 3:05:01:00 Regulations for Classifying Students In-State and Out-of-State for the Purposes of Paying College ~~or University Fees and Tuition and for Admission Purposes.~~

~~3.C.~~ Admission of International Non-Immigrant Applicants

~~a.1.~~ Each ~~university and~~ community college ~~must~~will establish policies and procedures for the admission of international non-immigrant applicants in accordance with the following criteria:

~~1.a.~~ Educational Level. The educational level attained must be comparable to that required of U.S. applicants.

~~2.b.~~ Proof of English Language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English language, each ~~university~~ and community college shall require

that applicants whose native language is not English submit scores earned on the Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing System (IELTS), or one of the other recognized comparable standardized examinations or through a standardized examination developed at the individual institution. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.

3.c. Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living and other expenses, each institution shall require international applicant to supply evidence of financial capability.

4.d. Immigration Service Regulations. Institutions must adhere to all U.S. Citizenship and Immigration Service regulations in the admission, enrollment, and readmission of international non-immigrant applicants.

5.e. Certification of Freedom from Tuberculosis. All international non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.

6.f. Medical and Hospitalization Insurance. Each institution must require that international non-immigrant applicants with J, F, or M visas have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the institution. Applicants with J

visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Institutions may require similar insurance coverage of all other international non-immigrant applicants.

~~b.2.~~ Institutions shall establish this requirement in policy and shall establish a process for:

~~1.a.~~ Informing applicants for admission of the coverage required and of its approximate cost of coverage and options for accessing insurance;

~~2.b.~~ Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and

~~3.c.~~ Automatically enrolling in the TBR recommended insurance plan those international non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.

~~4.D.~~ Admission to Specialized or Limited-Enrollment Programs

~~a.1.~~ Each ~~university and~~ community college shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.

~~b.2.~~ Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee. (Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)

~~c.3.~~ A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for

appropriate student progress influence the selective admissions process to certain undergraduate programs.

~~1.a.~~ Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.

~~2.b.~~ Institutions may vary in their admission requirements based on their analysis of student success characteristics.

~~3.c.~~ Admission and progression policies related to selective programs should reflect the likelihood of being admitted to the academic program major at the earliest possible point and contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.

4. Admission and progression policies should be clearly displayed in all materials to prospective applicants.

~~2.~~

E. Admission under Ability to Benefit (ATB)

1. For institutions wishing to participate in the ATB option under Title IV, students must meet the minimum criteria as outlined by the U.S. Department of Education.

2. ATB allows students to apply for Federal Financial Aid by proving their “ability to benefit” from college, either by taking a test or completing six college credits before placement on ATB.

3. Institutions which have established ATB processes and procedures must maintain documentation that the programs in which students enroll are Title IV eligible and must offer students on ATB the opportunity to also earn a high school credential.

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

~~a.1.~~ Each ~~university and~~ community college that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:

~~1.a.~~ Provide evidence through a health verification form, that at a minimum, establish the ~~applicants~~applicant's compliance with the Rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.

~~b.~~ Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

~~2.~~

~~6. Advanced Standing and Placement~~

~~a. Each university and community college may develop policies and procedures for granting admission with advanced placement or standing based on examination, experiential learning, and active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra Institutional Learning to Community Colleges and Universities.~~

~~7.G.~~ Readmission

- ~~1.~~ Each ~~university and~~ community college shall develop policies and procedures for the readmission of students.
- ~~2.~~ Readmission ~~These~~ policies and procedures for students not in good academic standing shall be consistent with TBR Policy No. 2:03:01:01 (Undergraduate Academic Retention Standards).

~~a.~~

~~8.H.~~ Application Fee

- ~~1.~~ TBR institutions are prohibited from charging an application fee.

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

~~9. Undergraduate Community College~~ Degree Admission

~~10.A.~~ Admission of First-Time Freshmen

~~a.1.~~ Applicants for degree admission as first-time freshmen ~~must~~ shall be admitted using the following ~~four (4)~~ criteria:

~~1.a.~~ High School Graduation. Except for those that are exempt per T.C.A. § 47-7-110 as provided for below in Section II.B.1.a,(2) applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. ~~The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed the required Proficiency Examination.~~

~~2.b.~~ High School Diploma, ~~or~~ other State Recognized Equivalency

~~a.1.~~ Effective January 1, 2014, applicants for degree admission as first-time freshmen may present either the 2014 GED ~~®@~~ test or the HiSET ~~®TM~~ in lieu of a high school diploma provided that their GED ~~®@~~ test or the HiSET ~~®TM~~ score meets or exceeds the minimum score set by the institution.

~~c.~~ Standardized Examination Scores

~~1.~~ ~~Universities will use the scores for admission in keeping with recommended best practices, advisement, and as a component in the placement decision.~~ ~~CC~~ Community colleges ~~and technical institutes~~ will not use standardized ~~the~~ scores for admission purposes, but may use them for advisement purposes as well as a component in the placement decision in accordance with TBR Learning Support Policy No.

2:03:00:02

~~1.d. 5.~~ High School Course Requirements

~~b. 1.~~ Effective January 1, 2014, the TBR agreed to accept the curriculum requirements as set by the Tennessee Department of Education with the implementation of the Tennessee Diploma Project of 2009. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. ~~These courses include the following:~~

~~1.4 Credits of English~~

~~2.4 Credits of Math, including Algebra I and II, Geometry and a fourth higher level math class.~~

~~3.3 Credits of Science, including Biology, Chemistry or Physics, and a third Lab Course.~~

~~4.3 Credits of Social Studies, including United States History* and Geography, World History and Geography, U.S. Government and Civics, and Economics.~~

~~*T.C.A. § 49-7-110 requires the completion of six semester credit hours of American History by any individual in any non-exempted area of study to be granted a baccalaureate of any kind from any institution of higher learning or community college supported or maintained by the state. Persons in exempted fields of study need not fulfill this requirement if they successfully completed a course in American History in high school. Any student has the option, at the student's request, to substitute three semester hours of Tennessee History for the American History requirement.~~

~~5.1.5 Credits of Physical Education and Wellness~~

~~6.2 Credits of a Single Foreign Language~~

~~7.0.5 Credits of Personal Finance~~

~~8.1 Credit of Fine Arts~~

~~9. 3 Credits of Electives consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)~~

~~2. Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum by the TBR who hold a high school diploma are exempt from the diploma requirements with the exception of those in T.C.A. § 47-7-110.~~

~~3. Admission will be granted for students who submit a high school diploma from a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050.~~

~~a. Church-Related or Home School students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility consistent with TBR Learning Support Policy No. 2:03:00:02.~~

~~e. as described in Section H.B.4.a.(iv).~~

~~4. e. Out-of-State Applicants~~

~~1. Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.~~

~~a.~~

~~11. B. Early Admission of First-Time Freshmen~~

~~a. Each university and community college may develop procedures for the admission of applicants~~

~~who have completed their junior year in high school.~~

~~b. The minimum requirements for admission of applicants in this category shall be the following:~~

~~1. High School GPA~~

~~a. Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.~~

~~2. Standardized Examination Score~~

~~a. Applicants must have an Enhanced ACT composite score of at least 22 or a comparable ACT Compass score.~~

~~3. Prescribed Courses~~

~~a. Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.~~

~~4. Endorsements~~

~~a. Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.~~

~~12. Admission of Transfer Students~~

1. Each ~~university~~ and community college shall establish policy and procedures for the admission of transfer students that are consistent with the TBR Policy 2:01:00:00 General Education & Degree Requirements, Sections II and III, TBR Learning Support Policy No. 2:03:00:02. and with the following criteria:

~~a.~~

~~—The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.~~

a.

—The applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition.

b.

—Institutions must develop policy and publish criteria regarding the awarding of transfer ~~credit from collegiate and non-collegiate institutions, credit by examination, military and other formal training, experiential learning, and academic fresh start.~~ Such policies and procedures must, at a minimum, be consistent with national standards of good practice, the requirements of appropriate accrediting bodies, and consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities and TBR Policy

2:03:01:01 Undergraduate Academic Retention Standards.

c.

1. Institutions may determine a subset if grade point average is used to determine admission to selective programs.

~~13.C. Admission of Non-Degree Students to Degree Admission Status~~

~~a. Each university and community college may develop policy and procedures for granting degree admission to non-degree students.~~

~~b. To be eligible for Degree Admission status, non-degree students, as defined in Section II.D. below, must meet all the applicable provisions of Section II.B.1.a.(1)-(4) above.~~

~~2. Graduate and Professional Degree Admission~~

~~1. Universities shall develop policy, procedures, and specific criteria for admitting applicants to graduate and professional degree programs. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.~~

~~2. Admission~~

~~a. Generally, graduate administrative units set a minimum undergraduate grade point average (GPA) that an applicant should have earned in order to be considered for admission.~~

~~1. Departments may set higher minimum standards for admission.~~

~~2. Departments may also stipulate the minimum GPA to be achieved in the desired major during the final year or two of the undergraduate studies.~~

~~b. Individual institutions may determine to offer varying degrees of admission, i.e., full conditional or provisional.~~

e. Official Transcripts

1. Institutions may require official transcripts (undergraduate and graduate) issued directly by all institutions attended to be submitted either upon application or acceptance.
2. The individual institution may determine whether or not to accept three-year undergraduate degrees in keeping with the international education reform, i.e., Bologna process or to make exception for students seeking political or social asylum prior to the completion of undergraduate work.

d. Standardized Examination Scores

1. The institution may request dates and scores for one or more assessment tests such as the GRE, GMAT, the MAT, the IELTS and/or TOEFL.
2. Scores should be submitted directly from the testing organization and not the student within the time limitations of use set by the testing organizations.

e. Proof of English Competency

1. All students for whom English is not the first language, with the possible exception of individuals who have completed a prior degree at an accredited institution in an English-speaking nation, must provide proof of English proficiency.
2. Institutions may administer additional assessments for oral and written competencies for applicants and accepted students for whom English is not the first language if they have been offered graduate assistantships where they will be required to teach.
3. Institutions must provide assistance to those students awarded assistantships to improve their English language proficiency if the assessment shows deficiencies prior to placing those applicants or students in the classroom.

~~f. Required Materials for Graduate Degree Application~~

~~1. Regardless of the standards set by the individual academic units, all applications should include at a minimum the following components:~~

~~a. An application form~~

~~b. Transcripts of all previous academic work (with certified translations for Non-English transcripts) from which an undergraduate GPA may be calculated~~

~~c. Letters of recommendation~~

~~d. Proof of English competency for international students for whom English is not their first language, with the exception of those who have completed a degree at an accredited institution in an English speaking country.~~

~~3. Admission of Undergraduates to Graduate Courses~~

~~a. Institutions may grant permission to undergraduate students with exceptional academic backgrounds to graduate coursework as part of their undergraduate experience.~~

~~4. Admission of Transfer Graduate Students~~

~~a. Students applying for transfer from one graduate institution to another should submit the same admission materials as the typical first time graduate applicant. If granted admission, the student should be informed of the number of hours which will be transferrable.~~

~~b. Each university shall establish policy and procedures for the admission of transfer graduate students that are consistent with the following criteria:~~

~~1. The applicant must provide transcripts of credits attempted from all institutions of higher learning previously attended, if required by the graduate institution.~~

~~2. The applicant's grade point average (GPA) on transferrable courses must be at least equal to that which the institution required for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate conditions.~~

~~3. Institutions must develop policy and publish criteria regarding the awarding of transfer credit from other universities or colleges, credit by examination, military and other formal training, and experiential learning as well as policies for Academic Fresh Start. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies~~

~~3. Non-Degree Admission for Community College Undergraduate and Graduate Applicants~~

~~1. Each ~~university and~~ community college shall develop policy and procedures for admitting ~~undergraduate and graduate~~ applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission.~~

~~2. Policies shall include any conditions of enrollment and any term or overall credit-hour limitations.~~

~~— Applicants who are eligible for non-degree admission include:~~

~~a. — Persons Not Previously Enrolled in College~~

~~1. — High School Graduates~~

~~2.D. Persons 21 years of age or older who have not earned a high school diploma and are not currently enrolled in high school.~~

~~3. Persons 18 years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in HSE preparatory courses only.~~

~~4. High school students who meet the following criteria as specified in T.C.A. § 49-6-3111:~~

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

~~b. ——— High school students who are in their freshman year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment are defined in the "Definitions" section. Dual Enrollment students must meet the following eligibility criteria:~~

- ~~1. The student must be enrolled as a 9th, 10th, 11th, or 12th grade student in a Tennessee public or nonpublic secondary school, or in a home education program.~~
- ~~2. The student may enroll in a specific course based on the course's specific placement requirements as determined by the campus.~~
- ~~3. The student must enroll in dual enrollment courses in the general education core, Tennessee Pathways leading to a degree, Career and Technical Program of study leading to an academic award, or middle college or equivalent program.~~
- ~~4. The student must provide secondary institution permission/approval. Additionally, a minor (under 18 years of age) must provide parental/guardian permission/approval.~~

~~b. Persons with College Credit but Not a Degree~~

- ~~1. Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended.~~
- ~~2. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation or other established condition.~~

~~c. Persons with a College Degree or Certificate~~

- ~~1. Persons who have a degree or certificate equivalent to the highest degree or certificate offered by the institution in a particular field but who wish to take additional courses.~~
- ~~2. Persons who do not qualify for or do not wish to apply for graduate degree admission.~~

~~d. Senior Citizens and Disabled Persons~~

- ~~1. Totally and permanently disabled persons and persons 65 years of age or older.~~
- ~~2. No fees other than a service fee in the amount authorized by the Tennessee Board of Regents may be charged.~~
- ~~3. In the case of disabled persons, the institution may require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~

~~4. Admission under this provision may, however, be limited or denied based on the availability of space in the individual classroom.~~

4. Audit and No-Credit Admission

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

~~a. Space Available Basis~~

- ~~1.a. Admission may be limited or denied based on the availability of space in the individual classroom.~~

~~b. Senior Citizens~~

- ~~1. Senior citizens age 60 or older may audit courses or take credit courses on a no-credit basis free of any charge.~~

~~c. Disabled Persons~~

- ~~1. Totally and permanently disabled persons may audit courses or take credit courses on a no-credit basis free of any charge.~~
- ~~2. Institutions may, however, require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~

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

- ~~1. Each institution should develop policy and procedures for granting degree seeking admission status to non-degree students at both the undergraduate and graduate levels.~~

~~6. Continuous Enrollment and Residency Requirements Upon Admission for Graduate Programs~~

- ~~1. Each university must develop policy and procedures for the continuous enrollment within select or all graduate programs.~~

~~2.—Each university must develop policy and procedures for a period of required residency not less than two continuous semesters for students seeking admission and enrolling in graduate programs.~~

~~a.—Residency requirements should be clearly described in application materials and on the institutional program website.~~

~~7.—Admission to Select Graduate Programs~~

~~1.—Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admission process to the TBR graduate programs.~~

~~2.—Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in all graduate programs.~~

~~3.—Institutions may vary in the defined requirements for satisfactory progress as based on their analysis of student success characteristics.~~

~~II.—Provisions for Tennessee Colleges of Applied Technology~~

~~1.—All Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:~~

~~1.—Applicants not Enrolled in High School~~

~~a.—Applicants not enrolled in high school are eligible for admission provided that:~~

~~1.—They are at least eighteen (18) years of age or have a high school diploma or equivalent.~~

~~2.—They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.~~

~~2.—Applicants Enrolled in High School~~

~~a.—Applicants enrolled in high school are eligible for admission provided that:~~

- ~~1.—An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the Chancellor or his designee.~~
- ~~2.—Enrollment is limited to one (1) occupational area.~~
- ~~3.—Admission of International Non-Immigrants
 - ~~a.—Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U. S. Bureau of Naturalization and Immigration.~~~~
- ~~4.—Use of Standardized Tests
 - ~~a.—Tennessee Colleges of Applied Technology may require applicants for admission to be tested.~~
 - ~~b.—The test results will be used by the school to assist the applicant in selecting a suitable program.~~~~
- ~~5.—Admission to Practical Nursing Program
 - ~~a.—Admission to the Practical Nursing program is not automatic even though the applicant may be otherwise academically qualified and recommended by the Nursing Advisory Committee.~~
 - ~~b.—Applicants seeking admission to the Practical Nursing program must:
 - ~~1.—Make application for admission to the College of Applied Technology.~~
 - ~~2.—Submit evidence of high school graduation or HSE equivalency.~~
 - ~~3.—Have attained a passing score on an appropriate admission test. The admission test and minimum score shall be determined by the Executive Sub-Council of the Tennessee Colleges of Applied Technology Directors.~~
 - ~~4.—Submit evidence of a recent physical examination by a licensed physician or nurse practitioner.~~~~~~

- ~~5.— Submit written references.~~
- ~~6.— Report for enrollment upon notification of acceptance.~~
- ~~c.— Qualified applicants not accepted into the class for which they applied may be considered for admission to a subsequent class.~~

Sources

~~TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014~~

~~The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HSE) Diploma.~~

~~Revised at Board Meeting March 30, 2016.~~

Related Policies

- ~~• Undergraduate Academic Retention Standards~~
- ~~• Policy for Classifying Students In-State & Out of State for Paying College or University Fees & Tuition & for Admission Purposes~~

2 – Academic Policies

2:03:00:00

Name: Admission at the Community Colleges

Purpose

This policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents (TBR).

Applies to Community Colleges

Definitions

- Adequate coverage - adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.
- Ability to Benefit (ATB)- The Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid.

Policy

I. Provisions for Community Colleges

A. Policy Development

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

3. Dual Enrollment admissions policies shall be developed in compliance with TBR Policy Early Postsecondary Opportunities 2:01:00:05 and T.C.A. § 49-6-3111.

B. Policy Revision

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

C. Medical or Health Information

1. Each institution shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. A copy of Board of Regents promulgated rules is Exhibit 1 to this policy.

Sources

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124, T.C.A. § 49-6-3050, T.C.A. § 49-50-801 and T.C.A. § 49-6-3111.

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HiSET) Diploma.

Revised at Board Meeting March 30, 2016.

Exhibits



Related Policies

- [Undergraduate Academic Retention Standards](#)
- [Policy for Classifying Students In-State & Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes](#)
- TBR Learning Support Policy No. 2:03:00:02.
- Education Choices in Tennessee <https://www.tn.gov/education/school-options.html>
- Graduation Requirements <https://www.tn.gov/education/instruction/graduation-requirements.html>
 - [Tennessee State Board of Education High School Policy 2.103 Revised 4.20.18](#)
- Ability to Benefit: <https://ifap.ed.gov/dpcletters/GEN1609.html>
- Approved Ability to Benefit Tests: http://www.nasfaa.org/news-item/4747/6_24

Procedure

I. General Provisions

A. Admission of Non-Tennessee Residents

1. Each community college may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the State.

B. Residency Classification

1. Each community college shall, in the admission or readmission process, assign each student a residency classification using TBR Policy No. 3:05:01:00

Regulations for Classifying Students In-State and Out-of-State for the Purposes of Paying College.

C. Admission of International Non-Immigrant Applicants

1. Each community college must establish policies and procedures for the admission of international non-immigrant applicants in accordance with the following criteria:
 - a. Educational Level. The educational level attained must be comparable to that required of U.S. applicants.
 - b. Proof of English Language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English language, each and community college shall require that applicants whose native language is not English submit scores earned on the Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing System (IELTS), or one of the other recognized comparable standardized examinations or through a standardized examination developed at the individual institution. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.
 - c. Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living and other expenses, each institution shall require international applicant to supply evidence of financial capability.
 - d. Immigration Service Regulations. Institutions must adhere to all U.S. Citizenship and Immigration Service regulations in the admission, enrollment, and readmission of international non-immigrant applicants.
 - e. Certification of Freedom from Tuberculosis. All international non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate

from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.

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

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

- a. Informing applicants for admission of the coverage required and of its approximate cost of coverage and options for accessing insurance;
- b. Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and
- c. Automatically enrolling in the TBR recommended insurance plan those international non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.

D. Admission to Specialized or Limited-Enrollment Programs

1. Each community college shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.
2. Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee.
(Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)
3. A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to certain undergraduate programs.
 - a. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.
 - b. Institutions may vary in their admission requirements based on their analysis of student success characteristics.
 - c. Admission and progression policies related to selective programs should reflect the likelihood of being admitted to the academic program at the earliest possible point and contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.
4. Admission and progression policies should be clearly displayed in all materials to prospective applicants.

E. Admission under Ability to Benefit (ATB)

1. For institutions wishing to participate in the ATB option under Title IV, students must meet the minimum criteria as outlined by the U.S. Department of Education.

2. ATB allows students to apply for Federal Financial Aid by proving their “ability to benefit” from college, either by taking a test or completing six college credits before placement on ATB.
3. Institutions which have established ATB processes and procedures must maintain documentation that the programs in which students enroll are Title IV eligible and must offer students on ATB the opportunity to also earn a high school credential.

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

1. Each community college that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:
 - a. Provide evidence through a health verification form, that at a minimum, establish the applicant’s compliance with the Rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.
 - b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

G. Readmission

1. Each community college shall develop policies and procedures for the readmission of students.
2. Readmission policies and procedures for students not in good academic standing shall be consistent with TBR Policy No. 2:03:01:01 (Undergraduate Academic Retention Standards).

H. Application Fee

1. TBR institutions are prohibited from charging an application fee.

II. Community College Degree Admission

A. Admission of First-Time Freshmen

1. Applicants for degree admission as first-time freshmen must be admitted using the following criteria:
 - a. High School Graduation. Except for those that are exempt per T.C.A. § 47-7-110 (2) applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school.
 - b. High School Diploma, other State Recognized Equivalency
 1. Effective January 1, 2014, applicants for degree admission as first-time freshmen may present either the 2014 GED[®] test or the HiSET[®] in lieu of a high school diploma provided that their GED[®] test or the HiSET[®] score meets or exceeds the minimum score set by the institution.
 - c. Standardized Examination Scores
 1. Community colleges will not use standardized scores for admission purposes, but may use them for advisement purposes as well as a component in the placement decision in accordance with TBR Learning Support Policy No. 2:03:00:02
 - d. High School Course Requirements
 1. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma.
 2. Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum by the TBR who hold a

high school diploma are exempt from the diploma requirements with the exception of those in T.C.A. § 47-7-110.

3. Admission will be granted for students who submit a high school diploma from a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050.

a. Church-Related or Home School students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility consistent with TBR Learning Support Policy No. 2:03:00:02.

e. Out-of-State Applicants

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

B. Admission of Transfer Students

1. Each and community college shall establish policy and procedures for the admission of transfer students that are consistent with the TBR Policy 2:01:00:00 General Education & Degree Requirements, Sections II and III, TBR Learning Support Policy No. 2:03:00:02. and with the following criteria:

- a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.
- b. The applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation

or other appropriate condition.

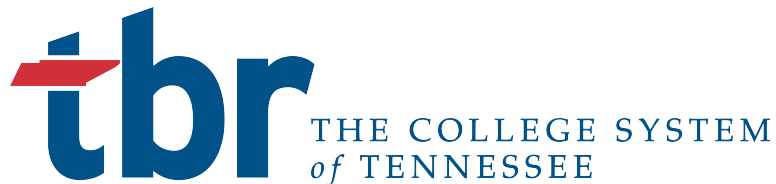
- c. Institutions must develop policy and publish criteria regarding the awarding of transfer consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities and TBR Policy 2:03:01:01 Undergraduate Academic Retention Standards.
 1. Institutions may determine a subset if grade point average is used to determine admission to selective programs.

C. Non-Degree Admission for Community College Applicants

1. Each community college shall develop policy and procedures for admitting applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission.
2. Policies shall include any conditions of enrollment and any term or overall credit-hour limitations.

D. Audit and No-Credit Admission

1. Each community college shall develop policy and procedures for the admission of persons wishing only to audit courses or to take credit courses on a no-credit basis. The following provisions shall apply:
 - a. Admission may be limited or denied based on the availability of space in the individual classroom.



**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Approval of NEW TBR Policy 2:03:00:01: Admission at the Tennessee Colleges of Applied Technology

PRESENTER: Dr. Heidi Leming

ACTION REQUIRED: Requires Vote

Summary:

This policy establishes admissions standards for colleges of applied technology governed by the Tennessee Board of Regents. TBR Requires that all colleges of applied technology shall develop an admission policy consistent with the provisions of this policy and include it in its catalog or other appropriate publications.

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

2 – Academic Policies

2:03:00:01

Name: Admission at the Tennessee Colleges of Applied Technology

Purpose

~~This e following policy establishes and procedures are adopted as consistent admission standards for colleges of applied technology by policy throughout the Tennessee Board of Regents (TBR) system. Each institution shall develop policy and procedures consistent with this policy for the admission of students to degree and certificate programs.~~

Applies to Colleges of Applied Technology

• Definitions

- Adequate coverage - adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.
- Ability to Benefit (ATB)- The Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid.
- ~~Dual enrollment is the enrollment of a high school student in one or more specified college course(s) for which the student will be awarded both high school and college credit.~~
- ~~Joint enrollment is the enrollment of a high school student in one or more college course for which the student will earn only college credit.~~

Policy

I. Provisions for Colleges of Applied Technology all Institutions

A. Policy Development

1. Each ~~institution~~ college of applied technology governed by the Tennessee Board of Regents shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval.
2. Each institution shall include its approved admission policy in its catalog or other appropriate publications.
- 2.3. Dual Enrollment admissions policies should be developed in compliance with TBR Policy Early Postsecondary Opportunities 2:01:00:05 and T.C.A. § 49-6-3111.

B. Policy Revision

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

C. Medical or Health Information

1. Each institution shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. A copy of Board of Regents promulgated rules is Exhibit 1 to this policy.

Sources

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124, T.C.A. § 49-6-3050, T.C.A. § 49-50-801, and T.C.A. § 49-6-3111

History

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989;

December 7,1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23,1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HiSET) Diploma.

Revised at Board Meeting March 30, 2016.

Exhibits



Exhibit 1 - TBR Immunization Rules (pdf /21.79 KB)

Related Policies

- [Undergraduate Academic Retention Standards](#)
- [Education Choices in Tennessee https://www.tn.gov/education/school-options.html](https://www.tn.gov/education/school-options.html)
- [Graduation Requirements https://www.tn.gov/education/instruction/graduation-requirements.html](https://www.tn.gov/education/instruction/graduation-requirements.html)
- [Tennessee State Board of Education High School Policy 2.103 Revised 4.20.18](#)
- [Ability to Benefit https://ifap.ed.gov/dpceletters/GEN1609.html](#)
- [Approved Ability to Benefit Tests http://www.nasfaa.org/news-item/4747/6_24](http://www.nasfaa.org/news-item/4747/6_24)

Procedure

I. General Provisions

~~II. Provisions for Universities and Community Colleges~~

~~A. General Provisions~~

~~1.A. Admission of Non-Tennessee Residents~~

~~a.1. Each university and community college of applied technology may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the Sstate.~~

~~2. Residency Classification~~

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

~~3. Admission of International Non-Immigrant Applicants~~

~~a. Each university and community college will establish policies and procedures for the admission of international non-immigrant applicants in accordance with the following criteria:~~

~~1. Educational Level. The educational level attained must be comparable to that required of U.S. applicants.~~

~~2. Proof of English Language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English language, each university and community college shall require that applicants whose native language is not English submit scores earned on the~~

~~Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing System (IELTS), or one of the other recognized comparable standardized examinations or through a standardized examination developed at the individual institution. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.~~

- ~~3.—Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living and other expenses, each institution shall require international applicant to supply evidence of financial capability.~~
- ~~4.—Immigration Service Regulations. Institutions must adhere to all U.S. Citizenship and Immigration Service regulations in the admission, enrollment, and readmission of international non-immigrant applicants.~~
- ~~5.—Certification of Freedom from Tuberculosis. All international non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.~~
- ~~6.—Medical and Hospitalization Insurance. Each institution must require that international non-immigrant applicants with J, F, or M visas have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the institution. Applicants with J visas must also carry adequate medical and hospitalization insurance for spouses and~~

~~dependents. Institutions may require similar insurance coverage of all other international non-immigrant applicants.~~

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

- ~~1. Informing applicants for admission of the coverage required and of its approximate cost of coverage and options for accessing insurance;~~
- ~~2. Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and~~
- ~~3. Automatically enrolling in the TBR recommended insurance plan those international non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.~~

4.B. Admission to Cohort, Specialized or Limited-Enrollment Programs

~~a.1.~~ Each ~~university and community~~ college of applied technology shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.

~~b.2.~~ Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee.

(Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)

~~e.3.~~ A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to certain ~~undergraduate~~ programs.

~~1.a.~~ Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.

~~2.b.~~ Institutions may vary in their admission requirements based on their analysis of student success characteristics.

~~3.c.~~ Admission and progression policies related to selective programs should reflect the likelihood of being admitted to the ~~major academic program~~ at the earliest possible point and contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.

~~4.~~ Admission and progression policies should be clearly displayed in all materials to prospective applicants.

C. Admission under Ability to Benefit (ATB)

1. For institutions wishing to participate in the ATB option under Title IV, students must meet the minimum criteria as outlined by the U.S. Department of Education.

2. ATB allows students to apply for federal financial aid by proving their “ability to benefit” from college, either by taking a test or completing six college credits before placement on ATB.

~~3.~~ Institutions which have established ATB processes and procedures must maintain documentation that the programs students enroll in are Title IV eligible and must offer students on ATB the opportunity to also earn a high school credential.

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

~~a.1.~~ Each ~~university and community~~ college of applied technology that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:

~~1.a.~~ Provide evidence through a health verification form, that at a minimum, establish the ~~applicants~~applicant's compliance with the Rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.

~~2.b.~~ Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

~~6.E. Advanced Standing and Placement~~

~~a. Each university and community college may develop policies and procedures for granting admission with advanced placement or standing based on examination, experiential learning, and active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities.~~

~~7. Readmission~~

~~1. Each university and community college of applied technology shall develop policies and procedures for the readmission of students.~~

~~2. Readmission~~These policies and procedures for students not in good academic standing shall be consistent with TBR Policy No. 2:03:01:045 (Academic Retention and Readmission at the Tennessee Colleges of Applied Technology Undergraduate Academic Retention Standards).

F. Application Fee

~~a.~~ 1. ~~Application Fee~~

TBR institutions are prohibited from charging an application fee.

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

B. Undergraduate Degree College of Applied Technology -Admission

1. Admission of First Time Freshmen

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

1. High School Graduation. Except as provided for below in Section II.B.1.a.(2) applicants for degree admission as first time freshmen must provide an official transcript showing graduation from high school. The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed the required Proficiency Examination.

2. High School Diploma or Equivalency

1. Effective January 1, 2014, applicants for degree admission as first time freshmen may present either the 2014 GED@ test or the HiSETTM in lieu of a high school diploma provided that their GED@ test or the HiSETTM score meets or exceeds the minimum score set by the institution.

3. Standardized Examination Scores

1. Applicants for admission as first time freshmen who are 20 years of age or younger must present Enhanced ACT, SAT scores. Applicants who are 21 years of age and above, may submit the ACT or SAT score or scores from an approved nationally normed standardized assessment of mathematics, reading, and writing.

2. Universities will use the scores for admission in keeping with recommended best practices, advisement, and as a component in the

placement decision. Community colleges and technical institutes will not use the scores for admission purposes, but may use them for advisement purposes as well as a component in the placement decision.

4.— High School Course Requirements

1.— Effective January 1, 2014, the TBR agreed to accept the curriculum requirements as set by the Tennessee Department of Education with the implementation of the Tennessee Diploma Project of 2009. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:

- 1.— 4 Credits of English
- 2.— 4 Credits of Math, including Algebra I and II, Geometry and a fourth higher level math class.
- 3.— 3 Credits of Science, including Biology, Chemistry or Physics, and a third Lab Course.
- 4.— 3 Credits of Social Studies, including United States History* and Geography, World History and Geography, U.S. Government and Civics, and Economics.

~~*T.C.A § 49-7-110 requires the completion of six semester credit hours of American History by any individual in any non-exempted area of study to be granted a baccalaureate of any kind from any institution of higher learning or community college supported or maintained by the state. Persons in exempted fields of study need not fulfill this requirement if they successfully completed a course in American History in high school. Any student has the option, at the student's request, to substitute three semester hours of Tennessee History for the American History requirement.~~

- ~~5.—1.5 Credits of Physical Education and Wellness~~
- ~~6.—2 Credits of a Single Foreign Language~~
- ~~7.—0.5 Credits of Personal Finance~~
- ~~8.—1 Credit of Fine Arts~~
- ~~9.—3 Credits of Electives consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)~~
- ~~2.—Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum by the TBR who hold a high school diploma are exempt from the diploma requirements with the exception of those in T.C.A. § 47-7-110 as described in Section II.B.4.a.(iv).~~
- ~~5.—Out of State Applicants~~
 - ~~1.—Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.~~
- ~~2.—Early Admission of First Time Freshmen~~
 - ~~a.—Each university and community college may develop procedures for the admission of applicants who have completed their junior year in high school.~~
 - ~~b.—The minimum requirements for admission of applicants in this category shall be the following:~~
 - ~~1.—High School GPA~~
 - ~~1.—Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.~~
 - ~~2.—Standardized Examination Score~~
 - ~~1.—Applicants must have an Enhanced ACT composite score of at least 22 or a comparable ACT Compass score.~~
 - ~~3.—Prescribed Courses~~

~~1.—Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.~~

~~4.—Endorsements~~

~~1.—Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.~~

~~3.—Admission of Transfer Students~~

~~a.—Each university and community college shall establish policy and procedures for the admission of transfer students that are consistent with the TBR Policy 2:01:00:00 General Education & Degree Requirements, Sections II and III, and with the following criteria:~~

~~1.—The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.~~

~~2.—The applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition.~~

~~3.—Institutions must develop policy and publish criteria regarding the awarding of transfer credit from collegiate and non-collegiate institutions, credit by examination, military and other formal training, experiential learning, and academic fresh start. Such policies and procedures must, at a minimum, be consistent with national standards of good practice, the requirements of appropriate accrediting bodies, and consistent with TBR Policy 2:01:00:04 Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities and TBR Policy 2:03:01:01 Undergraduate Academic Retention Standards.~~

~~1.—Institutions may determine a subset if grade point average is used to determine admission to selective programs.~~

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

- ~~a.—Each university and community college may develop policy and procedures for granting degree admission to non-degree students.~~
- ~~b.—To be eligible for Degree Admission status, non-degree students, as defined in Section H.D. below, must meet all the applicable provisions of Section H.B.1.a.(1)-(4) above.~~

~~C. Graduate and Professional Degree Admission~~

~~1.—Universities shall develop policy, procedures, and specific criteria for admitting applicants to graduate and professional degree programs. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.~~

~~2.—Admission~~

~~a.—Generally, graduate administrative units set a minimum undergraduate grade point average (GPA) that an applicant should have earned in order to be considered for admission.~~

~~1.—Departments may set higher minimum standards for admission.~~

~~2.—Departments may also stipulate the minimum GPA to be achieved in the desired major during the final year or two of the undergraduate studies.~~

~~b.—Individual institutions may determine to offer varying degrees of admission, i.e., full conditional or provisional.~~

~~c.—Official Transcripts~~

~~1.—Institutions may require official transcripts (undergraduate and graduate) issued directly by all institutions attended to be submitted either upon application or acceptance.~~

~~2.—The individual institution may determine whether or not to accept three year undergraduate degrees in keeping with the international education reform, i.e., Bologna process or to make exception for students seeking political or social asylum prior to the completion of undergraduate work.~~

d. ~~Standardized Examination Scores~~

1. ~~The institution may request dates and scores for one of more assessment tests such as the GRE, GMAT, the MAT, the IELTS and/or TOEFL.~~
2. ~~Scores should be submitted directly from the testing organization and not the student within the time limitations of use set by the testing organizations.~~

e. ~~Proof of English Competency~~

1. ~~All students for whom English is not the first language, with the possible exception of individuals who have completed a prior degree at an accredited institution in an English-speaking nation, must provide proof of English proficiency.~~
2. ~~Institutions may administer additional assessments for oral and written competencies for applicants and accepted students for whom English is not the first language if they have been offered graduate assistantships where they will be required to teach.~~
3. ~~Institutions must provide assistance to those students awarded assistantships to improve their English language proficiency if the assessment shows deficiencies prior to placing those applicants or students in the classroom.~~

f. ~~Required Materials for Graduate Degree Application~~

1. ~~Regardless of the standards set by the individual academic units, all applications should include at a minimum the following components:~~
 1. ~~An application form~~
 2. ~~Transcripts of all previous academic work (with certified translations for Non-English transcripts) from which an undergraduate GPA may be calculated~~
 3. ~~Letters of recommendation~~
 4. ~~Proof of English competency for international students for whom English is not their first language, with the exception of those who have~~

~~completed a degree at an accredited institution in an English-speaking country.~~

~~3. Admission of Undergraduates to Graduate Courses~~

~~a. Institutions may grant permission to undergraduate students with exceptional academic backgrounds to graduate coursework as part of their undergraduate experience.~~

~~4. Admission of Transfer Graduate Students~~

~~a. Students applying for transfer from one graduate institution to another should submit the same admission materials as the typical first time graduate applicant. If granted admission, the student should be informed of the number of hours which will be transferrable.~~

~~b. Each university shall establish policy and procedures for the admission of transfer graduate students that are consistent with the following criteria:~~

~~1. The applicant must provide transcripts of credits attempted from all institutions of higher learning previously attended, if required by the graduate institution.~~

~~2. The applicant's grade point average (GPA) on transferrable courses must be at least equal to that which the institution required for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate conditions.~~

~~3. Institutions must develop policy and publish criteria regarding the awarding of transfer credit from other universities or colleges, credit by examination, military and other formal training, and experiential learning as well as policies for Academic Fresh Start. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies~~

~~D. Non-Degree Admission for Undergraduate and Graduate Applicants~~

- ~~1.—Each university and community college shall develop policy and procedures for admitting undergraduate and graduate applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission.~~
- ~~2.—Policies shall include any conditions of enrollment and any term or overall credit-hour limitations.~~
- ~~3.—Applicants who are eligible for non-degree admission include:
 - ~~a.—Persons Not Previously Enrolled in College
 - ~~1.—High School Graduates~~
 - ~~2.—Persons 21 years of age or older who have not earned a high school diploma and are not currently enrolled in high school.~~
 - ~~3.—Persons 18 years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in HSE preparatory courses only.~~
 - ~~4.—High school students who meet the following criteria as specified in T.C.A. § 49-6-3111:
 - ~~1.—Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high schools in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process.~~
 - ~~2.—High school students who are in their freshman year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment~~~~~~~~

~~are defined in the "Definitions" section. Dual Enrollment students must meet the following eligibility criteria:~~

- ~~1. The student must be enrolled as a 9th, 10th, 11th, or 12th grade student in a Tennessee public or nonpublic secondary school, or in a home education program.~~
- ~~2. The student may enroll in a specific course based on the course's specific placement requirements as determined by the campus.~~
- ~~3. The student must enroll in dual enrollment courses in the general education core, Tennessee Pathways leading to a degree, Career and Technical Program of study leading to an academic award, or middle college or equivalent program.~~
- ~~4. The student must provide secondary institution permission/approval. Additionally, a minor (under 18 years of age) must provide parental/guardian permission/approval.~~

~~b. Persons with College Credit but Not a Degree~~

- ~~1. Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended.~~
- ~~2. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation or other established condition.~~

~~c. Persons with a College Degree or Certificate~~

- ~~1. Persons who have a degree or certificate equivalent to the highest degree or certificate offered by the institution in a particular field but who wish to take additional courses.~~
- ~~2. Persons who do not qualify for or do not wish to apply for graduate degree admission.~~

~~d. Senior Citizens and Disabled Persons~~

- ~~1.—Totally and permanently disabled persons and persons 65 years of age or older.~~
- ~~2.—No fees other than a service fee in the amount authorized by the Tennessee Board of Regents may be charged.~~
- ~~3.—In the case of disabled persons, the institution may require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~
- ~~4.—Admission under this provision may, however, be limited or denied based on the availability of space in the individual classroom.~~

~~E.—Audit and No-Credit Admission~~

- ~~1.—Each university and community college shall develop policy and procedures for the admission of persons wishing only to audit courses or to take credit courses on a no-credit basis. The following provisions shall apply:~~

~~a.—Space Available Basis~~

- ~~1.—Admission may be limited or denied based on the availability of space in the individual classroom.~~

~~b.—Senior Citizens~~

- ~~1.—Senior citizens age 60 or older may audit courses or take credit courses on a no-credit basis free of any charge.~~

~~c.—Disabled Persons~~

- ~~1.—Totally and permanently disabled persons may audit courses or take credit courses on a no-credit basis free of any charge.~~
- ~~2.—Institutions may, however, require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~

~~F.—Admission of Non-Degree Students to Degree Admission Status~~

- ~~1.—Each institution should develop policy and procedures for granting degree seeking admission status to non-degree students at both the undergraduate and graduate levels.~~

~~G. Continuous Enrollment and Residency Requirements Upon Admission for Graduate Programs~~

- ~~1. Each university must develop policy and procedures for the continuous enrollment within select or all graduate programs.~~
- ~~2. Each university must develop policy and procedures for a period of required residency not less than two continuous semesters for students seeking admission and enrolling in graduate programs.~~
 - ~~a. Residency requirements should be clearly described in application materials and on the institutional program website.~~

~~H. Admission to Select Graduate Programs~~

- ~~1. Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admission process to the TBR graduate programs.~~
- ~~2. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in all graduate programs.~~
- ~~3. Institutions may vary in the defined requirements for satisfactory progress as based on their analysis of student success characteristics.~~

~~1. Provisions for Tennessee Colleges of Applied Technology~~

~~I.A. All Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:~~

- ~~1. Applicants not Enrolled in High School~~
 - ~~a. Applicants not enrolled in high school are eligible for admission provided that:~~
 - ~~1. They are at least eighteen (18) years of age or have a high school diploma or equivalent.~~
 - ~~2. Select a program of study. They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.~~

3. Complete an admissions application.

2.4. Submit program specific materials and complete additional requirements of the chosen program (if required).

~~2. Applicants Enrolled in High School~~

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

~~1. An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the Chancellor or his designee.~~

~~2. Enrollment is limited to one (1) occupational area.~~

B. Admission of Church-Related and Home School Students

1. Students who have attended a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050 are eligible for admission.

a. Church-Related or Home School students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility.

3.C. Admission of International Non-Immigrants

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

~~a. D.~~

~~4. Use of Standardized Examination Scores Tests~~

1. Tennessee Colleges of Applied Technology may use standardized test scores for advisement and placement purposes.

- a. ~~require applicants for admission to be tested.~~
- b. ~~The test results will be used by the school to assist the applicant in selecting a suitable program.~~
- 5. ~~Admission to Practical Nursing Program~~
 - a. ~~Admission to the Practical Nursing program is not automatic even though the applicant may be otherwise academically qualified and recommended by the Nursing Advisory Committee.~~
 - b. ~~Applicants seeking admission to the Practical Nursing program must:~~
 - 1. ~~Make application for admission to the College of Applied Technology.~~
 - 2. ~~Submit evidence of high school graduation or HSE equivalency.~~
 - 3. ~~Have attained a passing score on an appropriate admission test. The admission test and minimum score shall be determined by the Executive Sub-Council of the Tennessee Colleges of Applied Technology Directors.~~
 - 4. ~~Submit evidence of a recent physical examination by a licensed physician or nurse practitioner.~~
 - 5. ~~Submit written references.~~
 - 6. ~~Report for enrollment upon notification of acceptance.~~
 - c. ~~Qualified applicants not accepted into the class for which they applied may be considered for admission to a subsequent class.~~

Exhibits

-  [Exhibit 1 – TBR Immunization Rules \(pdf /21.79 KB\)](#)

Sources

Authority

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124

History

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto. Revised Jan. 1, 2014 per Tennessee Alternative Diploma Act to reflect change from General Educational Development (GED) Certificate to Tennessee High School Equivalency (HSE) Diploma. Revised at Board Meeting March 30, 2016.

2 – Academic Policies

2:03:00:01

Name: Admission at the Tennessee Colleges of Applied Technology

Purpose

This policy establishes admission standards for colleges of applied technology by Tennessee Board of Regents (TBR).

Applies to Colleges of Applied Technology

Definitions

- Adequate coverage - adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.
- Ability to Benefit (ATB)- The Department of Education established criteria, through a provision of the Higher Education Act, that must be met by a person who does not have either a regular high school diploma, General Education Diploma (GED), or High School Equivalency Test (HiSET) Exam to receive federal financial aid.

Policy

I. Provisions for Colleges of Applied Technology

A. Policy Development

1. Each college of applied technology governed by the Tennessee Board of Regents shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval.

2. Each institution shall include its approved admission policy in its catalog or other appropriate publications.
3. Dual Enrollment admissions policies should be developed in compliance with TBR Policy Early Postsecondary Opportunities 2:01:00:05 and T.C.A. § 49-6-3111.

B. Policy Revision

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

C. Medical or Health Information

1. Each institution shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. A copy of Board of Regents promulgated rules is Exhibit 1 to this policy.

Sources

T.C.A. § 49-8-102, T.C.A. § 49-8-203, T.C.A. § 49-7-124, T.C.A. § 49-6-3050, T.C.A. § 49-50-801, and T.C.A. § 49-6-3111

History

TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004; December 8, 2006; June 28, 2007; June 24, 2010; Revised December 11, 2014

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Revised at Board Meeting March 30, 2016.

Exhibits



Related Policies

- [Undergraduate Academic Retention Standards](#)
- Education Choices in Tennessee <https://www.tn.gov/education/school-options.html>
- Graduation Requirements <https://www.tn.gov/education/instruction/graduation-requirements.html>
 - [Tennessee State Board of Education High School Policy 2.103 Revised 4.20.18](#)
- Ability to Benefit <https://ifap.ed.gov/dpeletters/GEN1609.html>
- Approved Ability to Benefit Tests http://www.nasfaa.org/news-item/4747/6_24

Procedure

I. General Provisions

A. Admission of Non-Tennessee Residents

1. Each college of applied technology may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the State.

B. Admission to Cohort, Specialized or Limited-Enrollment Programs

1. Each college of applied technology shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.
2. Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee.
(Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)
3. A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a

concern for appropriate student progress influence the selective admissions process to certain programs.

- a. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.
 - b. Institutions may vary in their admission requirements based on their analysis of student success characteristics.
 - c. Admission and progression policies related to selective programs should reflect the likelihood of being admitted to the academic program at the earliest possible point and contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.
4. Admission and progression policies should be clearly displayed in all materials to prospective applicants.

C. Admission under Ability to Benefit (ATB)

1. For institutions wishing to participate in the ATB option under Title IV, students must meet the minimum criteria as outlined by the U.S. Department of Education.
2. ATB allows students to apply for federal financial aid by proving their “ability to benefit” from college, either by taking a test or completing six college credits before placement on ATB.
3. Institutions which have established ATB processes and procedures must maintain documentation that the programs students enroll in are Title IV eligible and must offer students on ATB the opportunity to also earn a high school credential.

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

1. Each college of applied technology that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:
 - a. Provide evidence through a health verification form, that at a minimum, establish the applicant's compliance with the Rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.
 - b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

E. Readmission

1. Each college of applied technology shall develop policies and procedures for the readmission of students.
2. Readmission policies and procedures for students not in good academic standing shall be consistent with TBR Policy No. 2:03:01:05 (Academic Retention and Readmission at the Tennessee Colleges of Applied Technology).

F. Application Fee

1. TBR institutions are prohibited from charging an application fee.

II. College of Applied Technology Admission

- A. Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:
 1. Applicants not Enrolled in High School
 - a. Applicants not enrolled in high school are eligible for admission provided that:

1. At least eighteen (18) years of age or have a high school diploma or equivalent.
2. Select a program of study.
3. Complete an admissions application.
4. Submit program specific materials and complete additional requirements of the chosen program (if required).

B. Admission of Church-Related and Home School Students

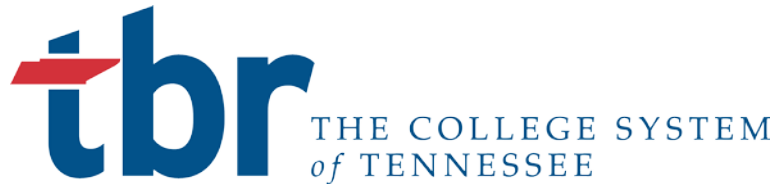
1. Students who have attended a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050 are eligible for admission.
 - a. Church-Related or Home School students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility.

C. Admission of International Non-Immigrants

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

D. Standardized Examination Scores

1. Colleges of applied technology may use standardized test scores for advisement and placement purposes.



**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Policy Revision 2:03:00:02
Learning Support

PRESENTER: Randolph Schulte, Ed.D.
Vice Chancellor, Academic Affairs

ACTION REQUIRED: Vote

Summary:

The proposed new policy changes the current A-100 Guideline – Learning Support to be TBR Policy 2:03:00:02 – Learning Support, and is applicable to community colleges. The policy presents the parameters for the delivery of academic support made available for students who may require additional assistance for developing competency in reading, writing, and/or math needed for success in college level courses.

Each community college in the College System of Tennessee must provide academic support using the framework provided in Exhibit 1 of the policy, “Fundamental Features of Co-Requisite Remediation.” Procedures for assessment and placement are provided along with the parameters for organizational structure, Learning Support delivery, student records and student transfers.

Policy Area **2 – Academic Affairs**

Number (Previously A-100 Guideline; Policy No: 2:03:00:02)

Name **Learning Support**

Purpose

This policy reflects the commitment of The College System of Tennessee and its institutions to enhance access to and success in post-secondary education for all students. The policy presents the parameters for the delivery of academic support made available for students who may require additional assistance for developing competency in reading, writing, and/or math needed for success in college level courses. This policy supports TBR Policy 2:03:00:00 (Admissions) and TBR Policy 2:03:00:03 (English Language Learners).

Applies To

Community Colleges

Definitions

Learning Support is the academic support needed by a student to be successful in college level general education courses and/or to meet minimum reading, writing, and mathematics competencies as required by faculty in programs that do not require general education courses in reading, writing and/or mathematics. The purpose of learning support is to enhance academic success in college level courses and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.

Co-Requisite Learning Support is the linking of Learning Support courses or experiences, with an appropriate college level course that is required in the student's chosen field of study, so that the student is enrolled concurrently in both Learning Support and appropriate college level courses that are applicable to the student's academic pathway.

Valid Assessment Scores are those recognized from sources approved by the Vice Chancellor (exhibit 2) that are no more than five years old prior to the first day of class for the student's entering term.

Policy

- I. Each community college in the College System of Tennessee must provide ~~developmental education~~ **academic support**, known as Learning Support, using the framework provided in the “Fundamental Features of Co-Requisite Remediation” (exhibit 1).
- II. The delivery of Learning Support must be in accordance with the procedures specified below.
- III. Any exception to this policy or procedure must be approved in writing by the Vice Chancellor for Academic Affairs.

Procedure

- I. Assessment and Placement
 - A. Students who do not present valid ACT, SAT, or other approved valid assessment scores, that demonstrate college readiness based upon established cut scores, or other documentation to the contrary (exhibit 2), will be placed into the appropriate co-requisite learning support course(s) or interventions for reading, writing, and/or mathematics as defined by the academic program requirements.
 - B. Students with transferable college-level courses may be exempt from **the corresponding** co-requisite learning support course(s) or completing assessments.
 - C. Academic programs that do not require specific college level courses, i.e., in math, English, or reading intensive courses used for placement, may have faculty-prescribed learning support courses established as prerequisites/co-requisites specific to the degree program or certificate if deemed necessary for workforce readiness in the field of study.
 - D. Institutions will provide, or may require, assessment(s) to allow students to challenge placement into co-requisite learning support if they have not met established criteria.
 1. The challenge assessment will be a TBR approved nationally normed, standardized assessment that will be identified in the institution’s Catalog and/or Student Handbook and listed as one of the approved options in (exhibit 2).
 2. In addition to this assessment, the institution may choose to require a writing sample for placement in ENGL 1010.

- E. Degree Seeking Students: Degree seeking students, either first-time or transfer, entering without valid assessment scores, or transferable college level credit, will be enrolled into the appropriate subject area co-requisite learning support course along with the paired college level course or may be given the option of challenge testing to place into college level courses without learning support.

- F. Special Students: Non-Degree Seeking / Certificate Programs
 - 1. Non-degree seeking students entering without transferable college-level courses will be subject to the same placement standards and procedure prior to enrollment in college level general education courses that are subject to learning support criteria. The designation of the reading-intensive course to be accepted as transferable will be made by the receiving institution.
 - 2. Students who change to degree-seeking status will be assessed under guidelines for degree seeking students.
 - 3. For students desiring to take one or more courses for personal or professional development, the institution will establish a policy to address the need for assessment.

II. Parameters

- A. Organizational Structure
 - 1. The president of each institution will determine the organizational structure and coordination of learning support services for the institution.
 - 2. Each institution will establish criteria for the selection of learning support faculty consistent with professional standards within the discipline and SACSCOC accreditation standards.
 - 3. Institutional policies will apply to faculty and staff whose primary role is learning support.

- B. Learning Support Framework
 - 1. Institutions will develop a co-requisite plan for reading, writing, and math as referenced by the *Fundamental Features of Co-Requisites Remediation* document. (exhibit 1)

2. Learning Support plans and delivery must not delay enrollment of students into appropriate college level courses applicable to the chosen program of study. Learning Support must be provided concurrently with required college level courses, ~~during the first semester the student is enrolled. Remediation must be provided concurrently,~~ rather than prior to enrolling in required college level courses.
 - a. Learning support competencies should be addressed as quickly as possible, beginning with the student's first semester. Students requiring learning support in multiple areas must address at least one subject area per term until all learning support requirements are completed or satisfied.
 - b. When placement requires remediation in more than one subject area, learning support competencies may require more than one semester of work, but should be completed within the first 30 semester credit hours. In this case, it may be appropriate to address literacy requirements prior to math.
3. Only learning support at the high school level as defined by Tennessee Department of Education qualifies for federal financial aid. (*Federal Student Aid Handbook, Volume 1, Chapter 1 – Student Eligibility 2016-2017*)
4. Unless noted as an exception (see next item), learning support will be provided through co-requisite delivery with college level courses that have been approved by the Vice Chancellor of Academic Affairs.
5. As an exception, stand-alone learning support may be provided only on a limited basis to support students whose program does not require college-level math, and/or English 1010, and/or reading intensive courses, but the program requirements established by the faculty do include successful demonstration of learning support competencies.
6. Full-time faculty who teach college-level courses must be involved in the development of appropriate co-requisite learning support curricula and delivery plans that support the linked college-level courses. It is recommended that either the same faculty member teach the support and linked college level course, or that the individuals who teach these paired courses have routine communication to identify ways to improve student success.
7. The learning support course or experience must address the competencies determined to be appropriate for college readiness

(exhibits 3, 4, and 5), and must be aligned with the competencies required in the linked college-level course to facilitate successful completion of the college-level course.

8. Community colleges may provide learning support through credit-bearing courses or non-credit interventions.
9. With Board approval, learning support lab fees may be established in lieu of tuition.
10. Credit hours assigned to pre-college level learning support should be kept to a minimum, and must allow students to satisfy the learning support requirements for any given academic program with at most 3 semester credit hours defined in any subject area and a total of no more than 9 semester credit hours to define all three subject areas combined. If a student changes to a program that requires an algebra-based math, additional learning support may be applicable.
11. “Learning Strategies” will not be offered as a required learning support course. While these skills should be incorporated across the curriculum, learning strategies should be addressed in the first-year experience college success course.
12. Regarding the students receiving VA benefits, each institution will ensure that learning support is provided in compliance with the eligibility provisions of the rules and regulations of the U.S. Department of Veterans Affairs (38 CFR Ch.1 § 21.4200 et seq.), including requirements for class attendance.

C. Student Records

1. Students will demonstrate mastery of the defined Learning support competencies at a level comparable to a passing grade.
2. Successful completion of a student’s learning support requirements will be recorded on the student’s academic record with or without the assignment of standard grades. Pass/Fail may be used in lieu of assigned grades.
3. Institutions are encouraged to provide academic support in a variety of ways other than learning support courses. This is especially true for efforts to close achievement gaps or otherwise serve the needs of target populations.

4. Student progress and completion of learning support requirements will be recorded in Banner and posted to the academic record.

D. Student Transfers Among TBR Community Colleges

1. Student learning support information will be provided upon request. When a transcript is requested, the institution must send placement and enrollment status reports for transferring students that includes student record of progress and completion of learning support competencies or courses.
2. Institutions must honor approved standardized assessment scores (exhibit 2) sent as official documents from another community college in the College System of Tennessee.
3. Regardless of the strategies and activities used to provide learning support, once mastery learning has been documented by the institution, all TBR institutions must accept that documentation.
4. If mastery learning for required competencies has not been documented as satisfied, the receiving institution will default to co-requisite learning support. The institution may provide the opportunity for challenge testing.

III. Accountability - Evaluation of the learning support services is a continuous improvement process. The institution will monitor TBR established benchmarks and annual performance indicators to demonstrate progress of students who are placed in learning support.

A. Measures of Success

1. Success will be measured by: 1) student completion of learning support, 2) enrollment and success in college entry-level courses for which students have received learning support, 3) fall to fall retention, 4) graduation rates, and 5) time to graduation.
2. Additional data measures may be established and reported by the institution to document and evaluate efforts to increase student access and success.

Source

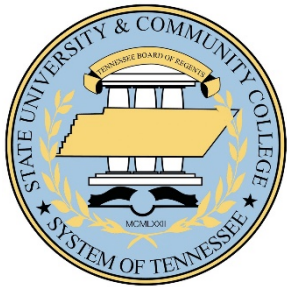
Approved at Presidents Meeting August 17, 2010 (Revised former guideline A-100, Basic/Developmental Studies Program (DSP) Operational Guidelines); Presidents meeting February 14, 2012. Revisions approved at Presidents Meeting November 8, 2016.

Authority

T.C.A. § 49-7-147 Complete College Tennessee Act of 2010

Exhibits

- Exhibit 1. Fundamental Features of Co-requisite Remediation
- Exhibit 2. Approved Assessments with Cut Scores or other Documentation
- Exhibit 3. Learning Support Competencies: Math
- Exhibit 4. Learning Support Competencies: Reading
- Exhibit 5. Learning Support Competencies: Writing



Tennessee Board of Regents

Office of the Vice Chancellor for Academic Affairs

Fundamental Features of Co-requisite Remediation

Mathematics

- All students with ACT Math sub-scores below the established cut-score, who have not demonstrated satisfactory mastery of the A-100 Math Competencies, will be enrolled in a co-requisite college-level credit bearing math course, unless they are enrolled in a program for which a mathematics course is not required. If the program does not require a mathematics course, but the student chooses to take a math course, standard assessment and placement rules apply.
- For students who are **not** enrolled in a STEM or Business program, or a field requiring an algebra-intensive course, the math course will be a non-algebra based course that satisfies the general education requirement, such as elementary statistics, quantitative reasoning, or math for general studies.
- For students enrolled in a field **with** a calculus or algebra-intensive math requirement, the co-requisite math course **may** be linked with a college-level credit bearing algebra based course that does not satisfy the general education requirement, such as MATH 1000. This co-requisite instruction will address the A-100 Math Competencies, as well as additional competencies to prepare for College Algebra.
- The co-requisite experience will be a required semester-long experience that interfaces with the college-level credit bearing course.
- The college-level credit bearing course experience will be identical to that taken by students who meet established scores for initial college level placement, and no elements of the co-requisite experience will contribute to the grade earned in the college-level credit bearing course.
- It may be appropriate to require differing co-requisite experiences with fewer SCHs or different delivery approaches. Examples include students with differing ACT sub-scores or within specific majors or cohorts.
- The co-requisite experience will serve the dual purpose of supporting and illuminating the skills and concepts of the college-level credit bearing course while also providing instruction for students to remediate those A-100 Math Competencies in which they have a deficiency.
- The co-requisite experience may be for **up to** 3 SCH, and tuition may be charged accordingly at community colleges.
- While it is possible for students to complete the A-100 competencies without earning a passing grade in a college-level credit bearing course, if they pass the college-level course they will be deemed to have also satisfied the Learning Support competencies. The

student's BANNER record will reflect this distinction.

- Students who are deemed to have satisfied the A-100 competencies by passing college-level credit bearing, non-algebra based course will not be eligible to enroll in College Algebra, or Pre-Calculus until they are able to demonstrate all Math Competencies that prepare a student for success in College Algebra. Typically, these additional math competencies to prepare for algebra-based college level math are taught in Math 1000 or a comparable course that does not fulfill general education requirements, but may be used as an elective if the curriculum allows.
- Degree-seeking students with ACT Math sub-scores below the established cut-score for college level placement, who have not demonstrated appropriate mastery of the A-100 Math Competencies, who are enrolled in a program that requires **no** mathematics course, and who choose not to take a college-level math course, must still address the A-100 Math Competencies. Non-degree seeking students **may** be required to address A-100 Math Competencies **if** faculty have established the Learning Support Math Competencies as prerequisite for admission or completion of a certificate program. In each of these situations, the student may enroll in a stand-alone Learning Support Math course. Only community colleges are allowed to charge tuition and award credit for any Learning Support intervention, but all Learning Support activities may be delivered as either credit bearing or non-credit bearing.
- For programs requiring no college-level mathematics, schools may develop ways to embed the A-100 Math Competencies into one or more non-Mathematics college-level course(s) or co-requisite pairings with other college-level courses.
- When a student's placement requires remediation in more than one subject area, Learning Support competencies may require more than one semester of work, but should be completed within the first 30 semester credit hours. In this case, it may be appropriate to address literacy requirements first.

English

- All students with ACT Writing sub-scores below the established cut-score, who have not demonstrated that they have achieved the A-100 Writing Competencies will be enrolled in a co-requisite section of ENGL 1010.
- There will be a required semester-long co-requisite experience that interfaces with the college-level credit bearing course.
- The college-level credit bearing course experience will be identical to that taken by students who initially place into college level courses, and no elements of the co-requisite experience will contribute to the grade earned in the college-level credit bearing course.
- Students will be assessed in all of the established developmental writing competencies.
- While it is possible for students to complete the A-100 competencies without earning a passing grade in the college-level credit bearing course, if they pass the college-level credit bearing course this passing grade will be treated as also satisfying the competencies.
- It may be appropriate to require differing co-requisite experiences with fewer SCHs or different delivery approaches. Examples include students with differing ACT sub-scores or within specific majors or cohorts.
- The co-requisite experience may be for up to 3 SCH, and tuition may be charged

accordingly at community colleges.

- Degree-seeking students with ACT Writing sub-scores below the established cut-score for college-level placement into ENGL 1010, who have not demonstrated appropriate mastery of the A-100 Writing Competencies, who are enrolled in a program that requires **no** writing course, and who choose not to take a college-level writing course, must still address the A-100 Writing Competencies. Non-degree-seeking students **may** be required to address A-100 Writing Competencies **if** faculty have established the Learning Support Writing Competencies as pre-requisite for admission or completion of a certificate program. In each of these situations, the student may enroll in a stand-alone Learning Support Writing course. Only community colleges are allowed to charge tuition and award credit for any Learning Support intervention, but all Learning Support activities may be delivered as either credit bearing or non-credit bearing.
- For programs requiring no college-level writing, schools may develop ways to embed the A-100 Writing Competencies into one or more college-level course(s) or co-requisite pairings with other college-level courses.

Reading

- All students with ACT Reading sub-scores below the established cut-score for placement into a reading intensive college level course, who have not demonstrated that they have achieved the A-100 Reading Competencies will be enrolled in a co-requisite college-level credit bearing reading intensive course that satisfies a general education requirement or is a freshman student success course.
- There will be a required semester-long co-requisite experience that interfaces with the college-level credit bearing course.
- The college-level credit bearing course experience will be identical to that taken by students who meet the established criteria for college level placement in reading and no elements of the co-requisite experience will contribute to the grade earned in the college-level credit bearing course.
- Students will be assessed in all of the established developmental reading competencies.
- While it is possible for the students to complete the A-100 competencies without earning a passing grade in the college-level credit bearing course, if they pass the college-level credit bearing course they will be deemed to have also satisfied the competencies. The student's BANNER record will reflect this distinction.
- It may be appropriate to require differing co-requisite experiences with fewer SCHs or different delivery approaches. Examples include students with differing ACT sub-scores or within specific majors or cohorts.
- The co-requisite experience may be for up to 3 SCH, and tuition may be charged accordingly at community colleges.

Exhibit 2.

TBR Policy: 2:03:00:02 Learning Support

List of Assessments Approved by the Vice Chancellor for Academic Affairs

1. ACT
2. SAT
3. Completion of Learning Support Competencies through the Seamless Alignment and Integration of Learning Support (SAILS) program
4. ACCUPLACER

Approved Cut Scores for Placement into College Level Courses

Subject Area	ACT* ***	SAT** ***	ACCUPLACER (Next Generation)	SAILS
Writing	18	Critical Reading 490	250	Successfully completed 4 identified writing competencies (exhibit 5)
Reading	19	Critical Reading 500	250	Successfully completed 4 identified reading competencies. (exhibit 4)
Mathematics	19	Math 500	250	Successfully completed 5 identified math competencies (exhibit 3)

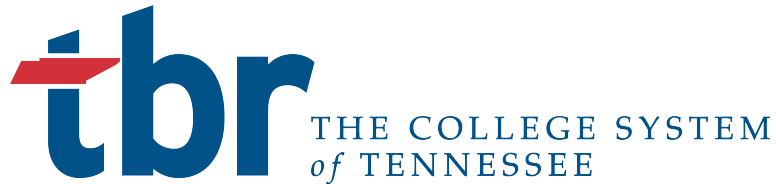
* **ACT College Readiness Benchmarks** identify the following minimum scores to be evaluated as "college ready". Writing - 18; Reading - 22; Mathematics - 22.

(<http://www.act.org/content/dam/act/unsecured/documents/pdfs/R1670-college-readiness-benchmarks-2017-11.pdf>)

The cut scores identified above are those approved for placement in TBR community colleges, and are not used for admissions decisions.

** SAT concorded cut scores are based upon 2016 Revised SAT scores.

*** Students with a subject score that is equal to or greater than the listed cut score will be exempt from Learning Support and placed into college level courses.



**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Approval of NEW TBR Policy 2:03:00:03: English Language Learners

PRESENTER: Dr. Heidi Leming

ACTION REQUIRED: Requires Vote

Summary:

This policy establishes that the Tennessee Board of Regents will provide institutions with a course pathway for ELL students who qualify for co-requisite remediation to ensure those students have the support needed to be successful in credit-bearing course work. This policy supports TBR Policy 2:03:00:00 (Admissions) and 2:03:00:02 (Learning Support).

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

2 – Academic Policies

2:03:00:03 (formerly A-105)

Name: English Language Learners

Purpose

The Tennessee Board of Regents will provide institutions with a course pathway for ELL students who qualify for co-requisite remediation to ensure those students have the support needed to be successful in credit-bearing course work. This [policy](#) supports TBR Policy 2:03:00:00 (Admissions) and [2:03:00:02](#) (formerly A-100 Learning Support).

Applies To Community Colleges

Definitions:

- Learning Support - Academic support needed by a student to be successful in college level general education courses and/or to meet minimum reading, writing, and mathematic competencies as required by faculty in programs that do not require general education courses in reading, writing and/or mathematics. The purpose of learning support is to enhance academic success in college level courses and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.
- English Language Learner (ELL) –A student who self-identifies on their admissions application that their primary language is not English or who is a foreign national, and who is in the process of actively acquiring English.
- English for Speakers of Other Languages (ESOL) –Curricular interventions that support a student whose first language is not English and who would benefit from language support programs to improve academic performance in English due to challenges with reading, comprehension, speaking, and/or writing in English.
- Co-Requisite:

[Is the linking of Learning Support courses or experiences, with an appropriate college level course that is required in the student’s chosen field of study, so that the student is enrolled concurrently in both Learning Support and appropriate college level courses that are applicable to the student’s academic pathway.](#)

Policy

I. Policy Provisions

A. TBR requires that all community colleges develop an English Language Learner policy consistent with the provisions of this policy.

II. Policy Development

A. English Language Learner policies should be developed in compliance with TBR [Policy 2:03:00:02](#).

B. Each institution shall include in its English Language Learner policy cut scores for placement exams as designated in the Exhibits of this policy.

III. Policy Revisions

- A. Any subsequent change to cut scores for English Language Learner placement exams, prior to implementation, should be submitted to the Tennessee Board of Regents for review and approval.

Source

A-105 Guideline approved at Presidents Meeting, May 16, 2017.

Exhibits

- ¹ CaMLA EPT Scores and Interpretations
- ² Michigan Test Scores and Interpretations

Procedure Area –

I. Assessment

- A. International non-immigrant applicants and **in/out-of-state** applicants must meet admissions criteria in accordance with TBR Policy 2:03:00:00 (Admissions).
- B. Institutions identify placement scores for international (F-1 Visa) applicants through use of the TOEFL or other comparable standardized examinations in accordance with TBR Policy 2:03:00:00 (Admissions).
- C. Institutions identify placement scores for in-state applicants in accordance with TBR **Policy [2:03:00:02](#)**, by examination of transcripts showing successful completion of ENGL 1010, or by other comparable standardized examinations.
- D. Based on an analysis of student success characteristics, staff and faculty may make referrals for ELL students to enroll in **[ESL/ESOL](#)** supported courses as provided in TBR Policy 2:03:00:00.

II. Placement for **[Speakers of Other Languages](#)** Supported Courses

- A. International applicants who have placement scores above the minimum level determined by the institution shall enroll in college-level English courses.
- B. In-State applicants who have placement scores above the minimum level determined in this policy or who have successfully completed ENGL 1010, shall enroll in college-level English courses. **See Exhibit 1 and 2 for recognized placement exams and cut scores.**

- C. English Language Learners who have test scores below the minimum placement cut score, shall be enrolled in co-requisite ENGL 1010. **See Exhibit 1 and 2 for recognized placement exams and cut scores.**

III. English for Speakers of Other Languages Supported Courses

- A. Institutions shall provide English Language Learners who test below minimum cut scores ESL/ESOL enhanced co-requisite English courses.

- 1. ELL/ESOL enhanced courses may be provided in two co-requisite formats:

- a. ENGL 1010/ENGL 1020 with a supplemental instruction focused on providing ESL. Supplemental instruction focuses on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note-taking.
- b. ELL/ESOL enhanced ENGL 1010/ENGL 1020. In addition to the curriculum of the English course, content on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note-taking, is also provided.

- 2. Students may have the option to sign a waiver to opt-out and enroll in college level English courses.

- B. **For colleges with designated ESOL coursework, students that score below the minimum test scores can opt to take pre-college level coursework designed for language acquisition that will help prepare them for college coursework in their chosen majors. Additionally, ELL students may opt to take ESL-suffixed co-requisite Composition courses (ENGL 0920/1010 ESL) if they score below the minimum standards, or a stand-alone 1010 ESOL-designated course**

- C. At such time as the English Language Learner who was enrolled in ESOL enhanced co-requisite English courses successfully completes ENGL 1010/ENGL 1020, they shall have met the requirement for college-level English.

2 – Academic Policies

2:03:00:03 (formerly A-105)

Name: English Language Learners

Purpose

The Tennessee Board of Regents will provide institutions with a course pathway for ELL students who qualify for co-requisite remediation to ensure those students have the support needed to be successful in credit-bearing course work. This policy supports TBR Policy 2:03:00:00 (Admissions) and Policy 2:03:00:02 (formerly A-100 Learning Support).

Applies To Community Colleges

Definitions:

- Learning Support - Academic support needed by a student to be successful in college level general education courses and/or to meet minimum reading, writing, and mathematic competencies as required by faculty in programs that do not require general education courses in reading, writing and/or mathematics. The purpose of learning support is to enhance academic success in college level courses and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.
- English Language Learner (ELL) –A student who self-identifies on their admissions application that their primary language is not English or who is a foreign national, and who is in the process of actively acquiring English.
- English for Speakers of Other Languages (ESOL) –Curricular interventions that support a student whose first language is not English and who would benefit from language support programs to improve academic performance in English due to challenges with reading, comprehension, speaking, and/or writing in English.
- Co-Requisite: Learning Support courses or experiences linked with an appropriate college level course that is required in the student’s chosen field of study, so that the student is enrolled concurrently in both Learning Support and appropriate college level courses that are applicable to the student’s academic pathway.

Policy

I. Policy Provisions

A. TBR requires that all community colleges develop an English Language Learner policy consistent with the provisions of this policy.

II. Policy Development

A. English Language Learner policies should be developed in compliance with TBR Policy 2:03:00:02.

B. Each institution shall include in its English Language Learner policy cut scores for placement exams as designated in the Exhibits of this policy.

III. Policy Revisions

- A. Any subsequent change to cut scores for English Language Learner placement exams, prior to implementation, should be submitted to the Tennessee Board of Regents for review and approval.

Source

A-105 Guideline approved at Presidents Meeting, May 16, 2017.

Exhibits

- ¹ CaMLA EPT Scores and Interpretations
- ² Michigan Test Scores and Interpretations

Procedure Area –

I. Assessment

- A. International non-immigrant applicants and in/out-of-state applicants must meet admissions criteria in accordance with TBR Policy 2:03:00:00 (Admissions).
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- C. Institutions identify placement scores for in-state applicants in accordance with TBR Policy 2:03:00:02, by examination of transcripts showing successful completion of ENGL 1010, or by other comparable standardized examinations.
- D. Based on an analysis of student success characteristics, staff and faculty may make referrals for ELL students to enroll in ESL/ESOL supported courses as provided in TBR Policy 2:03:00:00.

II. Placement for Speakers of Other Languages Supported Courses

- A. International applicants who have placement scores above the minimum level determined by the institution shall enroll in college-level English courses.
- B. In-State applicants who have placement scores above the minimum level determined in this policy or who have successfully completed ENGL 1010, shall enroll in college-level English courses. See Exhibit 1 and 2 for recognized placement exams and cut scores.

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- 1. ELL/ESOL enhanced courses may be provided in two co-requisite formats:
 - a. ENGL 1010/ENGL 1020 with a supplemental instruction focused on providing ESL. Supplemental instruction focuses on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note-taking.
 - b. ELL/ESOL enhanced ENGL 1010/ENGL 1020. In addition to the curriculum of the English course, content on English for Academic Purpose (EAP), which includes training in academic reading, writing, presenting and note-taking, is also provided.
- 2. Students may have the option to sign a waiver to opt-out and enroll in college level English courses.

- B. For colleges with designated ESOL coursework, students that score below the minimum test scores can opt to take pre-college level coursework designed for language acquisition that will help prepare them for college coursework in their chosen majors. Additionally, ELL students may opt to take ESL-suffixed co-requisite Composition courses (ENGL 0920/1010 ESL) if they score below the minimum standards, or a stand-alone 1010 ESOL-designated course

- C. At such time as the English Language Learner who was enrolled in ESOL enhanced co-requisite English courses successfully completes ENGL 1010/ENGL 1020, they shall have met the requirement for college-level English.

CaMLA EPT Scores and Interpretations

Listening

0 - 24%	(basic)	refer to Adult Education
28 - 40%	(beginning)	Listening and Speaking 1
44 - 56%	(low intermediate)	Listening and Speaking 2 (if speaking score matches)
60 - 72%	(high intermediate)	Listening and Speaking 3 (if speaking score matches)
76 - 88%	(low advanced)	Listening and Speaking 4
92 - 100%	(high advanced)	No ESL recommendations – college-level

Speaking Composite – not part of the CaMLA EPT

0-1	(basic)	refer to Adult Education
1-2	(beginning)	Listening and Speaking 1
2-3	(low intermediate)	Listening and Speaking 2
3-4	(high intermediate)	Listening and Speaking 3
4-5	(low advanced)	Listening and Speaking 4
5-6	(high advanced)	No ESL recommendations – college-level

Grammar

0 – 25%	(basic)	refer to Adult Education
30 - 45%	(beginning)	Grammar 1
50 - 60%	(low intermediate)	Grammar 2
65 - 75%	(high intermediate)	Grammar 3
80 - 90%	(low advanced)	Grammar 4
95 - 100%	(high advanced)	No ESL recommendations – college-level

Writing – not part of the CaMLA EPT

0	(basic)	refer to Adult Education
1	(beginning)	Writing 1
2	(low intermediate)	Writing 2
3	(high intermediate)	Writing 3
4	(low advanced)	Writing 4
5	(high advanced)	Learning Support English
6	(college level)	No ESL recommendations – college-level

Reading

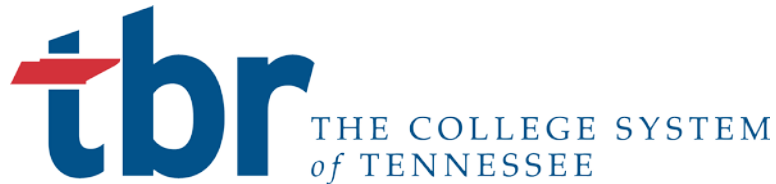
0- 23%	(basic)	refer to Adult Education
26 - 37%	(beginning)	Reading 1
40 - 51%	(low intermediate)	Reading 2
54 - 66%	(high intermediate)	Reading 3
69 - 80%	(low advanced)	Reading 4
83 - 91%	(high advanced)	Learning Support Reading
94- 100%	(college level)	No ESL recommendations – college-level

Revised 09/15/18 WD

*NOTES: Level 1 no longer available as of Fall 2015

Michigan English Placement Test (EPT) Scores

	Prerequisites	Range	Course Placement
	Listening		0-2
Minimum score 3		3-5	Conversation 1
Minimum score 6 or successful completion of ESOL 0121		6-9	Conversation 2
Minimum score 10 or successful completion of ESOL 0122		10-13	Conversation 3
Minimum score 14 or successful completion of ESOL 0123		14-18	Conversation 4
Minimum score 19 or successful completion of ESOL 0124		19-20	No Recommendation
Grammar			0-3
	Minimum score 4	4-9	Grammar 1
	Minimum score 10 or successful completion of ESOL 0151	10-16	Grammar 2
	Minimum score 17 or successful completion of ESOL 0152	17-22	Grammar 3
	Minimum score 23 or successful completion of ESOL 0153	23-27	Grammar 4
	Minimum score 28 or successful completion of ESOL 0154	28-30	No Recommendation
Writing Prompt Scores		0	Refer to Adult Ed./CEU
	Minimum score 1	1	Literacy 1
	Minimum score 2 or successful completion of ESOL 0131	2	Literacy 2
	Minimum score 3 or successful completion of ESOL 0132	3	Writing 3
	Minimum score 4 or successful completion of ESOL 0183	4	Writing 4
	Minimum score 5 or successful completion of ESOL 0184	5	Learning Support English
	Minimum score 6 or successful completion of ENGL 0810, 0820, or 0830	6	No Recommendation
Vocabulary/Reading (Voc. + Reading Scores)		0-5	Refer to Adult Ed./CEU
	Minimum score 6	6-11	Literacy 1
	Minimum score 12 or successful completion of ESOL 0131	12-20	Literacy 2
	Minimum score 21 or successful completion of ESOL 0132	21-30	Reading 3
	Minimum score 31 or successful completion of ESOL 0173	31-40	Reading 4
	Minimum score 41 or successful completion of ESOL 0174	41-46	Learning Support Reading
	Minimum score 47 or successful completion of READ 0810, 0820, or 0830	47-50	No Recommendation
Minimum Listening score of 3 or Writing score of 1			Navigating U.S. Culture
Minimum Writing score of 2 , successful completion of ESOL 0131 , or by recommendation of an ESOL Advisor			Navigating the Computer



**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Policy Revision 2:01:00:02
Awarding Posthumous Academic Credentials

PRESENTER: Randy Schulte, Ed.D.
Vice Chancellor, Academic Affairs

ACTION REQUIRED: Vote

Summary:

TBR Policy 2-01-00-02 Awarding of Posthumous Degrees was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by Academic Affairs Subcouncil and Faculty Subcouncil. The Academic Affairs Staff reviewed all suggestions and recommends approval.

The recommended edits are shown by a strike through for material to be removed and any new or revised content in red.

The attachment reflects the following recommended changes:

1. Removal of references to Universities
2. Addition of Tennessee Colleges of Applied Technology
3. Replace “Degrees” with “Academic Credentials”

Posthumous Degrees : 2:01:Awarding Posthumous Academic Credentials 00:02

Policy Area

Academic Policies

Applicable Divisions

Community Colleges and TCATS

Purpose

The purpose of this policy is to establish procedures for awarding a degree an academic credentials posthumously, for institutions governed by the Tennessee Board of Regents.

Policy

I. Posthumous Degrees

- A. In the unfortunate event of a student's death during an academic term in which it may reasonably be assumed that he or she would have completed all degree academic credential requirements, an degree academic credential may be awarded posthumously to the student.
- ~~B. The decision as to the likelihood that the student would have completed his or her work during the term shall be at the discretion of the president.~~
- B. Recommendations to the president for awarding an degree academic credential posthumously should be in accordance with the established institutional process for conferral of degrees academic credential.
- ~~C. The decision as to the likelihood that the student would have completed his or her work~~
~~during the term shall be at the discretion of the president.~~
- D. The special nature of the award should be reflected on all pertinent records.

Sources

Authority

T.C.A. § 49-8-203

History

TBR Meeting, March 19, 1982

**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Policy Revision 2:06:00:00
Awarding Honorary Degrees

PRESENTER: Randy Schulte, Ed.D.
Vice Chancellor, Academic Affairs

ACTION REQUIRED: Vote

Summary:

TBR Policy 2:06:00:00 Awarding Honorary Degrees was reviewed for necessary updates to reflect the restructuring of TBR due to the FOCUS Act.

The attached recommended update was reviewed by Academic Affairs Subcouncil and Faculty Subcouncil. The Academic Affairs Staff reviewed all suggestions and recommends approval.

The recommended edits are shown by a strike through for material to be removed and any new or revised content in red

The attachment reflects the following recommended changes:

1. Removal of references to Universities
2. Removal of Tennessee Colleges of Applied Technology
3. Replace “recipients” and “candidates” with “nominees”

Awarding Honorary Degrees: 2:06:00:00 **

Major Revision

Policy Area

Academic Policies

Applicable Divisions

Community Colleges,

Purpose

The Tennessee Board of Regents authorizes the awarding of honorary degrees to recognize individuals whose extraordinary achievements have set a standard that distinguishes them and benefits Tennessee Board of Regents' institutions and the communities they serve as well as society.

The purpose for awarding honorary degrees is threefold:

To honor persons whose career reflects sustained and superlative achievement in the arts and professions, research, scholarship, public service, leadership, volunteerism, and/or cultural affairs as well as new frontiers of human endeavor.

To advance the educational missions, goals, and programs of the Tennessee Board of Regents' institutions by developing associations with persons who embody the same ideals, values, and aspirations.

To inspire students, faculty, staff, administrators, alumni, and members of the local, national, and world communities to emulate such standards of excellence, integrity, and commitment to enhance the public good.

Policy

I. Criteria for Selection

- A. An honorary degree is special and is awarded only in exceptional circumstances. Relatively few awards should be given by each institution and no more than two per year. No individual will be allowed to receive more than one honorary degree from the same institution.
- B. Current faculty, staff, and regents are not eligible. Faculty, staff, and regents who have been separated from the Tennessee Board of Regents at least three (3) years are eligible. Currently elected and/or appointed public officials and current candidates and/or nominees for public elective and/or appointed offices within the state of Tennessee are not eligible.
- ~~C.~~ Current or prospective benefactors of the institution are not eligible unless they meet criteria outlined in Section A. of the purpose of this policy.
- ~~D.~~ The degree awarded will meet the standards of the institution and will be awarded at its highest level, but not at a level which exceeds that awarded by the particular institution. Each institution may decide what to label the degree (Associate of ...,)

II. Guidelines

- A. Selection shall be made by a Selection Committee established on each campus by local institutional practices. The Selection Committee shall be comprised of no less than 50% faculty but should include staff and administrators.
- B. Nominations will be solicited from all sources. All deliberations will be confidential. Campus committees should use intense scrutiny of a nominee to ensure continued integrity of the award process. The recipient must attend graduation to be awarded the honorary degree.
- C. The president of the institution must approve any nominee for the honorary degree.

III. Authority

A. Authority to award honorary degrees at all Tennessee Board of Regents Community Colleges and Tennessee Colleges of Applied Technology is delegated to the presidents from the Tennessee Board of Regents.

IV. Notification

A. After the Presidents have informed the Vice Chancellor for Academic Affairs of the selected recipients nominees for Honorary Degrees, the Vice Chancellor will review the recommended candidates nominees for compliance with this policy and will forward a recommendation to the Chancellor. Upon approval by the Chancellor, the Presidents will notify recipients of honorary degrees.

V. Exceptions

A. No exceptions will be granted to this policy.

VI. Policy Review

A. The Awarding the Honorary Degrees policy will be reviewed every three years.

Sources

Board Meeting December 3, 2004; Approved by Board on March 27, 2008 to take effect on July 1, 2008; Board meeting March 25, 2010

Presidents Quarterly Meeting (Conference Call)
February 28, 2019

SUBJECT: Policy Revision 5:02:01:10
Faculty Emeritus

PRESENTER: Randy Schulte, Ed.D.
Vice Chancellor, Academic Affairs

ACTION REQUIRED: Vote

Summary:

The revised policy as proposed has been reformatted to conform to new structural convention and includes two major changes.

1. Presidents will now make any recommendation for faculty emeritus status to the Chancellor who will review and submit to the Board for approval.
2. The proposed revision includes a provision for revocation of faculty emeritus status.

The revised policy details the procedures for such recommendation and revocation.

The proposed policy revision has been reviewed and approved by General Counsel, Human Resources, Academic Affairs Sub-Council, and Faculty Sub-Council.

Attachments:

5 – Personnel Policies

5:02:01:10

Name: Faculty Emeritus

Purpose

The purpose of this policy is to establish the criteria and process for naming faculty emeriti at institutions governed by the Tennessee Board of Regents.

Applies to: Community Colleges; Colleges of Applied Technology

Policy

Faculty having served an institution governed by the Tennessee Board of Regents for a sufficient length of time to be eligible for state retirement benefits are eligible for emeritus faculty status upon retirement from the institution.

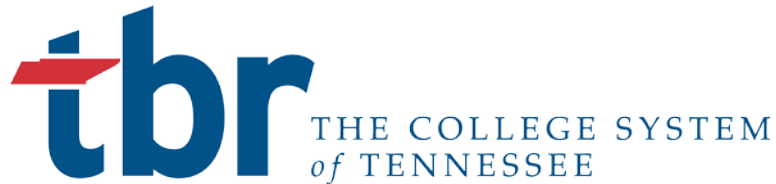
Procedures

- A. Emeritus faculty status is not automatic upon retirement.
- B. Emeritus faculty status is an honor bestowed for distinguished institutional service.
- C. The President may recommend a retiring/retired faculty member for faculty emeritus on a quarterly basis; such recommendation must include justification for awarding such status. A memo detailing such request must be routed through the on-line routing and approval system, to include signatures from the President and HR Officer at the institution, followed by the Vice Chancellor for Academic Affairs at the System Office, prior to reaching the Chancellor's Office.
- D. In consultation with the Vice Chancellor for Academic Affairs, the Chancellor will make the recommendation to the Board for approval.
- E. The title of Faculty Emeritus may be revoked. The President must submit a written request to recommend revocation of the emeritus status using the on-line routing and approval system to include signatures from the institution President, HR Officer at the institution, Vice Chancellor for Academic Affairs, and the Chancellor. The Chancellor will make such recommendation for revocation to the Board for determination.
- F. Emeritus faculty shall be entitled to such privileges and benefits, other than monetary compensation, as their institution designates insofar as such privileges and benefits are within the limits of the institution's discretionary authority.
 1. Such privileges and benefits may include an identification card designating the holder as emeritus faculty and entitling the holder access to certain institution facilities and services commonly available to faculty.
 2. The privileges and benefits carry with them the same responsibilities required of regular faculty.

Sources

TBR Meeting, March 4, 1977

Related Policies**Exhibits****Approvals**



**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Policy Revision 5:02:03:10
Academic Tenure at Tennessee Colleges of Applied Technology

PRESENTER: Randolph Schulte, Ed.D.
Vice Chancellor, Academic Affairs

ACTION REQUIRED: Vote

Summary:

The proposed policy revision, only applicable to the Tennessee Colleges of Applied Technology (TCATs), removes all language regarding academic freedom and responsibility. The language will be added to TBR Policy 5:02:03:30- Academic Freedom and Responsibility and will apply to both TCATs and community colleges.

5-Personnel Policies

5:02:03:10

Name: Academic Tenure at the Tennessee Colleges of Applied Technology

Purpose

The purpose of this policy is to establish the criteria and process regarding academic tenure at Tennessee Colleges of Applied Technology governed by the Tennessee Board of Regents.

Applied to Colleges of Applied Technology

Definitions:

The following are general definitions of words and terms used in this policy which are not hereinafter specifically defined; however, the words and terms are subject to further qualification and definition in the subsequent sections of this policy.

- Academic Tenure – a principle that entitles a faculty member to continuation of their annual appointment until relinquishment or forfeiture or until termination of tenure for adequate cause, financial exigency, or for curricular reasons.
- Adequate Cause - a basis upon which a faculty member, either with academic tenure or on a tenure-track or temporary appointment prior to the end of the specified term of the appointment, may be dismissed or terminated. The specific grounds which constitute adequate cause are set forth in Section N.
- Financial Exigency - the formal declaration by the Tennessee Board of Regents that colleges of applied technology face an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non- appropriated) for the colleges as a whole to maintain current programs and activities at a level sufficient to fulfill their educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non- academic appointments.
- Faculty Member - a full-time employee who holds academic rank as Associate Instructor, Instructor, Senior Instructor, or Master Instructor; and, Master Instructor II for purposes of this policy, who meets the minimum requirements for tenure in Section C and whose responsibilities primarily include instruction.
- Probationary Employment - a period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the college for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure.
- Temporary Appointment, Tenure-track Appointment, Tenure Appointment and Term Appointment - these four types of faculty appointments are defined in Section III.D. of this policy.

Policy

The following policy of the Tennessee Board of Regents on tenure is applicable to all colleges of applied technology governed by the Board. It should be incorporated in those personnel policy manuals by which each college normally communicates policies to its faculty.

I. Procedures

A. Academic Tenure

- ~~1. Tenure is a personnel status pursuant to which faculty appointments in a college of applied technology are continued until retirement for age or physical or mental disability, subject to dismissal for adequate cause or unavoidable termination on account of financial exigency or curricular reasons.~~
2. Tenure is awarded only by positive action by the Board, pursuant to the requirements and procedures of this policy, at a specific college.
3. The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the college. It is only awarded to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure.

~~B. The Tennessee Board of Regents does not award tenure in non-faculty positions.~~

- ~~1. Notwithstanding the above, this section shall not be interpreted as diminishing the rights of non-faculty employees previously awarded tenure in positions at the state technical institutes or colleges of applied technology by the Board of Education, whose rights are governed by TBR Policy on Tenure in Non-Faculty Positions (5:02:03:20).~~

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. The following statements clarify minimum eligibility requirements for consideration for academic tenure:
 - a. Academic tenure may only be awarded to full-time faculty members who;
 1. Hold academic rank as Instructor, Senior Instructor, Master Instructor or Master Instructor II;
 2. Have been employed pursuant to tenure-track appointments and have completed not less than the minimum probationary period of service; and
 3. Have been determined by the college of applied technology to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.
 2. A faculty member holding the rank of Associate Instructor is not eligible to be awarded tenure.
 - a. If an Associate Instructor is not promoted prior to the end of the probationary period, he/she will not be reviewed for tenure. All regulations concerning maximum probationary period will apply (see III.E.1).

3. Faculty holding temporary appointments or term appointments are not eligible for tenure.
4. Faculty members supported in whole or in part by funds available to the college on a short-term basis, such as grants, contracts, or foundation sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the college upon the recommendation of tenure to the Board.
5. No faculty member shall be eligible for tenure in an administrative position; provided that where a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in a former faculty position only; and provided further that a faculty member otherwise eligible for tenure who also holds an administrative position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Types of Appointments

1. There are four types of faculty appointments: temporary appointments, tenure-track appointments, tenure appointments and term appointments.
 - a. Temporary appointments are appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the appointments.
 1. Temporary appointments that are full-time should be called Interim Instructor; others should be designated Part-time Instructor.
 2. Temporary appointments ordinarily should be used to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds.
 3. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in areas where the permanent and continued need for the position has not been established, provided that such appointments shall not be in excess of three academic years.
 - b. Tenure-track appointments are appointments for regular full-time faculty with academic rank. They are for faculty who are employed in a probationary period of employment preliminary to consideration for tenure.
 1. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the college.
 - c. Tenure appointments are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy.
 1. Tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment or termination of tenure as hereinafter provided.
 - ~~2. Tenure appointments do not include assurance of continued employment at any specific salary or position.~~

- d. **At colleges of applied technology** term appointments are provided only for faculty ~~at colleges of applied technology~~. They are non-tenure appointments in a traditional rank (e.g., associate instructor, instructor, etc.) for a fixed period of no more than one (1) year and may be renewed with no presumed maximum number of re-appointments.

E. Probationary Employment

1. Untenured faculty may be employed on annual tenure-track appointments for a maximum probationary period which may not exceed seven years. A recommendation for tenure of a faculty member following a probationary period of not less than five years may be made by the president of a college; provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the president and the Chancellor and approval by the Board.
2. The minimum probationary period of five years may include credit for prior service when agreed to by the president and subject to the maximum permissible credit for prior service, pursuant to Section III.G.
3. Employment in part-time positions or during periods of leaves of absence (except in the circumstance described in 4 below) shall not be credited toward satisfying the probationary period.
4. Only full-time continuous service at a college will be included in determining completion of the probationary period, except where a break in service was pursuant to an approved leave of absence.
 - a. The period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the director of the college specifies in writing prior to the leave of absence that it shall be included in the probationary period.
 - b. In no case may more than one year of approved absence be included in determining completion of the probationary period.
5. Where a faculty member is appointed to an administrative position prior to being awarded tenure at the college, if he/she maintains a significant involvement in teaching, the time or a prorated portion of the time spent in the administrative position may be credited toward completion of the probationary period. The president has final responsibility for determining what constitutes "significant involvement in teaching."

F. Non-Renewal of Non-Tenured Faculty

1. When the tenure-track appointment of a faculty member is not to be renewed for a subsequent year, the faculty member shall receive notice of his/her non-retention for the ensuing year by April 15. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the institution.
2. When a faculty member on a tenure-track appointment completes the sixth year of the probationary period, the faculty member will either be recommended for tenure

by the president or will be given notice of non-renewal of the appointment following the seventh year of service. Such notice of non-renewal will be given not later than June 30 of the sixth academic year. The faculty member's right in an instance where timely notice is not given is described in Section I.

3. Faculty members on tenure-track appointments shall not be terminated during the annual specified term of the appointment except for reasons which would be sufficient for the termination of tenured faculty.
4. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory. A faculty member whose tenure-track appointment is not renewed shall be given an oral statement of the reason(s) for the non-renewal by the president or his/her designated representative(s).
5. The institution shall provide the non-renewed faculty member an opportunity to discuss his/her case. Responsibility for providing that opportunity resides with the president (or his/her designee).

G. Credit for Prior Service

1. Credit toward completion of the probationary period may, in the discretion of the president, be given for a maximum of three years of previous full-time service at other colleges of applied technology or similar teaching assignments, provided that the prior service is relevant to the college's own needs and criteria.
 - a. Any credit for prior service which is recognized and agreed to must be confirmed in writing at the time of the initial appointment.
2. Credit toward completion of the probationary period may, in the discretion of the president, be given for a maximum of three years of previous full-time service in a temporary faculty appointment or term appointment at the same college (see Type of Appointments, Section III.D1) or in an earlier tenure-track appointment at the same college which has been followed by a break in service.
 - a. Any credit for prior service in a temporary full-time faculty appointment at the same college or in an earlier tenure-track appointment (at the same college) which has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.

H. Criteria to be Considered in Tenure Recommendations

1. The tenure-track faculty member being considered for tenure must be assessed with respect to the following criteria:
 - a. Evidence of teaching effectiveness in the occupation being taught.
 - b. Evidence of an on-going commitment to remaining current in the occupation being taught.
 - c. Evidence of service to the college and the community in furthering the goals of the college of applied technology.
 - d. Demonstrated potential for continuous professional growth.
 - e. Participation in professional activities, including membership and leadership in professional organizations supportive of the goals of vocational-technical education.

- f. Projected staffing needs in the teaching area and in the college as a whole.
 - g. Ability to set and achieve clear objectives that are shared by the college.
- I. Tenure Appointments: Authority to Grant
 1. No faculty member shall be entitled to or acquire any interest in a tenure appointment at a college without a recommendation for tenure by the president of the college and an affirmative award of tenure by the Board of Regents.
 2. No other person shall have any authority to make any representation concerning tenure to any faculty member; and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at the college.
- J. Expiration of Tenure
 1. Tenure status shall expire upon retirement of the faculty member.
 2. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her essential functions.
- K. Relinquishment of Tenure
 1. A faculty member shall relinquish or waive his/her right to tenure upon resignation from the college or upon willful failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the president, the faculty member has shown good cause for such failure to report.
 2. Tenure shall not be relinquished during periods of approved leaves of absence or during periods of service in administrative positions at the college.
- L. Termination of Tenure for Reasons of Financial Exigency
 1. A tenured faculty member may be terminated as a result of financial exigency subject to Board declaration that such financial conditions exist.
 2. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at colleges of applied technology will comply with the provisions here stated.
 - a. The definition of financial exigency that applies to colleges of applied technology appears in Definitions.
 3. Financial exigency results from an imminent fiscal crisis characterizing the colleges of applied technology in the Tennessee Board of Regents System; thus, the condition of financial exigency may not be declared at a level below that of the aggregate colleges of applied technology (e.g., it may not be declared at the level of an individual college of applied technology).
 - a. In light of the gravity of consequences resulting from a declaration of financial exigency, the process leading to recommendation to the Tennessee Board of Regents that financial exigency be declared must be cautious, fair, well informed, and as responsive as possible to the interests of various segments of the colleges.
 4. The responsibility for initiating the proposal for declaration of financial exigency resides with the Chancellor.

- a. Since recommending the declaration of financial exigency is an extreme measure, that responsibility requires the Chancellor to provide all appropriate assurances and documentation that available and reasonable procedures to reduce the expenditure levels of the colleges are exhausted and that no efforts have been spared to enhance revenues.
5. If his/her review supports the conclusion that conditions warrant a declaration of financial exigency, the Chancellor shall so recommend to the Tennessee Board of Regents.
 - a. That review should include significant participation by the presidents of the individual college of applied technology.
 - b. In addition to providing the Tennessee Board of Regents with a recommendation to declare financial exigency, the Chancellor shall also submit a statement of findings and conclusions which shall include at least the following:
 1. A description of the current fiscal condition of the colleges, including the projected amount of deficit that would result from failure to declare financial exigency.
 2. A projection of the fiscal condition that would result, in the opinion of the Chancellor, from general types of action anticipated to be taken subsequent to a declaration of financial exigency.
 3. An analysis of the reason for the current imminent fiscal crisis characterizing the institutions, specifying with appropriate documentation those identifiable factors contributing to the crisis.
 4. A statement of assurance, with supporting evidence, that available and reasonable procedures to reduce expenditure levels of the colleges are exhausted, that further retrenchment within existing policies is not compatible with the objective of assuring maximum protection for the academic programs of the colleges and the educational needs of students, and that efforts to enhance revenues have been carried out in a responsible manner.
 5. A transmittal of any advice, alternatives, or information submitted in writing by individual presidents from colleges of applied technology.
6. Should the Tennessee Board of Regents formally declare a state of financial exigency, the Chancellor shall in a reasonable time and with appropriate documentation initiate a proposed plan to allocate necessary funding reductions among the individual colleges of applied technology. The following procedures shall be followed:
 - a. The Chancellor shall convene a Financial Exigency Committee, the composition of which shall be broadly representative of all personnel constituencies in colleges of applied technology.
 - b. The Chancellor's proposed plan for allocating necessary funding reductions to individual colleges of applied technology shall be reviewed by the Financial Exigency Committee. The Committee shall review the amounts of proposed reductions and evaluate proposed reductions in the light of college priorities. It

shall also consider the magnitude of proposed reductions in the light of factors prescribed by applicable state or federal laws regarding fair employment practices.

1. The Chancellor shall consider any alternatives recommended by the Committee and - within thirty days - shall indicate to the Committee a final decision relative to the internal allocation of necessary funding reductions. This final plan should be communicated broadly to all personnel constituencies.
 - c. The Chancellor shall submit the plan - together with any analysis he/she may deem appropriate - to the Tennessee Board of Regents as information. He/she shall also submit to the Board any written response to the plan from the Financial Exigency Committee.
7. Following declaration by the Tennessee Board of Regents that a condition of financial exigency exists, the presidents are authorized to carry out those actions, including reduction-in-force, which are included in the Chancellor's plan. Reduction-in-force under this policy may include any personnel classification, including tenured faculty members or probationary faculty members prior to the end of their terms of appointment.
- a. The procedures for termination described in this Section of the policy are in force only during a period in which the Tennessee Board of Regents has declared a condition of financial exigency.
 - b. An individual selected for termination shall receive prompt written notification from the president. That notification shall include the following:
 1. A statement of the basis on which the individual was selected for termination;
 2. An indication of the data or reasons supporting the choice if it is not a clearly defined factor such as rank or tenure status;
 3. A statement of the date on which the termination is to become effective; and
 4. A copy of the declaration of financial exigency adopted by the Tennessee Board of Regents.
 - c. An individual who receives notice of termination may appeal the decision under the conditions indicated in this Section. That appeal will be directed to a Hearing Committee, which shall be appointed by the Chancellor to represent broadly personnel constituencies at colleges of applied technology.
 - d. The Hearing Committee shall ensure prompt hearings that are thorough and fair but need not be judicial in nature. Strict rules of procedure (e.g., confrontation, cross-examination, and formal rules of evidence) need not be required.
 - e. The following conditions constitute grounds for appeal by an individual of notice of termination:
 1. That established college procedures or provisions of this policy were not followed.
 2. That appropriate criteria were not applied, including but not limited to the allegation that his/her selection constituted a violation of the individual's

academic freedom or that unfounded or arbitrary assumptions of fact were made.

- f. The Hearing Committees shall not review the decision concerning the declaration of financial exigency or the Chancellor's plan for the amount of reduction to be assumed by colleges of applied technology.
 - g. A recommendation will be sent from the Hearing Committee to the Chancellor recommending that he/she uphold or reverse the action of termination, and the Chancellor will inform the Hearing Committee and the individual of his/her final decision on the recommendation.
 - h. The final decision of the Chancellor may be appealed to the Tennessee Board of Regents.
8. No vacancy caused by a termination under conditions of financial exigency shall be filled for a period of three years from the time of notice of termination without first offering the position to the person terminated (faculty or non-faculty), provided that the person terminated keeps the college informed of his/her current mailing address. If the person previously terminated is offered the position and accepts, he/she will be returned in the same rank and tenure status.
9. If the financial health of the colleges improves sufficiently, the Chancellor shall initiate a proposal for the termination of a declared state of financial exigency. The policies and procedures established by this policy shall continue in effect during the period of a state of financial exigency. At the termination of a declared state, that action by the Tennessee Board of Regents shall cause all policies, procedures, and bodies created in this policy for the sole purpose of making and implementing exigency decisions to cease to exist.

M. Termination of Tenure for Curricular Reasons

- 1. The employment of a tenured faculty member may be terminated because;
 - a. A program is deleted from the curriculum;
 - b. Because of substantial and continued reduction of student enrollment in a field;
or
 - c. Because staff reduction is warranted as a result of courses or curricula within a college being reorganized or consolidated.
 - 1. Responsibility for determining that one of these conditions exists resides with the president, but the Chancellor must be informed and so acknowledged before termination proceedings for curricular reasons are initiated.
- 2. Upon determining that termination of one or more tenured faculty members is required for one or more of the three reasons cited above, the president shall furnish each faculty member to be terminated a written statement of the reasons for the termination.
 - a. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached.
 - b. The president's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.

3. If the faculty member(s) to be terminated indicate objections to the president's written statement(s) and request(s) a review, the director may appoint a faculty committee consisting of a minimum of five tenured faculty members; that committee shall conduct a hearing on the proposed termination(s).
 - a. The committee shall report its findings and recommendations to the director, who shall in a reasonable time inform in writing the faculty member(s) proposed for termination either that the decision for termination stands or that it has been altered.
 4. The president's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board (Policy No. 1:02:11:00).
 5. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three (3) years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the president, would constitute the raise that would have been awarded during the period that he/she was not employed).
 6. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the director should base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or a division.
 - a. Termination for curricular reasons presumes a staffing pattern in a college of applied technology which cannot be warranted either by comparison with general load practices within the college or by comparison with faculty loads in comparable colleges.
 - b. In that light, the president shall also, in his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the college of applied technology as compared to overall patterns in the college and to other colleges similar enough to warrant assessment.
 7. When a tenured faculty member is to be terminated for curricular reasons, the director will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. The final decision on relocation is within the discretion of the president.
- N. Termination for Adequate Cause
1. A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term appointment may be terminated for adequate cause, which includes but is not limited to the following:
 - a. Incompetence or dishonesty in teaching or research.
 - b. Willful failure to perform the duties and responsibilities, for which the faculty member was employed, or refusal or continued failure to comply with the policies of the Board, the college or the department, or to carry out specific

assignments, when such policies or assignments are reasonable and non-discriminatory.

- c. Conviction of a felony or a crime involving moral turpitude.
- d. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and college duties and responsibilities.
- e. Capricious disregard of accepted standards of professional conduct.
- f. Falsification of information on an employment application or other information concerning qualifications for a position.
- g. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or division of the college.

O. Procedures for Termination for Adequate Cause

1. Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:
 - a. No termination shall be effective until steps 4 through 10 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure.
 - a. A faculty member may not be suspended pending completion of steps 4 through 10 unless it is determined by the institution that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the institution. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
 - b. In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board.
4. Upon a recommendation by the president or upon a decision by the president that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.

5. If a mutual resolution is not reached under step 4, the president shall appoint a faculty committee consisting of tenured faculty members, whose appointments should be, but are not required to be, agreed to by the faculty member. The faculty committee shall conduct an informal inquiry of the facts giving rise to the proposed termination and seek a mutually acceptable resolution. Should no such resolution be reached, the committee shall recommend to the president whether in its opinion further proceedings should be taken in pursuit of the termination. The recommendation shall be in writing and shall be accompanied by reasons for the recommendation. The committee's recommendation shall not be binding on the president.
6. If no mutually acceptable resolution is reached through step 5 and/or if after consideration of the faculty committee's recommendation the president determines that further proceedings are warranted to consider termination, the following steps shall be taken.
 - a. The faculty member shall be provided with a written statement of the specific charges alleged by the institution which constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the date of the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
 - b. A committee consisting of members of faculty or faculty and administration shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure hereinafter described. The committee shall be appointed by the president and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the institution. The committee may not include any member of the faculty committee referred to in 5 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the president who shall notify all parties of the communication.
7. The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
8. The chairman of the hearing committee may in his/her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. The pre-hearing conference may be for purposes which may include but is not limited to one or more of the following:
 - a. Notification as to procedure for conduct of the hearing.
 - b. Exchange of witness lists; documentary evidence; and affidavits.
 - c. Define and clarify issues.

- d. Effect stipulations of fact.
 - 1. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
- 9. A hearing shall be conducted before the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
 - a. During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
 - b. A verbatim record of the hearing will be taken, and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
 - c. The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by clear and convincing evidence and the record considered as a whole.
 - d. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in securing witnesses and making available documentary and other evidence.
 - e. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and if possible, provide for interrogatories.
 - 1. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within (7) days after delivery of the affidavit or if the hearing officer determines that the admission of the affidavit is necessary to insure a just and fair decision.
 - f. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the institution or other institutions of higher education.
 - g. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
 - h. The findings of fact and the report will be based solely on the hearing record.
 - i. The president and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.

10. After consideration of the committee's report and the record, the president shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation, shall be accompanied by a statement of the reasons.
 - a. If the faculty member is terminated or suspended as a result of the director's decision, the faculty member may appeal the president's action to the Chancellor as provided in the policy on appeals (TBR Policy 1:02:11:00).
 - b. Review of the appeal shall be based upon the record of hearing.
 - c. If upon review of the record, the Chancellor notes objections regarding the termination and/or its proceedings, the matter will be returned to the director for reconsideration, taking into account the stated objections, and, in the discretion of the president, the case may be returned to the hearing committee for further proceedings.

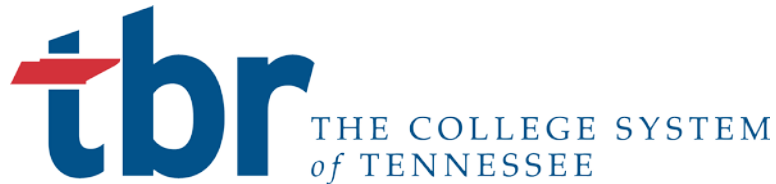
Sources

TBR Meeting, September 30, 1998; September 18, 1997; December 4, 1987; June 25, 1983; December 8, 2006; December 3, 2009.

Exhibits

Related Policies

- [Tenure in Non-Faculty Positions](#)
- [Appeals and Appearances Before the Board](#)



**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Policy Revision: 2:02:00:02
Reverse Transfer

PRESENTER: Randy Schulte, Ed. D.
Vice Chancellor, Academic Affairs

ACTION REQUIRED: Vote

Summary:

The purpose of this policy is to serve as the framework for Reverse Transfer across the State of Tennessee among the Tennessee Board of Regents system (TBR) the, University of Tennessee system (UTS), and the six Locally Governed Institutions (LGI). This policy outlines the processes for the awarding of Reverse Transfer Associate degrees by TBR community because of college credits transferred from a participating Tennessee university that fulfill the Associate degree requirements after the student has transferred to that university. This policy states that all TBR community colleges will participate in and comply with the functions and processes established within the state-wide Reverse Transfer System between Tennessee public higher education institutions. It then lists the Procedures to be followed in the Reverse Transfer process.

This policy has been revised from the original Reverse Transfer policy to account for the establishment of the LGI and to conform with the new TBR policy format. There are no substantive changes in this policy. This policy has been reviewed and approved by the Academic Affairs Subcouncil and the Faculty Subcouncil.

Attachments

2-Academic Policies

2:02:00:02

Name: Reverse Transfer

Purpose

The purpose of this policy is to serve as the framework for Reverse Transfer across the State of Tennessee and among the three systems of higher education (Tennessee Board of Regents, University of Tennessee, and the Tennessee Independent Colleges and Universities) including the six Locally Governed Institutions (LGI).

Applies to Community Colleges

Definitions

- The Reverse Transfer Degree refers to the associate degree awarded by the appropriate associate degree granting institution as a result of college credits transferred from a participating Tennessee university that fulfill those degree requirements after the student has transferred to said university.
- The Reverse Transfer System is a computer program that identifies likely Reverse Transfer Degree candidates by screening four-year institution student databases.
- Potential Reverse Transfer Degree candidates are those students who:
 - are enrolled in the preceding or current semester (excluding summer terms) at a Tennessee four-year institution and were previously enrolled as degree seeking students at a Tennessee community college or other Tennessee associate degree-granting institution;
 - have earned a minimum of 15 college credits towards an associate degree at the associate degree-granting institution; and
 - have earned a combined minimum of 60 total college-level credits;
 - have not previously earned a college degree.
- Screening Degree Audit:
 - The screening degree audit will be run on those consenting students (opted in) who are currently enrolled at a Tennessee four-year institution and were previously enrolled at a Tennessee community college or other Tennessee associate degree-granting institution as degree seeking students, have earned a combined minimum of 60 total college-level credits and have successfully transferred a minimum of 12 college credits from the associate degree-granting institution.
- Locally Governed Institution (LGI) refers to the six public universities that were formerly part of the TBR prior to the FOCUS Act of 2016.

Policy

All TBR community colleges will participate in and comply with the functions and processes established within the state-wide Reverse Transfer System between Tennessee public higher education institutions in accordance with the Procedures listed below.

Procedures

I. Introduction

- A. On April 4, 2012, Tennessee Governor Bill Haslam signed HB 2827 which amended Tennessee Code Annotated, Title 49 relative to higher education. This amendment added the following language to Section 1 Tennessee Code Annotated, Title 49, Chapter 7, Part 1:
The community colleges of the board of regents system are authorized and encouraged to enter into reverse articulation or reverse transfer agreements with the universities of the board of regents and the University of Tennessee systems and with private institutions of higher education that are accredited by the Southern Association of Colleges and Schools. The universities of the board of regents and the University of Tennessee systems are authorized and encouraged to enter into reverse articulation or reverse transfer agreements with the community colleges of the board of regents system.
- B. In July 2012, a task force was convened to develop and implement a Reverse Transfer Process across the State of Tennessee. The original task force was comprised of members from the Tennessee Higher Education Commission, the Tennessee Board of Regents (TBR), the Tennessee Independent Colleges and Universities Association (TICUA), and the University of Tennessee (UT) systems.
- C. The full task force defined Reverse Transfer as “a credit review of degree seeking students who transfer from a community college to a four-year institution prior to receipt of the associates degree to determine if and when the students complete the associates degree requirements and, if so, to award them an associates degree.” While the remaining courses required for the associate degree are completed at a Tennessee four-year institution, it is the responsibility of the associate degree-granting institution to verify degree completion and to award the two- year degree.
- D. Subsequently, workgroups were created and charged to develop components of the overall process. The workgroups included members from THEC, TICUA, TBR, and UT. The Policies/Procedures workgroup was charged with the development of academic policy/procedures that will serve as the framework for Reverse Transfer across the State of Tennessee and among the three systems of higher education (Tennessee Board of Regents, University of Tennessee, and the Tennessee Independent Colleges and Universities). Although the LGI are no longer part of the TBR system, commitments and participation in the reverse transfer process remain unchanged.

II. Participation

- A. All TBR, LGI and UT institutions will participate in Reverse Transfer as encouraged and supported by the State of Tennessee HB 2827. TICUA institutions may choose to participate. However, public universities and colleges may develop free-standing reverse transfer agreements with non-participating TICUA institutions.

III. Governance and Compliance

- A. The UT-TBR-TICUA Articulation and Transfer Council will have oversight of the Reverse Transfer process and policies and will review the policy and its impact annually. Oversight responsibilities include, but are not limited to, assessment and evaluation of the process, reporting to the Legislature, and modifications in the process/policies as needed.
- B. The University of Tennessee Center for Business and Economic Research (CBER) will house and maintain the server and will have primary responsibility for the stored data (demographic and academic) as well as the data extracted for evaluation and reporting purposes. CBER will maintain the confidentiality and integrity of the data and will have primary responsibility for research and reporting related to Reverse Transfer. Data collected for the Reverse Transfer process will not be integrated into or become part of the Tennessee Longitudinal Data System (TLDS) unless approved by the Chancellor/President on each campus. CBER will collaborate with THEC, TBR, TICUA, UT and LGI throughout the evaluation and reporting processes. In addition, each campus/system may designate an individual to have access to individual records for their students to conduct additional research and/or to validate the number of students receiving an associate degree and their credit hours reported to THEC. Permissions and access to data to be used for research purposes is coordinated by CBER in accord with authorization of the Reverse Transfer Advisory Council.
- C. Policies/procedures must be in compliance with the standards of accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - 1. Reverse Transfer candidates must complete "...at least 25 percent of the credit hours required for the degree" at the Tennessee institution awarding the associate's degree. (SACSCOC Section 9.4)
 - 2. Reverse Transfer candidates must adhere to the Catalog requirements established by the degree-granting institution. (SACSCOC Section 9.7)
- D. All student information shared between and among institutions to facilitate Reverse Transfer awards must be in compliance with FERPA guidelines and applicable State of Tennessee statutes.

IV. Processes

- A. The Tennessee Higher Education Commission reflects a spirit of full collaboration among Tennessee institutions of higher education and credits participating Tennessee institutions equally for degrees awarded by reverse transfer. Reverse Transfer, an initiative to promote the educational attainment of adult learners through the full cooperation and collaboration among Tennessee institutions of higher education, will result in the generation of student and institutional outcomes where none previously existed.

- B. Each institution will be responsible for the accuracy of Equivalency Tables and degree audits. Equivalency tables must be reviewed twice annually, and degree audits must be reviewed and updated annually, or as new programs are approved.
- C. The “last hours” policy shall be waived for Reverse Transfer degree candidates at all Tennessee institutions. Requiring students to complete any number of “last hours” at the community college would potentially place undue hardship on the student and would be counter-intuitive to the intent of Reverse Transfer.
- D. To adhere to the FERPA guidelines, the student must agree to the exchange of course histories and/or official transcripts among all the two and four-year institutions attended as well as the high school transcript for use in the reverse transfer degree process. The process to obtain student consent must include a reasonable way to identify the individual and authenticate the identity of the student as the source of the consent to the disclosure of the education records. Schools must obtain written consent (e.g., hard copy, electronic consent) from those students who appear to have the credits for associate degree completion prior to sending the results of the screening degree audit to the associate degree-granting institution. The communication to the student must include the purpose for sending the information, the institution to which the student’s information will be sent, and the option to revoke participation in the reverse transfer process at any time. Additionally, four-year institutions may provide a section on the transfer application to allow for the exchange of the screening degree audit results for reverse transfer audit purposes or to opt out of the reverse transfer degree audit.
- E. If a Reverse Transfer degree candidate attended more than one associate degree-granting institution prior to transferring to a four-year institution, the degree-confirming institution will be the institution where the student earned the most credits, provided the student earned a minimum of 15 credits at that institution to meet the SACSCOC residency requirement (SACSCOC Standard 9.4) and the student meets the requirements for an associate degree at that institution. In the event the student has earned the same number of credits and meets the residency and degree requirements at two or more institutions, the institution that the student attended most recently will be considered as the degree-granting institution.
 - 1. A four-year institution may not accept all credits earned at the associate degree-granting institution (e.g., grades of “D”) that may in fact count towards the associate degree. Therefore, a threshold of “successfully transferred” credits that is less than the minimum residency credits required at the associate degree-granting institution was established to capture and include those students who may have not had all earned degree credits accepted by the four-year institution. Students meeting this threshold are considered to be “close” to degree completion for purposes of the screening degree audit. The associate degree-granting institution will still have responsibility for the official degree audit and degree conferral if the student is eligible.
- F. Students will not be assessed a fee for to have the screening degree audit report sent to the associate degree-granting institutions in the degree audit process of Reverse Transfer.

- G. Reverse Transfer degree recipients will not be assessed a graduation fee at the associate degree-granting institution.
- H. Each community college and each participating four-year institution will designate a contact person for Reverse Transfer. The contact person will serve as a point of information to students, faculty, and advisors and will be listed on the Reverse Transfer website.
- I. Students are afforded due process under the appeals process and procedures outlined in the Catalog at the appropriate institution.
- J. Once a degree is conferred (baccalaureate or associate), the student will not be considered further for the reverse transfer process.
- K. Reverse Transfer degrees may be awarded to students who complete degree requirements outside of Tennessee at the discretion of the Tennessee institution.
- L. Initially, Reverse Transfer degree awards will be limited to those degree programs that are currently identified as a Tennessee Transfer Pathway. Community Colleges also have the discretion to award the A.A. and A.S. General Studies degrees as reverse awards where applicable. All other associate degree programs will be added to the Reverse Transfer process as quickly as feasible.
 - 1. Additionally, all two-year degrees may be considered for and awarded through Reverse Transfer. While it is likely that the majority of Reverse Transfer degrees awarded will be either A.A. or A.S. degrees, it is possible that a student could complete the A.A.S., A.F.A or A.S.T. degree requirements at a four-year institution in which case the degree eligibility assessment would be made at the two-year institution.
 - 2. By Fall of 2019, all institutions will include pre-opt in consent language in their transfer applications whereby two-year students may opt-in to Reverse Transfer as they complete their transfer application for a Tennessee university.
- M. The degree awarding process will be institution-initiated.
 - 1. The four-year institutions will generate reports each spring and fall semester (for May and December degree awards, respectively) to identify potential degree candidates. Potential degree candidates will be identified through a match of descriptive attributes which may include full name, permanent address, birth date, or other identifiers.
 - 2. The Reverse Transfer System (RTS) will send those students email invitations to participate (consent/opt-in) or decline.
 - 3. Screening degree audits will be run by the RTS and the results will be sent to the respective community colleges.
 - 4. The associate degree-granting institution will send eligible students a letter of degree confirmation, information regarding participation in graduation ceremonies, and then mail diploma. Students will not need to file degree application for the associate degree.
 - 5. A student may decline the degree.

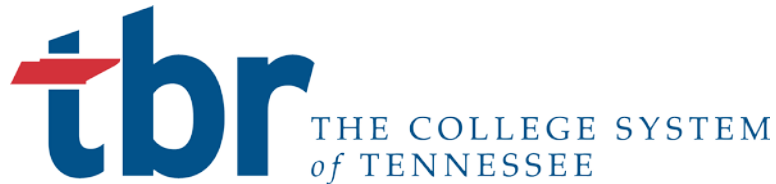
6. Students being awarded a degree and the hours credited for the degree at the community college and four-year school will be recorded in the data set maintained by CBER.
- N. The associate degree-granting institution will notify, in writing, those students whose associate degree audit indicates outstanding academic requirements for the Reverse Transfer associate degree and any “holds” the student may have.
 1. Students will be notified of their progress toward the Reverse Transfer degree twice a year (spring and fall) to coincide with the reporting schedule.
 2. It is the student’s responsibility to complete any outstanding academic requirements within his/her Catalog time limit in order to be considered for a Reverse Transfer degree.
 3. It is the student’s responsibility to clear any and all “holds” to be considered for a Reverse Transfer degree. However, financial or other holds should not prevent transcript exchange (prior to or after a degree is awarded) between two-and four-year institutions for the purpose of communicating a reverse transfer award. Diploma and transcript delivery directly to students with financial obligations to the institution are handled according to state law and institutional policy.
- O. Website information for Reverse Transfer was developed with input from UT, TBR, and TICUA, and is located on the Tennessee Transfer Pathway website which is maintained by Tennessee Board of Regents. Each participating associate degree-granting institution will have a Reverse Transfer page that will include a link to the Reverse Transfer website. The institution’s Reverse Transfer contact person’s name, email, and telephone number as well as general information about Reverse Transfer will be included on the institution page.
- P. The general education assessment requirement will be waived for Reverse Transfer degree candidates at the discretion of the degree-granting institution.
- Q. Reverse Transfer degree recipients will then complete the general education assessment as graduating seniors from a Tennessee baccalaureate degree program.
- R. Upper division courses completed at a four-year institution may be considered for lower division course substitution on a case-by-case basis and in accordance with current policy at the associate degree-granting institution.
- S. Reverse Transfer degree recipients may participate in the graduation ceremonies at the degree-granting institution. Students who choose to participate in the ceremony will be responsible for cap and gown rental.

Sources

Tennessee Reverse Transfer Advisory Council policy changes recommended to and adopted by the statewide Articulation and Transfer Council, July 25, 2018.

Approvals & Revisions

New Policy approved at TBR Board Meeting December 11, 2014; revisions approved at TBR Board meeting _____.



**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: Policy Revision: 2:03:00:05
Limitations on Enrollments

PRESENTER: Randy Schulte, Ed. D.
Vice Chancellor, Academic Affairs

ACTION REQUIRED: Vote

Summary:

The purpose of this policy is to authorize Tennessee Board of Regents institutions to establish reasonable limitations on enrollment for academic programs, courses or college activities. The policy recognizes the need to limit the number of persons who may enroll in certain programs, activities or courses and authorizes its institutions to enact reasonable limitations on enrollments in accordance with the Procedures subsequently listed.

There are no substantive changes in this policy. This policy has been reviewed and approved by the Academic Affairs Subcouncil and the Faculty Subcouncil.

Attachments

2 – Academic Affairs

2:03:00:05

Name: Limitations on Enrollments

Purpose

The purpose of this policy is to authorize Tennessee Board of Regents institutions to establish reasonable limitations on enrollment for academic programs, courses or college activities.

Applies to: Community Colleges; Colleges of Applied Technology

Definitions

Reasonable limitations include but are not limited to restraints by facilities, finances, licensure requirements and accreditation requirements.

Policy

It is the policy of the Board of Regents to provide, on a System-wide basis, a comprehensive program of post-secondary education to all residents of the State of Tennessee and other interested persons from the region and the nation. However, the Board of Regents recognizes the need to limit the number of persons who may enroll in certain programs, activities or courses and authorizes its institutions to enact reasonable limitations on enrollments in accordance with the Procedures listed below.

Procedures

I. Institutions may enact reasonable limitations on academic programs, courses, activities due to:

1. The need to maintain the quality of an instructional program; or
2. Limited facilities, finances or other circumstances affecting the feasibility of a program; or
3. Enrollment requirements of accreditation agencies, licensing boards or other regulatory entity; or
4. To preserve the safety and security of students, faculty and staff.

II. Such limitations on enrollments should be based upon selective criteria or devices appropriate to the program involved which apply equally to all prospective students, provided that preference for admission should be given to students who are residents of the State of Tennessee.

Sources

TBR Meetings, June 30, 1978; September 30, 1983

**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: 4:03:03:00 General Travel (Policy Revision)

PRESENTER: Danny Gibbs

ACTION REQUIRED: *Requires Vote*

Summary:

Revisions to the General Travel Policy include the following:

- *Section I. General Provisions, F-4
Changes this section to allow institutions/TBR to provide reimbursement to employees, with written authorization of the institution's president or of the Chancellor for TBR employees, for any pre-paid travel expenses paid out-of-pocket prior to the date of travel. In the past, expenses could not be reimbursed until travel had taken place.*
- *Section II. Authorization of Travel, B. In-State Travel, 1-2
Changes the requirement for a travel authorization for all employees for in-state travel unless such travel includes an overnight stay or the payment of a conference fee. The president or chancellor may designate an exception to this authorization.*
- *Section II. Authorization of Travel, C. Out-of-State Travel, 3. A.
Removes the exception listed under out-of-state travel that states that provides an exception for approval for out-of-state travel that does not exceed travel of more than 50 miles into a surrounding state.*
- *Section II. Authorization of Travel, C Out-of-State Travel 4.
Removes the exception wherein an out-of-state blanket authorization can be obtained for those employees whose employment requires frequent out-of-state travel.*
- *Section III. Transportation, E. Automobile Travel, 5. b. 1.
Removes the authorization requirement for an employee's ability to use his/her own personal automobile for travel related to institutional/TBR business.*

- *Section III, Transportation, G. Car Rentals at Destination, 2.
Changes were made to allow reimbursement of insurance charges paid when renting automobiles for business travel at out-of-state or abroad destinations.*
- *Section IV. Lodging, D. Additional lodging Expenses, 3.
Change made allows the reimbursement of non-optional miscellaneous lodging expenses such as resort fees and energy or utility surcharges charged at some hotels. These fees should be added to the lodging costs in a manner similar to local hotel or sales taxes.*
- *Section VII. Claims, A. 1.
Removes the requirement for the travel claim to be signed in ink. This was done to allow electronic signature.*
- *Section VII. Claims, A. 5.
Increase the travel claim submittal threshold from 30 days to 45 days to provide a more time for travel claim submittal for those employees who submit one travel claim a month.*
- *In addition to the revisions made above, other editorial revisions were made to correct typos, grammar, and provide clarification.*

Attachment: Policy 4:03:03:00 General Travel policy with mark-up

1 **General Travel: 4:03:03:00**

2 **Policy Area**

3 Business and Finance Policies

4 **Applicable Divisions**

5 TCATs, Community Colleges, System Office, Board Members

6 **Purpose**

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

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

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

28 **Policy**

29 I. **General Provisions**

30 A. No authorization for travel by any employee shall be granted, and no reimbursement for
31 travel expenses shall be made, except in accordance with the provisions of these
32 policies and procedures. Reimbursement for travel expenses shall be limited to
33 expenses incurred upon travel authorized in advance in accordance with Section II.

34 B. Travel which may be authorized, and pursuant to which expenses may be reimbursed,
35 shall be limited to the following:

- 36 1. Travel which is necessary for the proper execution of official System business, or in
37 justifiable pursuit of an institution's educational and research objectives; or

38 2. Travel to meetings and conferences of a professional nature which will increase the
39 attending employee's usefulness to the System.

40 C. Travel shall not include, and no reimbursement for expenses shall be made for,
41 transportation in connection with an employee's official station of employment. The
42 employee's "official station" is their regular area of employment activity, e.g., office
43 headquarters, campus, or designated location of an employee established in the field.

44 1. The official station of an employee shall be designated by the appointing authority.

45 2. It is normally expected that the official station is that location at which the employee
46 spends greater than 50% of their working time.

47 3. For an employee required to be on call (as determined by their job description),
48 either overnight or on weekends, the official station of the employee while on call
49 becomes their residence, or the location at which the employee receives the call.

50 4. Reimbursable mileage begins at the location at which the employee receives the
51 call.

52 D. The employee is considered to be on official travel status, and as such, eligible for
53 reimbursement of travel expenses, at the time of departure from the employee's official
54 station or residence, whichever is applicable, for the purpose of traveling on state
55 business.

56 1. Expenses for meals will be allowed when overnight travel is required outside the
57 county of the employee's official station or residence.

58 2. En route lodging will be allowed for only one day each way on trips of long duration.

59 3. Expenses for lodging will only be allowed in cases where the approved and most
60 direct or expeditious mode of travel will require more than ten (10) hours of
61 continuous travel for trips of long duration.

62 4. The lodging expense will not be considered en route lodging if it does not add an
63 additional day of lodging expense.

64 a. For example: An employee has a 9:00 a.m. meeting in Atlanta, GA. Assume the
65 employee needs to work a full day prior to the trip. It would be less expensive

66 and more convenient to drive rather than fly. The employee leaves the night
67 before and drives to within two hours of Atlanta. Then the employee spends the
68 night, continues the drive the next morning and arrives for the 9:00 a.m.
69 meeting. This will be reimbursed but is not considered en route lodging as it did
70 not add an additional day of lodging expense to the normal travel expenses.

71 E. The limitations on travel expenses contained herein are maximum amounts above which
72 reimbursement shall not be made. Employees are expected to be as conservative as
73 possible in incurring travel expenses.

74 F. With the exception of the per diem allowance for meals and incidentials,
75 ~~r~~R reimbursement for travel expenses shall only be allowed for actual expenses
76 incurred, subject to the maximum limitations shown on the Addendum.

77 1. Receipts must accompany claims for reimbursement for any exceptions whereall
78 expenses exceeding the amount cited on the Addendum.

79 2. Receipts are not required for meals, taxi fares, tolls and ferry fees.

80 3. Lodging receipts are required and must itemize room charges and taxes.

81 ~~3-4.~~ No expenses shall be reimbursed until after travel has been completed unless
82 authorized by the president for employees of the institution or the chancellor for
83 employees of the Board.-

84 G. Internet travel sites such as Expedia, Travelocity or Kayak can be utilized to purchase
85 single travel services such as an airline ticket. Internet travel sites cannot be used to
86 purchase a package of more than one travel service. ~~purchases~~ Purchases of travel
87 packages that combine services such as lodging, airline, or vehicle rentals are not
88 allowed. These package deals do not usually provide sufficient itemized pricing for each
89 service purchased and therefore do not allow for proper comparison to CONUS or
90 conference rates as required by policy.

91 II. Authorization of Travel

92 A. Approving Authorities

- 93 1. The president or designees shall have authority to approve travel by employees of
94 the various institutions.
- 95 2. The Chancellor or designees shall have authority to approve travel by employees of
96 the Board.
- 97 3. Authorization for travel by a student, regardless of the destination, shall be approved
98 by the president of the institution or designee.

99 B. In-State Travel

- 100 1. All employees are authorized for in-state travel where overnight travel and
101 conference fees are not involved. No additional written or verbal authorization is
102 required. The president or chancellor may designate exceptions to this authorization.
103 ~~should obtain prior written authorization for in-state travel by the employee's~~
104 ~~appropriate approving authority, except as noted in item 2 below.~~
- 105 2. Written authorization ~~may not be necessary~~ for in-state travel where expenses
106 associated with overnight travel and/or conference fees will be incurred should be
107 obtained. ~~the expected expenses will not be substantial, or when there is no~~
108 ~~advance notice of the circumstances necessitating the travel, and such travel is~~
109 ~~approved orally by the appropriate approving authority.~~
- 110 3. Employees whose employment requires frequent in-state overnight travel may
111 obtain blanket authorization in writing for such travel.

112 C. Out-of-State Travel

- 113 1. All employees must obtain prior written authorization for out-of-state travel, which
114 must be approved by the employee's appropriate approving authority.
- 115 2. The authorization must show the name of the person traveling, purpose of the trip,
116 destinations, date of departure and return, mode of transportation, estimated
117 expenses, and availability of funds.
- 118 3. If, in the normal course of official business, the employee must routinely travel into
119 another state and back in the same day, such travel will be considered in-state travel
120 and shall be subject to the in-state travel provisions.

121 ~~a.—This exception applies for trips which do not exceed 50 miles into another state.~~

122 ~~4.—Employees whose employment requires frequent out-of-state travel may obtain~~
123 ~~blanket authorization in writing for such travel.~~

124 D. All Other Travel

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

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

129 III. **Transportation**

130 A. General

131 1. All travel must be by the most direct or expeditious route possible and any employee
132 who travels by an indirect route must bear any extra expense occasioned thereby.

133 2. When work is performed by an employee in route to or from the official station,
134 reimbursable mileage is computed by deducting the employee's normal commuting
135 mileage from the actual mileage driven in performing the work in route to or from the
136 official station.

137 a. For example, if an employee normally commutes 10 miles (20 miles round trip),
138 and performs work on the way home from the official station which results in 12
139 miles driven, the mileage reimbursement will be for 2 miles only, as that is the
140 amount of mileage in excess of the employee's normal commute.

141 b. In no instance shall mileage claimed for reimbursement exceed actual miles
142 traveled.

143 B. **Mode of Transportation**

144 1. Transportation for employees traveling singly should be by common carrier (air,
145 train, or bus) whenever practical.

146 2. The use of air travel is recommended when time is an important factor or when the
147 trip is so long that other methods of travel would increase the subsistence expense.

- 148 3. Automobile transportation may be used to save time when common carrier
149 transportation cannot be satisfactorily scheduled, or to reduce expenses when two
150 or more employees are making the trip.
- 151 4. Reimbursement for personal vehicle use may be claimed at the lesser of the
152 standard mileage rate or comparable cost of commercial transportation including taxi
153 fares and/or limousine charges.

154 C. **Common Carrier Travel**

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

165 D. **Chartered Aircraft**

- 166 1. Generally, faculty and staff (including group travel and athletics) whose duties
167 require travel will use commercial ground and air carriers or an institutional
168 automobile.
- 169 2. However, a chartered aircraft may be used if time and/or distance preclude ground
170 travel or if a commercial air service is either unavailable or does not meet the needs
171 of the traveler(s).
- 172 3. The following guidelines apply:
- 173 a. The chief executive officer of each institution shall assign the following duties to
174 a responsible official:
- 175 1. Reviewing and approving requests for charter air services;

- 176 2. Scheduling charter flights; and
- 177 3. Informing those who request charter flights of the charter company's policy
- 178 on canceling scheduled flights.
- 179 b. Charter services will be obtained only when it can be shown that the charter
- 180 does not exceed the sum of all traveling costs by commercial carrier (e.g.
- 181 transportation, meals, and lodging) or that circumstances necessitate travel
- 182 when no other means is available.
- 183 c. The charter company must provide the institution with an original, itemized
- 184 invoice showing the beginning and ending dates of the charter, the origin and
- 185 destination of each flight, and the names of passengers on each flight.

186 E. Automobile Travel

- 187 1. When travel by automobile is appropriate, employees may use state-owned
- 188 automobiles whenever available and feasible. However, state-owned vehicles
- 189 should be used only on official business.
- 190 a. State Owned Automobiles
- 191 1. When transportation is by a state-owned automobile, tolls, parking, gasoline
- 192 and storage expenses are allowable.
- 193 2. When using motor pool automobiles, employees will be furnished with
- 194 courtesy cards for purchase of gasoline, oil, and other automobile services,
- 195 and such expenses should not be claimed by employees as travel expenses.
- 196 3. Emergency out-of-pocket expenses, such as towing or emergency repairs,
- 197 will be reimbursed but must be accompanied by proper receipt identifying the
- 198 automobile and itemizing the services.
- 199 4. Such expenditures must be of an emergency nature when immediate service
- 200 is required and access to a state facility is not possible.
- 201 5. Major repairs should be approved by campus officials prior to work being
- 202 performed. Such expenditures are allowed but should be filed for
- 203 reimbursement separately.

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b. Personally-Owned Automobiles

~~1. Use of a personally owned automobile must be authorized.~~

2.1. Mileage reimbursement rates are provided on the Addendum.

3.2. The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.

4.3. Employees may use reputable websites to determine point-to-point and/or vicinity mileage.

5.4. 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.

- 230 1. Business mileage as indicated by the official state map or reputable
231 websites, and that published by Rand-McNally or reputable websites for
232 out-of-state routes will be regarded as official.
- 233 2. Vicinity mileage must be reported on a separate line and not included with
234 point-to-point mileage. Only mileage on official business may be claimed.
- 235 d. Necessary charges for hotel and airport parking will be allowed.

236 F. **Limousine and Taxi Service**

- 237 1. When travel is by common carrier, reasonable limousine and taxi fares will be
238 allowed for necessary transportation.
- 239 2. Bus or limousine service to and from airports will be used when available and
240 practical.
- 241 3. After arrival at destination, necessary taxi fares for traveling between hotels or
242 lodging and meeting or conference will be allowed.
- 243 4. No receipt is required for reimbursement of reasonable taxi fares.

244 G. **Car Rentals at Destination**

- 245 1. Charges for automobile rental shall be allowed whenever it is more economical than
246 alternative methods of transportation or it is the only practical means of
247 transportation.
- 248 2. Car Rental Insurance Reimbursement~~Charges for insurance for rented automobiles~~
249 ~~are not reimbursable. The State of Tennessee is self-insured and does not~~
250 ~~purchase separate insurance, and therefore will not reimburse for insurance~~
251 ~~purchases made for rental vehicles.~~
- 252 a. Charges for insurance for rented automobiles that are to be operated solely in
253 the State of Tennessee are not reimbursable.
- 254 b. If an employee is required to rent an automobile that will be operated for
255 business purposes outside the State of Tennessee or the United States of
256 America, rental charges for insurance may be reimbursed.
- 257 3. Whenever possible, employees should refuel before returning vehicles.

258 H. **Tolls and Ferry Fees**

- 259 1. Reasonable tolls and ferry fees will be allowed when necessary.
260 2. ~~2.~~ No receipt is required for reimbursement of tolls and ferry fees.

261 I. **Daily Parking Fees**

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

272 J. Unnecessary meals and lodging expenses which are occasioned by the use of an
273 automobile for reasons of the employee's personal convenience, or which are due to
274 travel by an indirect route, will not be allowed.

275 K. If travel is by common carrier, the employee will be reimbursed for expenses in traveling
276 to and from the common carrier including related parking expenses.

- 277 1. Receipts must be furnished on airport and hotel parking exceeding maximum
278 parking allowance in Addendum.

279 IV. **Lodging**

280 A. **In-State Lodging**

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

283 B. **Out-of-State Lodging**

- 284 1. Lodging expenses incurred out of the state while on authorized travel will be
285 reimbursable to the maximum shown on the Addendum.

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

298 C. [Out of Country Lodging](#)

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

301 D. [Additional Lodging Expenses](#)

- 302 1. Sales taxes on lodging costs will be reimbursable.
- 303 2. Higher rates for lodging at the location of a convention or conference will be allowed,
304 without special approval, up to the amount indicated in the convention or conference
305 brochure or conference website.
- 306 2.3. Miscellaneous lodging expenses such as required resort fees and energy or utility
307 surcharges are fully reimbursable and should be added to the lodging costs, in a
308 manner similar as local hotel or sales taxes.
- 309 3.4. Additional lodging for presidents will be approved on the same basis as approval is
310 granted for other employees. Any exceptions must be approved by the Chancellor.
- 311 4.5. The convention or conference brochure which indicates the lodging rates must be
312 included with the travel claim. Otherwise, reimbursement will be limited to the
313 applicable lodging rate as provided in these regulations.

314 E. **Shared Lodging**

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

323 V. **Meals**

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

- 325 1. Meals while on authorized travel will be reimbursed, subject to the meal allowance
326 provided on the Addendum.
- 327 2. The maximum per diem rates include a fixed allowance for meals and for incidental
328 expenses (M&I).
- 329 3. The M&I rate, or fraction thereof, is payable to the traveler without itemization of
330 expenses or receipts.
- 331 4. Incidentals are intended to include miscellaneous costs associated with travel such
332 as tips for baggage handling, phone calls home, etc.
- 333 5. The M&I rates for out-of-state travel are the same as those for federal employees
334 and are available on the General Services Administration's web site.
- 335 6. As with lodging, there is a standard rate for the continental United States (CONUS),
336 and a list of exceptions.
- 337 7. Reimbursement for meals and incidentals for the day of departure shall be three-
338 fourths of the appropriate M&I rate (either the in-state rate or CONUS rate for out-of-
339 state travel) at the rate prescribed for the lodging location.
- 340 8. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate
341 applicable to the preceding calendar day.

- 342 9. To assist in this calculation, the following table lists partial per diem rates for meals
 343 and incidentals for in-state and out-of-state travel.

Per Diem Rates	Three-Fourths Calculations
\$55.00	\$41.25
\$56.00	\$42.00
\$61.00	\$45.75
\$66	\$49.50
\$71.00	\$53.25
\$76.00	\$57.00

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

In-State and Out-of-State of Tennessee

Meals and Incidental – Allocated by Meal

- 347
 348
 349 11. Revisions to the tables above and below that are required solely by changes in
 350 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

351 B. [Out of Country Meals](#)

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

355 C. **Official Banquets**

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

359 D. **Business Meals**

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

361 VI. **Miscellaneous Expenses**

362 A. **Personal Expenses**

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

366 B. **Telephone, Internet and Fax Expenses**

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

369 2. Charges for necessary local calls on official business will be allowed.

370 C. **Registration Fees**

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

375 D. **Handling Fees**

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

378 VII. **Claims**

- 379 A. The standard form for claims for travel expenses approved by the President, or
380 Chancellor shall be used for reimbursement of expenses.
- 381 1. The form must show movement and detail of expenses on a daily basis, be signed ~~in~~
382 ~~ink~~ by the employee, and be approved by the appropriate approving authority prior
383 to reimbursement.
 - 384 2. Signatures on travel claims must be original or electronic in accordance with TBR
385 policy. Where adequate controls have been implemented to minimize risks
386 associated with travel claim (such as the risk that duplicate claims will be submitted
387 or alterations made to the original claim subsequent to approval by approving
388 authority), travel claims may be submitted for payment electronically via email.
 - 389 3. Receipts for appropriate expenses must be submitted with the claim for
390 reimbursement.-
 - 391 4. Expenses for books, supplies, postage, and other items that do not constitute actual
392 traveling expenses should not be included in the claim form.
 - 393 5. Claims for reimbursement for travel expenses should be submitted no later than
394 ~~thirty-fourty-five~~ (4530) days after completion of the travel.

395VIII. **Travel Advances**

- 396 A. General
- 397 1. Normally travel expenses should be paid when incurred by an employee, with
398 reimbursement made to the employee for actual expenses upon proper submission
399 of a claim for travel expenses.
 - 400 2. Permanent or temporary travel aAdvances to employees for anticipated travel
401 expenses may be made ~~under the circumstances hereinafter described as~~when
402 authorized by the approving authority.
 - 403 a.— ~~Permanent travel advances;~~ and
 - 404 b.— ~~Temporary travel advances are only under extraordinary circumstances as~~
405 ~~determined by the approving authority.~~

406 3. All travel advances must be approved by the president designee for employees of
407 the institutions, and the Chancellor for employees of the Board.

408 B. Permanent Travel Advances

409 1. When an employee has blanket travel authorization, and is expected to travel the
410 major portion of each month, the employee may be placed upon permanent travel
411 status.

412 2. Upon determination of the employee's estimated monthly expenses, if such
413 expenses exceed \$100, the employee may be provided with a single advance in an
414 amount sufficient to cover such expenses for one month, provided such amount may
415 not exceed ~~the semi-monthly~~half of the employee's monthly salary ~~of the employee.~~

416 3. Subsequent to the initial advance, the employee shall submit appropriate claims and
417 be reimbursed as heretofore provided, with any unused portion of the advance to be
418 returned upon termination of the employee's permanent travel status.

419 C. Temporary Travel Advances

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

424 2. An amount equal to 80% of the estimated out of pocket expenditures will be allowed
425 as an advance, however, no advance less than \$100 will be made.

426 3. Students traveling under individual authorizations or an employee traveling with a
427 student or students who is responsible for disbursing all funds for the trip may be
428 advanced 100% of the amount of the authorization.

429 D. Payroll Deduction Authorization

430 1. Each employee receiving a permanent or temporary travel advance for the first time
431 must sign a payroll deduction authorization form which will allow the State to recover
432 the advance from any salary owed the employee in the event of termination of
433 employment or failure to submit a travel claim.

434 2. This deduction from payroll should be used as a last resort only in the event all other
435 efforts to collect the advance have failed.

436 E. Expense Claim

437 1. Upon return, the employee should submit an expense claim detailing actual
438 expenditures. This claim should show the total expenses incurred.

439 2. The advanced amount should be subtracted from this total.

440 3. A voucher should then be prepared requesting the additional amount due the
441 employee.

442 4. No advance should exceed actual expenses. If this does happen, however, the
443 excess should be returned by the employee to the business office for deposit as a
444 credit against the original advance with proper distribution being made of the actual
445 expenses incurred.

446 5. In the latter instance, the expense account claim should be forwarded to the
447 business office with notification to file it with the advance request.

448 F. **Non-business Expenses**

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

451 2. If your trip was primarily for business and, while at your business destination, you
452 extended your stay, made a personal side trip, or had other personal activities, you
453 can obtain reimbursement for only your business related travel expenses.

454 3. These expenses include the travel costs of getting to and from your business
455 destination but do not include additional lodging, parking, and per diem for the days
456 not required for the business travel.

457 4. Additional days are not considered business related unless they are necessary to
458 provide rest or sleep required for you to properly perform your duties.

459 IX. **Exceptions**

460 A. General

- 461 1. The Chancellor shall have the authority to grant exceptions to any part or all of the
462 provisions of this policy when deemed appropriate and necessary; however, any
463 exception directly affecting the Chancellor must be approved by the Vice Chair of
464 the Board.
- 465 2. The Chancellor delegates to the presidents the authority to grant exceptions to any
466 part or all of the provisions of this policy in individual instances when deemed
467 appropriate and necessary; however, any exception directly affecting presidents
468 must be approved by the Chancellor or designee.
- 469 3. Two areas of standing exceptions to the policy are provided below.
- 470 a. Exception No. 1
- 471 1. Provisions for travel contained in this Exception Number One shall be
472 applicable only to the Chancellor and the Chancellors' immediate staff,
473 presidents of institutions, and System employees traveling in their company.
- 474 2. This exception corresponds with Exception Number Three of the
475 Comprehensive Travel Regulations. All provisions of Sections I through IX of
476 this policy shall be applicable unless superseded by the following.
- 477 a. Transportation: First class travel on common carrier shall be allowable at
478 the option of the above designated persons when accompanying others
479 not employed by the State who are traveling in first class
480 accommodations.
- 481 b. Charges for automobile rental shall be allowed whenever it is more
482 economical than alternative methods of transportation or whenever it is
483 the only practical means of transportation.
- 484 b. Exception No. 2
- 485 1. Members of the Tennessee Board of Regents shall be reimbursed for travel
486 in the performance of their official duties in accordance with applicable

487 provisions of the general policy unless superseded by the following, which
488 corresponds with Exception Number Four of the Comprehensive Travel
489 Regulations, provided that necessary approvals shall be made by the
490 Chancellor rather than the Commissioner of Finance and Administration.

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

494 **Addendum**

495 I. Tennessee Board of Regents General Travel Policy

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

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

505 II. General Reimbursement Rates

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

507 Link: 

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

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

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

512 III. Out-of-State Reimbursement Rates

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

518 IV. In-State Travel Reimbursement Rates

519 A. Level I Counties and Cities

520 1. Davidson County

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

521 2. Level II Counties and Cities

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

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

527 3. Level III Counties and Cities

- 528 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

529 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

530 VI. Special Rates Under Exception One

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

535 1. Out-Of-State Reimbursement Rates

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

538 b. The CONUS rates are located on the U.S. Government's web page
539 at www.gsa.gov/

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

542 2. In-State Travel Reimbursement Rate

543 a. Level I Counties and Cities

544 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

545 b. Level II Counties and Cities

546 1. Anderson County, Shelby County, Knox County, Hamilton County,
547 Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery

548 County, Putnam County, Rutherford County, Washington County (Includes
 549 Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls,
 550 and Henry Horton State Parks)

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$134.00 + tax	\$55.00

- 551 c. Level III Counties and Cities
 552 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	\$55.00

553 VII. Special Rates Under Exception Two

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

558 1. Out-of-State Reimbursement Rates

559 a. Employees are to utilize the U.S. General Services Administration CONUS
 560 (Continental United States) rates provided by the federal government. The
 561 CONUS rates are located on the U.S. Government's web page at www.gsa.gov/

562 b. Use the CONUS standard rates for all locations within the Continental United
 563 States not specifically shown on the web page as a listed point.

564 2. In-State Travel Reimbursement Rates

565 a. Level I Counties and Cities

566 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

567 b. Level II Counties and Cities

568 1. Anderson County, Shelby County, Knox County, Hamilton County,
569 Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery
570 County, Putnam County, Rutherford County, Washington County (Includes
571 Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls,
572 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

573 c. Level III Counties and Cities

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

Day of Departure and Return	Maximum Lodging	Maximum Meals and Incidentals
75% of M&I	\$11400 + tax	\$55.00

575 **Sources**

576 **Authority**

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

579 **History**

580 TBR Meetings, June 25, 1976; March 3, 1978; September 29, 1978; September 26, 1980;
581 September 30, 1983; March 23, 1984; September 21, 1984; December 13, 1985; June 26,
582 1987; September 18, 1987; June 30, 1989; September 21, 1990; June 28, 1991; March 20,
583 1992; October 22, 1993 (Interim action), February 1, 1996 (Interim Action), June 21, 1996,
584 March 27, 1998, August 1, 1998 (Interim Action), March 26, 1999, September 17, 1999,
585 September 1, 2001 (Interim Action), September 26, 2003, December 5, 2003, May 1, 2004
586 (Interim Action), September 24, 2004; December 3, 2004; June 10, 2005; December 2, 2005;
587 March 31, 2006; March 30, 2007; June 29, 2007; September 28, 2007; March 28, 2008.
588 October 1, 2008 (Interim Action); October 1, 2009 (Interim Action); Board Meeting September

589 24, 2010; December 9, 2010, June 24, 2011; October 13, 2011 (Interim Action): June 28, 2012:
590 June 21, 2013; October 1, 2013 (Interim Action); Board Meeting June 20, 2014; October 1, 2014
591 (Interim Action); October 1, 2015 (Interim Action); October 1, 2016 (Interim Action). Revised at
592 Board Meeting, March 31, 2017. October 1, 2017 (Interim Action), October 1, 2018 (Interim
593 Action); Revisions, including Oct. 2018 Interim Action approved by Board on December 13,
594 2018.

595 **Related Policies**

596 • [Athletic and Other Student Group Travel](#)

597 • [Business Meals](#)

598

Presidents Quarterly Meeting (Conference Call)
February 28, 2019

SUBJECT: 4:03:03:50 Athletic and Other Student Group Travel
(Policy Revision)

PRESENTER: Danny Gibbs

ACTION REQUIRED: *Requires Vote*

Summary:

Revisions to the Athletic and Other Student Group Travel Policy include the following:

- *Section I. Athletic Recruiting, E. Student Recruits,
1. Removal of "NCAA" from sentence (NCAA rules must be followed by universities)
2. Removal of "lodging in campus facilities" from sentence as community colleges do not offer any on-campus lodging.
3. Clarification of the use of campus dining services and the reimbursement of off-the cost of off-campus meals.*
- *Section II. Travel, B. 2.
Removed number B. 2. "If such arrangements (transportation) are made by the institution's purchasing office, that office should maintain the appropriate documentation." This point is covered in II.B.1.*
- *Section II. Travel, F. Actual lodging expenses will be reimbursed, 2.
Removed number F. 2. "If such arrangements (transportation) are made by the institution's purchasing office, that office should maintain the appropriate documentation." This point is covered in II.F.1.*

Attachment: Policy 4:03:03:50 Athletic and Other Student Group Travel policy (with mark-up)

1 Athletic and Other Student Group Travel: 2 4:03:03:50

3 Policy Area

4 Business and Finance Policies

5 Applicable Divisions

6 TCATs, Community Colleges

7 Purpose

8 This policy is established by the Tennessee Board of Regents in recognition of the unique
9 characteristics associated with travel by athletic personnel and teams and other groups at the
10 institutions governed by the Board. The purpose of the policy is to address practical
11 considerations for travel related specifically to the performance of intercollegiate athletic
12 recruiting, athletic team travel, and other student group travel. The policy shall apply only to
13 these functions; travel for other purposes by athletic personnel and other non-student groups
14 shall be subject to Tennessee Board of Regents General Travel Policies and Procedures (No.
15 4:03:03:00) and institutional policies and guidelines. All travel will be reimbursed subject to TBR
16 Policy No. 4:03:03:00 unless a specific exception is provided below. In addition, each institution
17 shall comply with all pertinent regulations of the National Collegiate Athletic Association or the
18 National Junior College Athletic Association and the athletic conference of which the institution
19 is a member.

20 Each institution shall develop and enforce guidelines for athletic and other group travel
21 consistent with the provisions of this policy. Institutional guidelines should include working
22 procedures and be presented in such detail as to ensure thorough understanding of the
23 provisions by all affected personnel.

24 Policy

25 I. Athletic Recruiting

26 A. Travel Advances

- 27 1. Travel advances should be made consistent with the Tennessee Board of Regents
28 General Travel Policies and Procedures.
- 29 2. In addition, temporary or permanent travel advances may be made to staff members
30 engaged in recruiting when such advances are approved by the president or
31 designee.

32 B. Reimbursement Rates - Courtesy Vehicle

- 33 1. If a staff member has a "courtesy vehicle" due to their association with the
34 institution, the maximum rate allowed will be the rate allowed under the Tennessee

35 Board of Regents General Travel Policies and Procedures, less the portion of the
36 IRS business standard mileage rate treated as depreciation.

37 C. Approval for Travel

- 38 1. The following are subject to prior approval by the president or designee:
- 39 a. Blanket travel authorization for scouting or recruiting; and
- 40 b. The travel of visitors and guests at institutional expense for any occasion related
41 to recruiting.

42 D. Guest Meals

- 43 1. The actual cost of guest meals may be claimed when incurred by a staff member for
44 recruiting purposes.
- 45 2. Such claims must be submitted in appropriate detail.
- 46 3. Receipts are required.

47 E. Student Recruits

- 48 1. Staff members are responsible for compliance with pertinent ~~NCAA~~, NJCAA, and
49 conference rules regarding student recruits.
- 50 2. ~~Lodging in campus facilities should be arranged if space is available. If campus~~
51 ~~space is not available, arrangements~~ Arrangements may be made for lodging in
52 local ~~motels~~/hotels, and, with the approval of the athletic director or designee may
53 be charged to the athletic department.
- 54 3. ~~If available, the use of campus~~ Campus dining services ~~should~~ may be arranged and
55 costs may be charged to the athletic department. ~~If necessary~~ Also, staff members
56 ~~will~~ may be reimbursed at cost for off-campus meals, with reasonable and
57 customary gratuities allowed. Receipts must accompany claims.
- 58 4. Transportation may be arranged through a local travel service and charged to the
59 athletic department with the approval of the athletic director or designee. Automobile
60 mileage may be reimbursed to a student recruit at the maximum rate allowed under
61 the Board of Regents General Travel Policies and Procedures for the use of a
62 personal vehicle.

63 5. Entertainment expenses may be reimbursed at cost within ~~NCAA~~, NJCAA, and
64 conference rules.

65 II. Travel

66 A. Institution officials and guests of the institution who accompany the team or student
67 groups on trips must be approved in advance by the president or designee.

68 B. In all cases, team and group transportation will be arranged through established
69 institutional procedures, and travel itineraries are to be arranged in advance.

70 1. Documentation must be maintained in the athletic or other appropriate departments
71 or offices indicating that various cost alternatives have been explored before making
72 all arrangements and reservations.

73 ~~2. If such arrangements are made by the institution's purchasing office, that office~~
74 ~~should maintain the appropriate documentation.~~

75 C. A roster of all individuals on a particular trip must be included with the itinerary
76 documentation for proper accounting and auditing purposes and filed with the travel
77 claim.

78 D. Travel advances in the amount of 100% of the estimated trip expenses may be allowed.

79 1. One person from the athletic department or coach staff member who is familiar with
80 the travel regulations will be responsible for the advance and all bills connected with
81 team or group travel.

82 E. Receipts are required for all team or group travel expenses consistent with TBR Policy
83 No. 4:03:03:00.

84 F. Actual lodging expenses will be reimbursed.

85 1. Documentation must be maintained in the athletic department or other appropriate
86 department or office indicating that various cost alternatives have been explored
87 before making all arrangements and reservations.

88 ~~2. However, if such arrangements are made by the institution's purchasing office, that~~
89 ~~office should maintain the appropriate documentation.~~

90 G. Miscellaneous expenses, such as movies while on trips, must be supported by receipts.

- 91 1. Telephone calls by staff members for business purposes may be claimed with
92 documentation consistent with TBR Policy No. 4:03:03:00.
- 93 H. Individual meals associated with team or group travel will follow the Board of Regents
94 General Travel Policies and Procedures.
- 95 I. All team or group meals and snacks will be reimbursed at actual cost.
- 96 1. Gratuities not to exceed reasonable and customary rates are allowed.
97 2. Appropriate documentation and receipts are required.
- 98 J. All travel claims and requisitions for team or group travel must be approved in writing by
99 the appropriate approving authority.

100 III. **Other Group Travel**

- 101 A. Travel by student groups or other groups of participants in programs or activities of the
102 institution may be reimbursed under the same provisions as included in Section II
103 above.
- 104 B. Travel by student groups or other groups of participants in programs or activities of the
105 institution should be addressed by specific institutional guidelines which describe the
106 approval process, discussion of possible liability issues and requirement of
107 waivers/releases of liability by the student if appropriate.
- 108 1. Sample waivers/releases and a discussion of liability issues have been provided by
109 the Office of the General Counsel and should be on file in the offices of student and
110 academic affairs.
- 111 2. A waiver/release is not appropriate for travel that is required as part of an academic
112 program.

113 IV. **Exceptions**

- 114 A. The Chancellor or designee may approve exceptions to the requirements of this policy in
115 appropriate cases.

116 **Sources**
117 **Authority**

118 T.C.A. § 49-8-203

119 **History**

120 TBR Meeting March 23, 1984; TBR Meeting June 29, 1990; June 29, 2007; Revised December
121 11, 2014.

122 **Related Policies**

- 123 • [General Travel](#)

124

**Presidents Quarterly Meeting (Conference Call)
February 28, 2019**

SUBJECT: 5:01:05:00 Outside Employment and Extra
Compensation for Additional Assignments
(Policy Name Change and Revision)

PRESENTER: Mary Moody

ACTION REQUIRED: *Requires Vote*

Summary:

Major modifications/updates have been made to this policy to bring it in line with State of Tennessee Statutes. They are as follows:

- *Definitions were added to include the definition of the following: Outside Employment, Additional Assignment, Extra Compensation, and Overload Assignment.*
- *The purpose of the policy was reworded for clarification.*
- *Section I. Introduction, B.
The sentence was changed to remove the number 46 stated as, "its 46 member institutions," so that future changes will not be necessary should the number of institutions change in the future.*
- *Section I. Introduction, D.
This section was moved to Section V. Exceptions.*
- *Section II. Provisions – this section title has been changed from "Provisions" to "Outside Employment."*
- *Section II. Outside Employment, A-F.
New lettering was assigned, and the following changes were made to this section:*
 - A. *A new statement was inserted moving the information stated previously as A to B. The new statement requires that at the time of employment, new employees must disclose any existing outside employment that they intend to continue and seek approval as per this policy.*

- B. *Clarification was provided in this statement so that letter B applies to current employees in lieu of faculty or staff and states that the employee must gain approval before taking part in outside employment. As this statement was previously regarded as Letter A, the previous statement known as Letter B was deleted and incorporated in Letter C.*
 - C. *Changes were made to correct the title "Director" to "President" and the approval of "outside employment and additional assignments" was added, replacing "outside service and extra service" in the statement. Sections C.3.a. and C.3.b. were deleted as the information included in these areas were incorporated in other parts of the policy.*
 - D. *Change was made to correct the title "Director" to "President" and the wording was changed that referred to TBR Guideline G-030 to wording that referred to "applicable TBR policies and procedures."*
 - E. *This section was changed from allowing the institutions to develop their own policy based on this policy to allowing them to only allow them to develop procedures based on this policy. Additionally, wording was changed for clarification.*
 - F. *Letter F was removed from this section and moved into section III.*
- *Section III.
A., 1-4 – the information from what was Section II. F. was moved to this section.
A.2. Language revised to clarify that overload assignments should not be used in lieu of hiring faculty to fill a continuing need.*
 - *Section VI.
Adds notice that violation of policy will result in disciplinary action.*

Attachments: Policy Outside Employment and Extra Compensation for Additional Assignments: 5:01:05:00 clean and redlined.

Outside Employment and Extra Compensation for Additional Assignments: 5:01:05:00

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, **Universities**, System Office

Definitions

- **Outside Employment** means any employment outside an employee's regular employment with a TBR institution or the System Office. This includes self-employment.
 - **Additional Assignment** means an assignment of duties within the current employing Institution or System Office, but not within the existing job description of an employee of a TBR institution or the System Office.
 - **Extra Compensation** means compensation over and above the regular compensation of an employee of a TBR institution or the System Office paid for an additional assignment.
 - **Overload Assignment** means -employment at your institution or another institution of higher education of no more than 2 courses per semester or quarter for extra pay.
 - **Course** means a unit of teaching that lasts one academic term.
-

Purpose

The purpose of this policy is to ~~set forth the following general provisions to cover the circumstances and limitations under which outside employment and/or extra compensation may be appropriate.~~ establish standards for permissible outside employment and the payment of extra compensation for additional assignments for employees throughout the TBR system.

Policy

I. Introduction

- A. Full-time employment with the Tennessee Board of Regents demands an individual's full-time professional expertise, commitment, and energies, and the assigned teaching load of a TBR faculty member constitutes a full-time assignment.
- B. However, the Tennessee Board of Regents recognized the value to its students, its personnel, its ~~46~~-member institutions, and to the citizens of Tennessee arising from outside consulting and other professional experiences in which members of the faculty and staff may engage. Such activities contribute to the economic development of the state, and bring credit to the institution. These activities also create valuable links between the institutions and their communities.
- C. The Board also recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted.

~~D. As defined herein, this policy does not apply:~~

- ~~1. To personnel classified as nonexempt wage and hour employees;~~
- ~~2. To normal, short term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation;~~
- ~~3. When the individual is not within the term of his or her contract period, or is on leave;~~
- ~~4. To salaries paid to academic year for teaching in inter-session and summer session, which are not considered extra compensation and are addressed in Policy 5:02:04:10.~~

II. Provisions Outside Employment

- A. Upon initial employment, an employee must disclose any existing outside employment that they intend to continue and seek approval in accordance with this policy.

~~A.B.~~ Once employed, Pprior to engaging in outside employment, ~~the faculty or staff member an employee shall~~must notify appropriate supervisors and the president ~~or director~~, or his or her designee, of the nature of the employment and the expected commitment of time and obtain approval.

~~B.~~ ~~Prior to accepting an extra assignment, the faculty or staff member shall have the approval of the institution's president/director or designee.~~

C. The President/~~Director~~ or designee may approve outside ~~service employment~~ and ~~extra service~~additional assignments only for efforts that:

1. Are performed entirely outside of, and in addition to, normal working assignments and responsibilities;
2. Do not interfere with assigned duties and responsibilities or with regular institutional operations;
3. Are consistent with Tennessee Board of Regents policies and guidelines and with state law.

~~a.~~ ~~T.C.A. § 49-5-410 limits full-time faculty members to teaching no more than two credit courses per semester for extra pay in an institution of higher education.~~

~~b.~~ ~~T.C.A. § 49-5-410 also limits faculty to 15 clock hours per week, or 400 clock hours per nine-month period, for extra pay.~~

4. Do not constitute a conflict of interest or compete with the institution's education, research, or public service programs;
5. Require only a reasonable time commitment from the employee; and
6. Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment.

~~6.7.~~ If the employee is a part-time non-faculty employee of the system, approval may only be withheld if the outside employment creates a conflict of interest.

D. If the employment involves other agencies, departments, or institutions of State government, it is subject to prior approval of the President, ~~Director~~, or

appropriate representative of the other agency, department, or institution.

Services rendered by a TBR employee to another state agency or institution of higher education will be paid by the contracting agency to the institution pursuant to TBR Guideline G-030 in accordance with the applicable TBR policies and procedures.

- E. Each institution shall develop policies and procedures relating to outside service employment and extra service compensation for additional assignments that are consistent with Tennessee Board of Regents policy. ~~Institutions may develop policies that are more restrictive than the TBR policies, but must be applied consistently for all fulltime faculty members within that institution. All policies regarding outside employment, overloads, and extra compensation must be approved by the Tennessee Board of Regents.~~

E.III. Additional Assignments for Faculty

F.A. Faculty acceptance of overload assignments, for instruction or other purposes, is strictly voluntary.

1. Overload assignments should be employed only when situations arise which warrant such action.
 2. Overload assignments should not be employed on a regular-long-term basis or in lieu of hiring qualified faculty or instructors to fill a continuing need.
 3. Supervisors must be careful to protect untenured faculty when making overload assignments and should make every effort to distribute overloads fairly as staffing needs allow.
- 3.4. Institutions may develop policies for faculty regarding outside employment and/or extra assignments that are more restrictive than the TBR policies, but must be applied consistently for all full-time faculty members within that institution. All policies regarding outside employment, overloads, and extra

compensation must be approved by the Tennessee Board of Regents Offices of Academic Affairs and General Counsel.

III.IV. Rates of Compensation for Additional Assignments to Faculty

- A. The minimum rates per credit hour of instruction, as articulated in TBR Guideline P-055 must be applied when calculating compensation for extra service for full-time faculty or staff teaching credit courses at community colleges or universities.
 - 1. Compensation for extra service must be commensurate with the instructor's highest degree, rank, and experience, within their academic unit at their institution.
 - 2. With the approval of the Chancellor, Presidents or their designees may approve exceptions to these minimum rates when circumstances warrant.
 - 3. Presidents or their designees may approve rates that are greater than those stated in TBR Guideline P-055 as long as the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.

- B. The minimum rates per clock hour of instruction, as articulated in TBR Guideline P-050 must be applied when calculating compensation for extra service for full-time faculty or staff teaching at colleges of applied technology.
 - 1. Compensation for extra service must be commensurate with the individual's highest degree, rank, and experience, within their academic unit at their institution.
 - 2. With the approval of the Chancellor, ~~Directors~~ Presidents or their designees may approve exceptions to these minimum rates when circumstances warrant.
 - 3. ~~Directors~~ Presidents or their designees may approve rates that are greater than those stated in TBR Guideline P-050 as long as the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.

V. Exceptions

This policy does not apply to:

A. To ordinary short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation. Such activities are subject to the applicable laws and policies regarding conflicts of interest.

B. To activities to be performed outside the employee's contract period or during annual leave.

3. C. To salaries paid to academic year faculty for teaching in inter-session or summer session, which are addressed in TBR Policy 5:02:04:10.

VI. Sanctions

Failure to comply with the requirements of this policy will result in disciplinary action, up to and including termination of employment.

Sources

T.C.A. § 49-8-203;

History

TBR Meetings, March 10, 1979; September 30, 1983; TBR Meeting September 21, 1990; TBR meeting March 15, 2002, TBR Meeting December 2, 2005

Related Statutes and Policies

• T.C.A. § 49-5-110

- Faculty Compensation During Summer Session and Inter-Sessions
- Faculty Compensation for Teaching Credit Courses as an Overload
- Part-Time Faculty Compensation

- Contracts Guideline
- Conflicts of Interest

DRAFT