

TENNESSEE BOARD OF REGENTS
Committee Chairs Meeting
Tuesday, August 26, 2025
Agenda

1. Opening remarks (*Reynolds/Tydings*)
2. External Affairs
 - Center for Workforce Development Update (*McCormick/Sisk*)
 - 2025 TBR Athletics Report (*McCormick/Perkins*)
3. Legislative Priorities (*McCormick/Fox*)
4. Finance and Business Operations
 - Capital Budget Update (*Tracy*)
5. Academic Policies and Programs/Student Life
 - TN Postsecondary Skills Annual Report (*Leming*)
 - Revisioning of TBR Policy 2.08.10.00 to New TBR Policy 3.08.10.00 Development & Operation of Global Studies Programs (*Leming*)
 - Revisions to TBR Policy 2.01.02.00 Technical College Program Review and Approval (*Reed*)
6. Governance
 - Revisions to TBR Policy 1.11.00.00, Development and Approval of Policies (*Lapps*)
7. September Quarterly Meeting Schedule (*Tydings*)

- This meeting will include members of the Tennessee Board of Regents who are participating by electronic means of communication and will be live-streamed and archived on the TBR website at: <https://www.tbr.edu/board/august-2025-committee-chairs-and-audit-committee-meetings>. Upon request to the [Board Secretary](#), no later than three days prior to the meeting, we will make a space available at the TBR System Office for public viewing of the meeting's livestream.
- Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#)



SkillsUSA Tennessee C/PS 2024–2025 Year in Review

Committee Chairs – August 2025

Membership & Reach

- 16,200 members (up from 14,400)
- Expanded via Perkins V Grant funding
- Thousands gained leadership training, competitions, scholarships, certifications

Membership grew by 12.5% to 16,200 students across Tennessee Board of Regents institutions. Strategic Perkins V Grant funding opened the door for thousands to access leadership training, competitions, scholarships, and industry-recognized certifications.

Leadership & Training

- jumpSTART: tripled attendance (150+ students)
- WLTI: 69 delegates, Statesman Pins earned
- TLTI: 160 students, officer elections

Leadership development expanded at every level. jumpSTART events tripled attendance, WLTI delegates advocated in Washington, and TLTI trained 160 students in advocacy, communication, and teamwork—culminating in state officer elections.

State & National Success

- State Conference: 3,000+ participants, 890 medals, Gold Chapter awards
- NLSC: Largest C/PS delegation, 52 national medals (27 Gold), 58 Skills Point Certificates
- National Officer: Tanner Ashlock elected

April's State Leadership & Skills Conference drew over 3,000 participants and awarded 890 medals. At NLSC, Tennessee fielded the nation's largest college/postsecondary delegation, winning 52 medals and 58 Skills Point Certificates. Tanner Ashlock was elected to the SkillsUSA National Officer Team.

Partnerships & Excellence

- Strengthened ties with Nissan, Ford, Hiller, and Magna,
- Inaugural Workforce Development Summit participation
- State Standards of Excellence: Gold Level

Industry engagement deepened through partnerships with Nissan, John Deere, and Kiewit. Participation in the inaugural Workforce Development Summit aligned education with workforce needs. Gold Level in the State Standards of Excellence program affirms our operational and leadership excellence.

(OVER)

Tennessee medalists in the national competitions, by college:

Chattanooga State Community College:

Principles of Engineering Technology – Bronze – David Perez

Motlow State Community College:

Emergency Medical Technician – Gold – Aaron Gallegos & Dalton Nall

Northeast State Community College:

Job Skill Demonstration – Gold – Ameris Bleckley

Collision Damage Appraisal – Silver – Emmalee Johnson

Cyber Security – Bronze – Austin Castle & Neal Fleck

Pellissippi State Community College:

Audio Production – Gold – Liam Cumesty & Madison Harris

Extemporaneous Speaking – Silver – Louis Rey Valenzuela II

Telecommunications Cabling – Silver – Gabe Dunn

Telecommunications Cabling – Silver – Gabe Dunn

Video Production – Silver – Luke Brown & Viola Miklos

Graphic Communications – Bronze – Maria Carraseo

Roane State Community College:

Mechatronics – Bronze – Evan Chow & James Sutherland

Tennessee College of Applied Technology (TCAT) Chattanooga

Career Pathways-Human Services – Gold – Taegen Beard, Caylin Fowler & Emilee Rutledge

Employment Application Process – Gold – Lucy Nicholson

First Aid-CPR – Gold – Takara Lawrence

Job Skill Demonstration Open – Silver – Yolaila Palacios

Community Service – Bronze – Nicholas Boyd, Derek Dunn & Darrion Mason

Job Interview – Bronze – Natalie Garrett

Motorcycle Service Technology – Bronze – Parker Barrett

TCAT Crump:

Graphic Imaging-Sublimation – Gold – Skye Moffitt

TCAT Dickson:

Cosmetology – Bronze – Dixie DeLoach

Robotics-Urban Search & Rescue – Bronze – Valaria Johannsen & Jacob Rose

TCAT Hartsville:

Occupational Health & Safety-Single – Gold – Cole Frye, James Goolsby & Joshua Knight

TCAT Henry/Carroll:

Quiz Bowl – Gold – Nicholas Abbott, Nathan Brown, Gavin Lindsey, Edward Morgan, Brantley Nanny & Curtis Swafford

TCAT Morristown:

Engineering Technology Design – Gold – Leo Kimball, Ayesha Mowell & Jessie Ward

Heating, Ventilation, Air Conditioning & Refrigeration – Bronze – Morgan Manning

TCAT Northwest:

American Spirit – Gold – Rachel Alley, Tori Myers, Cassidy Taylor & Taylor Woody

TCAT Pulaski:

Career Pathways-Health Science – Silver – Amanda Newton, Kristen Ray & Marlene Sanchez

TCAT Upper Cumberland:

Practical Nursing – Bronze – Benton Fowler

BOARD TRANSMITTAL

MEETING:	Committee Chairs Meeting
SUBJECT:	Revisioning of TBR Policy 2.08.10.00 to New TBR Policy 3.08.10.00 Development & Operation of Global Studies Programs
DATE:	August 26, 2025
PRESENTER:	Dr. Heidi Leming, Vice Chancellor for Student Success & Strategic Partnerships
PRESENTATION REQUIREMENTS:	5 minutes
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

Effective July 1, 2025 the TnCIS program previously housed at Pellissippi State has been transferred to the Office of Student Success and Strategic Partnerships at the System Office. The re-organization from TnCIS to TBR's Office of Global Studies necessitates a revision of the former international education policy to a new Global Studies policy with associated guidelines.

The Global Studies Office at the Tennessee Board of Regents will provide students with opportunities to earn postsecondary credit courses and non-credit experiential learning experiences at off-campus international sites. The attached policy and procedures will govern administration of the program offerings at both community and technical colleges.

The policy has been reviewed by members of the international education advisory council, the TnCIS Advisory Council, the Office of General Counsel, academic affairs subcouncil, student affairs subcouncil, business affairs subcouncil and was approved by the President's Council at their August meeting.

3.08.10.00 Development & Operation of Global Studies Programs



Policy/Guideline Area

Student Policies

Applicable Divisions

TCATs, Community Colleges

Purpose

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

Definitions

- Center for Global Innovation, Partnerships, and Student Success – the center is responsible for managing and leading efforts related to international education, international student supports, and global partnership programs.
- Global Studies Division – the division within the Center (also known as the Tennessee Consortium for International Studies or TnCIS). TnCIS represents colleges and universities devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee. TnCIS welcomes membership from all colleges, universities (public and private) and other organizations seeking to expand opportunities for international educational exchanges.
- Program Director –TBR employees who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system, who serve in the role of Program Director or Group Leader.

- Program Sponsor- Either TBR's Center for Global Innovation, Partnerships and Student Success or an institution that proposes a partnership program.

Policy

I. Policy

The Tennessee Board of Regents System (TBR) supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. TBR encourages all TBR institutions to engage in international opportunities that meet the academic needs of their students and further prepare students for the global workforce.

Procedures

I. Introduction

- A. All international education programs or courses whether for credit or non-credit, operated, or sponsored by any TBR institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with educational excellence.
- B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:
 - 1. Within the scope of the mission of the institution;
 - 2. Integrated into the undergraduate curricula of the sponsoring institution;
 - 3. Feasible and sustainable;
 - 4. Subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs; and
 - 5. In compliance with all applicable federal and state laws and regulations.
- C. Global Studies Division (also known as Tennessee Consortium for International Studies or TnCIS)

1. The Center for Global Innovation, Partnerships, and Student Success, the Global Studies Division (also known as TnCIS) operates under the administration and fiscal oversight of the Tennessee Board of Regents.
 - a. The Center reports to the Vice Chancellor for Student Success and Strategic Partnerships at the Tennessee Board of Regents
 - b. All Global Studies/TnCIS faculty employed by a TBR college must sign dual-service contracts with the Tennessee Board of Regents.

D. Governance

1. The Center for Global Innovation, Partnerships, and Student Success has responsibility for the overall administration of study abroad programs for TBR colleges. A TBR college may not sponsor an international program independently of the Center. Any TBR college seeking to send students abroad must coordinate academic and programmatic efforts through the Center for Global Innovation, Partnerships, and Student Success.
2. All for-credit programs offered through TnCIS/Global Studies programs must be approved by the Global Studies Advisory Council.
3. Each TBR institution may have up to two representatives to serve on the Global Advisory Council. The role of the Advisory Council is to approve the for-credit consortium model courses and programs that colleges may adopt as part of the college's offered curriculum. The President at each TBR institution appoints representatives to serve on the Advisory Council.
 - a. The Advisory Council will meet on a semi-annual basis.
 - b. The Advisory Council will also approve new programs for Global Studies.

II. Defining Roles

A. Participants

1. Students currently enrolled or admitted at TBR institutions.

- a. In keeping with best practices, only individuals over the age of 18 at the time of travel, enrolled in credit-bearing courses, either full or part-time, may participate in Global Studies programs.
- b. Eligible students currently enrolled or accepted and in good standing at a member institution may apply to any Global Studies program. Students must have at least a 2.0 GPA indicated on their official transcript. Students must have completed at least 12 college credits before participating in a Global Studies program. Any exceptions to eligibility can be made at the discretion of the Assistant Vice Chancellor.
- c. Each participant must submit the following to be considered for admission:
 - (1) Completed student application (Exhibit A: Global Studies/TnCIS Student Application)
 - (2) Application fee – non-refundable
 - (3) An official transcript
 - (4) A statement of purpose (part of the application)
 - (5) A recommendation form from a faculty member – submitted online through the Global Studies/TnCIS website
- d. Admission
 - i. Admission decision will be made by the Division of Global Studies;
 - ii. Applications will be considered based on the following criteria:
 - a) GPA
 - b) Seriousness of purpose
 - c) Contribution to student's course of study
 - d) Academic preparedness
 - e) All of the above being equal, TBR will seek a fair representation of students from member institutions
- e. Cancellation

- i. A clear cancellation policy with firm dates will be published on the Global Studies/TnCIS website each year.
- f. Pre-Departure Required Documentation and Orientation
 - (1) Required documentation to participate in all Global Studies programs can be found in Exhibit B. Students may not submit their applications until verifying that they have read these forms.
 - (2) Attendance at the TBR Global Studies orientation is mandatory for all participants.
 - (3) Participants are required to attend a pre-departure orientation specific to the program they enroll in with the Program Director.
 - (4) All participants will be given pre-departure information which outlines all of the items treated more fully in the Pre-Departure Orientation sessions. The document includes sections on:
 - (a) Logistics
 - (b) Health and safety
 - (c) Behavior and removal from a program
 - (d) Academics
 - (5) Individual Program Directors also have the option of providing students with additional orientation materials.
- g. On-site Orientation
 - (1) Each Program Director is given an outline of items to be addressed after arrival at the program site (Exhibit C: On-Site Orientation Outline).
 - (2) If multiple sites are used in a program, an orientation session for each site must be held.
- h. Program Evaluation
 - (1) At the end of a program, each student will be asked to complete an evaluation for the program and course that they

participated in (Exhibit D: Program and Academic Evaluation). Program Directors and faculty will be given a summary of the evaluations.

- (2) The evaluations will be summarized in the Global Studies office and provided to each program's faculty and director.
 - (3) Evaluation summaries will also be available during the next Global Studies Advisory Council meeting after the program ends.
- i. Students from non-TBR schools who elect to participate in TBR institution-sponsored international education programs as fulltime transfer students are responsible for transferring credit back to their home institutions.
- j. Individuals who are students at non-TBR institutions or are not students at any institution of higher education must enroll in a TBR institution under "Non-Degree" or "Continuing Education" or "Transient" or "Transfer" student status for the duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.
2. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group while abroad.
3. Community partnering organization members who serve a coordinating or mentoring role to students engaged in the experience. In such instances, the community partner members must be registered as a volunteer with the institution.

B. Program Directors and Group Leaders

1. These are individuals who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system. One who serves in the role of a Program Director is typically a faculty member who is teaching and leading other faculty. A Group Leader is typically someone who assists with larger groups of students.
2. For non-credit bearing service and internship experiences, a group leader may consist of:
 - a. A student leader for an institutionally recognized student organization coordinating the experience for a group of students.
 - b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.
3. Faculty teaching for Global Studies/TnCIS must submit their academic credentials to the Tennessee Board of Regents and be appointed by a TBR college as an adjunct faculty member for the Global Studies/TnCIS program.

C. Non-Credit Experience Program Sponsors

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

D. Accompanying Spouses, Partners, and Minors

1. The duties of the faculty, program leaders and group leaders for TnCIS/Global Studies short term programs are such that faculty, program leaders and group leaders are prohibited from having their spouses, partners or children travel with them during the programs.
2. In cases where a Program Director, group leader, or faculty instructor will be traveling abroad for more than 30 days, the employee may request an exception to this policy. The decision is left to the discretion of the Office of Student Success as to whether to allow spouses and minors to travel with the employee after considering the nature of the employee's duties as part of the specific program(s).
3. Spouses and children (regardless of age), if allowed to participate, cannot impair the operation or administration of the program, or otherwise infringe on the participants, or incorporate any of their expenses into the program budget.
4. Spouses, partners, and minor children, if allowed to participate, must complete an Assumption of Risk form for the program, consortia (if relevant) and TBR prior to departure.

III. Types of Programs & Program Documentation. The following types of programs fall under this policy:

- A. Consortia sponsored programs (TnCIS) sponsored through the Center for Global Innovation, Partnerships, and Student Success which are credit-bearing. See Guideline A 07: Global Studies Academic Procedure
- B. Partnership programs sponsored through the Center for Global Innovation, Partnerships, and Student Success, either credit or non-credit bearing. See Guideline A 07: Global Studies Academic Procedure
- C. Reciprocal exchange programs which are bilateral or multilateral exchanges require either an MOA or MOU.

1. A Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).
 2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.
 3. Prior to pursuing an MOU, College faculty/staff must obtain approval of the institutional Chief Academic Officer and the President or the President's Designee. All collaborations involving either a MOU or MOA through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be approved by the System Office of Student Success and reviewed by the General Counsel's Office prior to the college president signing.
 4. Partner institutions may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
 5. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.
- D. All institutions must follow TBR policy and guidelines for the operation of international programs.
1. Global Studies Academic Procedures follow TBR Guideline A-070

2. Global Studies Business Procedures follow TBR Guideline B-075.
3. Global Studies Health, Safety, and Conduct Procedures follow TBR Guideline S-040.

IV. Host Country Consideration

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

V. Use of Technology Abroad

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

regulations. Where unsure, faculty/staff/students should consult with their general counsel's office or institutional research office.

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

B. European Union General Data Protection – EU GDPR

1. Faculty and institutions must comply with the provisions of Regulation (EU) 2016/679 ("Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data", "the EU GDPR"), when students are participating in a program taking place in the European Union.
2. All students participating in programs in the European Union must sign NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS ON STUDY ABROAD IN THE EUROPEAN UNION (Exhibit E.

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

T.C.A. § 49-8-203; All State and Federal statutes, codes, Acts, rules and regulations referenced in this procedure.

History

Board Meeting, March 26, 2009; Revision and incorporation of Guidelines A-076, B-130, and S-040 approved by Board on December 13, 2018, Revised at Board meeting April 7, 2020; Revisions approved at August 12, 2020 Special Called Board Meeting.

Related Policies

[4.02.01.00 Approvals of Agreements and Contracts \(formerly 1:03:02:10\)](#)

[4.02.10.00 Purchasing Policy](#)

[3.02.00.01 General Policy on Student Conduct & Disciplinary Sanctions](#)

[3.02.01.00 Student Due Process Procedure](#)

[S-020 Confidentiality of Student Records](#)

2.08.10.00 Development & Operation of Off-Campus International Educational Programs



Policy/Guideline Area

Academic Policies

Applicable Divisions

TCATs, Community Colleges

Purpose

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

Definitions

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

Policy/Guideline

I. Policy

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

Procedures

I. [Introduction](#)

- A. All international education programs or courses operated, sponsored or approved for academic credit by any TBR institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with educational excellence.
- B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:
 - 1. Within the scope of the mission of the institution;
 - 2. Integrated into the undergraduate curricula of the sponsoring institution;
 - 3. Feasible and sustainable;
 - 4. Subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs; and
 - 5. In compliance with all applicable federal and state laws and regulations.
- C. Tennessee Consortium for International Studies (TnCIS)
 - 1. The Tennessee Consortium for International Studies was formally established by the TBR President's Council in 2006.
 - 2. TnCIS operates under the administration and fiscal oversight of Pellissippi State Community College.
 - a. The Executive Director reports to the President of Pellissippi State Community College or their designee
 - b. All TnCIS staff are employees of Pellissippi State Community College.

- c. All TnCIS faculty will sign dual-service contracts with
Pellissippi State Community College
- 3. TnCIS protocols and guidelines must be vetted through the TBR
Vice Chancellor of Student Success or designee.
- D. Governance
 - 1. All TBR institutions are members of TnCIS
 - 2. Each TBR institution may have up to two representatives serve on
the TnCIS Advisory Council.
 - 3. The President at each TBR institution appoints representatives to
serve on the Advisory Council.
 - a. The TnCIS Advisory Council will meet on a bi-annual basis.
 - b. The Advisory Council will make recommendations on any
membership fees to TBR institutions.
 - c. Non-TBR institutions may join the consortium at the
discretion of Pellissippi State Community College.
- E. All institutions including the TnCIS must establish guidelines for operation
of international programs.
 - 1. Institutions engaged in any international activities which are not
coordinated through the TnCIS must establish international policies
or guidelines for the individual institution and submit them annually
to the TBR Office of Student Success.
 - 2. Institutions may adopt the policies and procedures embraced
through TnCIS as a whole, if the institution engages solely in TnCIS
study abroad programs.
 - 3. All policies and procedures established by institutions must be
vetted through the appropriate institutional channels including TBR
Office of General Counsel, as applicable.

4. The TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee as well as the TBR General Counsel.
 5. All institutions and TBR sponsored consortia must develop structures for international education programs or courses to be approved by the home institution.
- F. In addition, programs or courses operated or sponsored by any TBR institution abroad shall adhere to the specific policies listed below.
- G. Memorandum of Understanding or Agreement related to international studies requires approval of the institutional Chief Academic Officer, President or the President's Designee.
- H. All approvals must be forwarded to the TBR Vice Chancellor of Student Success upon completion.

II. [Types of Programs](#)

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

also have policies for non-TBR students matriculating in institutional courses or TBR related consortia.

4. Non-institutional faculty must meet SACS standards.

III. Defining Roles

A. Participants

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

duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.

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

B. Program Directors and Group Leaders

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

- b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.
 3. Program directors serve as institutional representatives and as such must maintain current certification as a Study Abroad Leader through the TBR Office of Student Success, the individual institutional training, or the TnCIS study abroad training programs. Individual faculty are responsible for providing documentation of qualifications at the time of application to offer a study abroad program at individual institutions or through the TnCIS.
 4. All program directors of institutionally sponsored trips must create a campus-appropriate training structure and implement institutional assessment guidelines for the completion of such training prior to faculty leading a trip.
 5. Faculty teaching for the TnCIS must submit their academic credentials to Mississippi State Community College (PSCC) and be appointed as an adjunct faculty member at PSCC.
- C. Faculty Instructors
 1. Faculty who are teaching the international course, but may not be the designated program director, must have their role defined and documented by the unit sponsoring the program.
- D. Non-Credit Experience Program Sponsors
 1. For non-credit bearing service and internship experiences, program sponsors may be:
 - a. Faculty
 - b. Institutionally recognized student organizations.
 - c. Student support services office or academic department.

- d. Sponsoring entity - organization where the student will be placed to do internship or service experience. This would include any non-profit organizations, business or associations located abroad who agree to host the student(s).

E. Accompanying Spouses and Minors

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

IV. **Best Practices**

- A. The TBR is committed to having our institutions identify and adopt relevant practices which can assist our institutions in enhancing and improving their education abroad activities and processes including:
 1. undertaking reasonable steps to be informed of and comply with applicable laws both at home and in the host country;
 2. avoiding arrangements which might violate those laws or accepted business practices of the U.S. or host country;

3. establishing and maintaining reasonably safe and non-discriminatory, work, study and living conditions for employees and students;
4. communicating clearly with students the anticipated environmental conditions of the location abroad;
5. making available current policies, procedures and job descriptions;
6. exercising due diligence in cost control and adopting clear and reasonable billing procedures for participants;
7. establishing transparent protocols for data collected;
8. maintaining sufficient financial resources to meet obligations and exigencies for unanticipated obligations;
9. enforcing research including human subject research protocols and those of the host country in accordance with standards outlined by the Department of Health and Human Services and National Institutes of Health;
10. engaging in continuous improvement;
11. emphasizing academic integrity within the international education experience;
12. managing all provider arrangements for oversight and evaluation; and
13. following the established US Import/Export Guidelines.

V. [Types of Programs & Program Documentation](#)

- A. Courses for academic credit, hosted abroad, should provide academic learning opportunities appropriate to the mission of the program and that align to courses in a student's area of study or which meet general education requirements.

- B. Institutional or campus administered programs led by institutional faculty including:
 - 1. Course-embedded study abroad;
 - 2. Course-embedded internships;
 - 3. Course-embedded service-learning.
 - a. Service-learning abroad or community-engaged learning combines structured participation in a community-based project to achieve specified learning outcomes as part of the study abroad program.
 - b. Service learning is not the equivalent of civic engagement.
 - c. Determination of service learning activities should be mindful of the culture and politics of the location in which the program is offered.
- C. Programs where the institution maintains a central office or facility in another country which is staffed by a resident director and is under close supervision and the TBR institution which awards credit.
- D. Programs at international branch campuses.
- E. Reciprocal exchange programs which are bilateral or multilateral exchanges require either an MOA or MOU.
 - 1. Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).
 - 2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to

instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.

3. All collaborations involving either a MOU OR MOA through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be vetted through the General Counsel's Office either on the individual campus or through the TBR System Office.
 4. Partner institutions may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
 5. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.
- F. Programs requiring direct enrollment in institutions outside the United States.
 - G. Consortia sponsored programs including programs sponsored through the TnCIS.
 - H. Programs sponsored by American universities and colleges overseas.
 - I. Hybrid or mixed programs which combine two or more of the program types to a significant degree, or
 - J. Programs contracted with a third party vendor or independent program provider.
 1. Institutions should use the services of third party or independent program providers, which offer education abroad program services

to students from multiple institutions within and outside of the TBR,
with caution.

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

K. Non-Credit-bearing experiences abroad

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

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

1. Institutions engaged in any international activities which are not coordinated through the TnCIS must establish international policies or guidelines for the individual institution and submit them annually to the TBR Office of Student Success.

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

VI. **Safety, Welfare, and Student Conduct**

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

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

4. Institutions are expected to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
 - a. Each institution must develop a policy for compliance with the Clery Act regarding all international programs.
 - b. At a minimum, each institutional policy must require that each program designate an individual responsible for complying with the Clery Act.
 - c. For programs managed by a third party or a foreign institution, where the TBR institution has control of the property, the TBR institution should designate an official to collect any crime reports.

H. Student Rights

1. Study Abroad programs are expected to comply with the American Disabilities Act and Section 504 of the Rehabilitation Act when possible and the policy for addressing requests for accommodations should be included in the institution's international education policy.
 - a. Issues related to accessibility should be resolved after a student is accepted into an international educational experience, but before the student departs on the trip.
 - b. Appropriate institutional offices including those responsible for international programs and disability services should be contacted to assist in the determination of reasonable accommodation.
2. Family Educational Rights and Privacy Act (FERPA)

- a. Generally, institutions and their respective faculty members must have written and signed permission from a student in order to release information from a student's educational record or personally identifiable information to only those persons designated by the student on the permission form.
- b. FERPA consent includes the type of record to be disclosed, to whom the record will be released and the student's signature.
- c. When a student turns 18 years old or enrolls in an institution of higher education at any age the rights under the FERPA transfer from the parents to the student with some exceptions which include: when a student is claimed by either parent as a dependent for tax purposes; for school officials with legitimate educational interest, and; appropriate officials in the case of health and safety emergencies.

I. Travel Alerts

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

J. Information to be Provided to Students

1. Institutions must establish policies and procedures to inform participants who enroll in international opportunities that the institution:
 - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the international education environments.
 - b. Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - c. Cannot assure that U.S. standards of due process apply in overseas legal proceedings and cannot provide or pay for legal representation for participants.
 - d. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.
 - e. Cannot assure that home-country cultural values and norms will apply in the host country.
 - f. Cannot assure that U.S. standards of hygiene, medical practice, food and product safety will apply in the host country.

K. Insurance Coverage

1. Institutions are responsible for informing participants about the coverage, availability, and mandatory purchase of accident and health insurance and medical evacuation and repatriation insurance

prior to departure for any international education program either through the TBR insurance program or other insuring parties.

2. Institutions must provide information on available medical care in the host country; if available medical care is a cause for concern, participants must be informed.

L. Conduct and Discipline Issues

1. Unless a policy indicates that it does not apply outside of the U. S., Institutional policies regarding student conduct apply to TBR students registered for credit regardless of their attendance at one of the TBR campuses in Tennessee or while participating in international opportunities.
2. All participants, whether enrolled for credit or not, must attend a program pre-departure and on-site orientation, including emergency contact information and repatriation information including issues relevant to the culture, social and health conditions of the host country, in addition to information about registration, fee payment and re-enrollment, as appropriate.
3. All international education programs must brief program participants regarding student conduct expectations including but not limited to alcohol and drug use, visitation, prohibited locations, and abuse of laws and customs of the country to be visited.
4. A student's removal from an international program may be conducted in accordance with TBR Policy 3.02.00.01 General Regulations on Student Conduct and Disciplinary Sanctions and/or the host institution policies on student conduct, whichever is more conservative in keeping with Policy 3.02.01.00 Due Process. Students should become familiarized with the host

institution's policies governing student conduct, and a discussion of such policies should be a part of the student's orientation session.

5. Every TBR Institution engaged in a study abroad or international education programs must develop a policy for addressing complaints of discrimination and harassment arising during the course of a program. Policies must be consistent with TBR Policies 3.01.00.00, 3.02.00.00, and 3.03.00.00.
 - a. Faculty and staff involved in study abroad activities who receive complaints of harassment whether student-to-student, staff-to-student, student-to-staff or any other individuals for which harassment is alleged during an international education experience, must report the incident to the institution immediately.
 - b. The procedure set out must provide for due process for any student accused of misconduct.
6. Students from other institutions who participate in international study programs at any TBR institution regardless of their classification must adhere to the sponsoring institution's student conduct rules and regulations and all rules of the international program in which they are enrolled.
7. The Tennessee Board of Regents institutions do not tolerate harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

8. Institutions have the right to take disciplinary action including expulsion of students during an international educational experience using the same guidelines and processes of action and appeal as those in place on the home campus.
9. Due Process
 - a. Campuses must establish minimum due process procedures for students who are participating in international study courses.
 - b. Campus due process must be enacted consistent with TBR Policy No. 3.02.00.01, General Regulations on Student Conduct & Disciplinary Sanctions.
 - c. Due process procedures must be clearly outlined in international study course materials and provided to students in pre-trip trainings.
10. Authority
 - a. Administrative leaders of international study courses have the authority to establish more stringent guidelines than those set either by the TBR or individual institutional policies regarding student conduct which might be disruptive to the program or individual participants. These may include guidelines regarding the use and abuse of drugs, alcohol, engaging in behaviors which may be culturally inappropriate in the host country, or actions that may put the student or others at risk. Students should be advised that standards of personal conduct differ from those in the United States and what is expected in a host country before traveling abroad.

M. Media Inquiries

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

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

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

10. Any other institutional policies and procedures that govern travel abroad or student travel.
- B. Prior to signing up to participate in the experience, students should receive communication with the following information:
1. Accurate description of the program, housing options, and any associated additional costs;
 2. Accurate description of the distance between the location where volunteer, internship, or work experiences will take place and student housing and available transportation and cost;
 3. Deadlines and timetables for placement, application, interviews, confirmation of placement, start and end dates; and
 4. Learning objectives and requirements for student participation.
- C. Prior to advising or supervising students who travel abroad in non-credit bearing experiences, the institution should ensure that:
1. Faculty/staff working with the program are effectively trained to oversee, monitor, and maintain ongoing communication with the student(s);
 2. The institution maintains open channels of communication throughout the experience with the advisor, the sponsoring entity, and the student(s);
 3. There is a mechanism for filing grievances or complaints;
 4. There is an emergency plan in place for the student(s) while abroad, including appropriate emergency contact information for the student(s) and sponsoring entity, secondary contact information, and emergency contact information that can be shared with the student's designated family members;

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

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

1. All student organization travel must adhere to TBR Policy 4.03.03.50.
2. Program sponsors should provide clear information on any potential health and safety risks specific to the context in which the students will be working, including, but not limited to CDC travel notices.
3. Program sponsors should review relevant individual health information prior to the arrival on site, to identify any special considerations or accommodations that might need to be taken into account.
4. Program sponsors should clearly articulate policies and practices that protect the health and safety of student participants in the event of an outbreak of diseases or other health/safety risks.
5. Program sponsors should educate student participants on their personal responsibility for their own physical and mental health and

safety while abroad, on available resources to support their health and safety, and on their right to decline when asked to perform activities outside their scope of training or their abilities.

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

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

- A. TBR Office of Student Success will publish on the system office website, links to international education programs offered by individual TBR institutions.
 1. All institutions and the TnCIS are responsible for notifying the Vice Chancellor for Student Success of all international education

courses when schedules are confirmed regardless of the direction of the course or program to be offered.

2. Institutions are responsible for creating program recruitment/advising materials and/or advising and recruitment efforts which accurately represent the program and include selection criteria based on appropriate academic standards, cultural and educational objectives, estimated cost, financial aid, health insurance requirements, services provided, vaccinations, visa responsibilities and legal proceedings. Students should be informed of these issues at the time of admission.

IX. [Admission/Educational Standards](#)

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

international education and provide academic advising to facilitate integration of coursework abroad with a participant's major field and degree requirements.

- E. Individual institutions must have policies as to the acceptability of academic courses completed in an international setting to the major field requirements.
- F. Institutions must have grade appeal policies in place to assist students wishing to appeal an unsatisfactory grade or removal from an academic course taught in an international setting by non-TBR faculty.
- G. All international study offerings including study-abroad programs awarding academic credit to students enrolled in TBR institutions or consortia within or outside the TBR system must comply with regional accreditation and/or TBR standards.
- H. Institutions must ensure that global study opportunities regardless of the provider equate in contact hours with those expected of students matriculating at the home institution per TBR instructional hour policy.
- I. Institutions must establish an equivalency for international study courses offered by the institution itself or through an international education program, TBR sponsored or external consortia, or international institution in order to offer credit at the home institution.
- J. Financial Aid
 - 1. Due to the complexity of offering classes or programs internationally, institutions are responsible for developing appropriate implementation timelines which allow for the student to apply for financial aid.
 - 2. Students who are receiving financial aid are not allowed to change from credit to audit once funds have been disbursed.

3. Proof of Acceptance

- a. Students must provide documentation of acceptance into international education programs to the student's financial aid office as requested and establish policies for payment schedules for tuition and program fees which take in consideration both the disbursement schedule of financial aid monies and the departure dates for international education programs.

K. Orientation and Participation

1. Students with Disabilities

- a. TBR institutions shall attempt to work with institutions abroad to provide reasonable access for students with disabilities.
- b. Institutions shall inform students that it cannot, however, guarantee any particular access.

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

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

4. All students and faculty, whether program directors or instructional faculty, are required to have documentable medical insurance with covered medical treatment outside of U.S. borders at a minimum of \$100,000 per accident or sickness as well as evacuation and repatriation insurance combined minimum of \$50,000 in order to

participate in study abroad. Institutions are encouraged to purchase group insurance to cover evacuation and repatriation on behalf of students and faculty. (Currently, the TnCIS purchases group insurance on behalf of students and faculty engaging in TnCIS programs.)

L. Evaluations

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

X. [Host Country Consideration](#)

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

XI. [Fiscal, Management and Educational Standards](#)

- A. Individual institutions must have fiscal, risk management and educational standards for international education programs whether offered by the institution through consortia or other arrangement.
 - 1. Institutions are responsible for determining if there are additional demands for international education programs in any specific location or for any specific field unmet by any TBR institution or affiliate program.
 - 2. Institutions must consider affordability including startup costs, convenience and stability of a site when developing an international education program.
 - 3. Each institution must establish and include in their general student information published policies which allow students to register for classes, earn credit, obtain financial aid, pay tuition and international education fees, and to obtain refund and or withdraw for all international education programs.
 - 4. Institutional policies must be established including deadlines for the collection of tuition and fees from TBR students for international education and the transfer to the TBR related consortium.
 - 5. Institutions must make appropriate arrangements to use existing accounting and reporting procedures for all international travel for program directors or group leaders.
- B. Program Audits and Course Evaluations
 - 1. Individual institutions shall establish an evaluation for individual courses and for all international education programs to determine the continued academic value and financial viability of each program.

2. Course evaluation procedures and measures must be the same or equivalent to those of the home institution.
3. At a minimum the program evaluation must include perceived strengths and weaknesses, the projected and actual costs of the program, both in terms of financial cost and in-kind costs contributed by the program director and program staff, program enhancements or improvements needed, strategies for improvement and lessons learned that can be a good tool for future Program Directors or Group Leaders.
4. The evaluation should include student assessments, as appropriate, as well as a full evaluation completed by the Program Director or Group Leader.

XII. Financial Management

A. Financial Policies

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

B. Financial procedures for institution-based study abroad programs

1. Budgeting

- a. Each study abroad program is expected to be financially self-sustaining over time and be accountable for good financial management practices.
- b. A projected budget must be completed by the Study Abroad Program Director and submitted to the sponsoring institution's Chief Business Officer or his/her designee.

2. The budgeting process for study abroad programs should be based on a reasonable projection of operating costs in the host country, including consideration of projected currency exchange rates.
 - a. The budget should clearly identify which expenses are to be paid from tuition and mandatory course fees and which expenses are to be paid from the student-specific program fee revenue.
 - b. The budget should specify if the expense is for the employee or students.
 - c. Program fee revenue should only be used for student expenses.
3. Budgeting for instructional costs paid from the unrestricted educational & general fund may consider both tuition revenues and state appropriations generated by student enrollments in study abroad programs, consistent with budgeting for other academic programs.
4. The college as a whole should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies that may arise during the operation of the program.

C. Registration and Fee Payment

1. Each institution is responsible for the charging of tuition (maintenance fees and/or out-of-state tuition) and fees, receipt of student payments, administering financial aid, registering students and reporting of grades in the same manner as domestic programs.
2. Study Abroad Offices and program directors should provide the Business Office necessary information about each student and his/her appropriate program charges no later than three weeks prior

to travel, so that these can be entered into the institution's student information system.

3. Study abroad fees generally consist of two components:
 - a. Tuition and mandatory student fees related to the actual registration for classes.
 - (1) All study abroad students (with the exception of TnCIS students-see 3.a.(3)) pay a minimum of tuition and applicable mandatory fees. However, this does not prohibit the use of scholarships from any source of funding to pay for the tuition and applicable mandatory fees.
 - (2) Tuition and mandatory fees should be assessed by the regular student information system when registration occurs.
 - (3) Institutions should not collect tuition for students enrolled in TnCIS study abroad programs. Regular tuition and any regular mandatory fees should be assessed and charged to an institutional scholarship expense account. However, TnCIS students will be assessed a TnCIS program fee.
 - b. Program specific fees (for travel, lodging, meals, exchange rate variance, etc.)
 - (1) These program fees should be assessed in the student information system whenever possible.
 - (2) The payment deadlines and refund schedules for these fees will vary from program to program.
4. Accounting

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

- (2) The institution may choose to refund residual balances in the restricted program fund among activity participants, within 60 days of completion of the trip, or use this money to establish and maintain a contingency account.
 - (3) The use of contingency funds must have the prior approval of the Study Abroad Office and the Business Office.
 - c. Financial activity attributable to TnCIS study abroad program revenues and disbursements should be recorded in the institution's agency fund.
- 5. Acquiring Goods and Services Abroad
 - a. To the maximum extent possible, arrangements for goods and services needed while abroad should be paid by the institution directly to the vendor.
 - (1) However, there are situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, institutions may utilize several methods to make payments while abroad.
 - (2) Any of the following can be used for purchases and expenses associated with a study abroad program:
 - (a) Procurement card;
 - (b) Check request;
 - (c) Stored value/pre-paid card;
 - (d) Traveler's check;

- (e) Cash advance/petty cash advance to an authorized institutional representative;
 - (f) Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow.
 - b. Study abroad programs should comply with all applicable TBR and institution policies regarding procurement and use of these payment methods.
6. Travel Advances/Petty Cash Advances
- a. Each institution will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs.
 - b. Institutions may also allow for travel advances/petty cash to pay for large expenses abroad. However, due to the risks and responsibilities associated with petty cash, its use should be limited to those situations where other payment alternatives are not an option.
 - c. All cash advances should follow current institution policies.
 - d. The employee must include the estimated foreign expenses that will be required to be paid in cash, along with an explanation of why they cannot be paid for with a credit card or direct billing arrangement.
 - e. The employee must provide information to clearly show the business purpose of the expenses and documentation to support the expenses claimed.

- f. Within 30 days of return, the employee must complete a travel expense voucher and submit itemized receipts for all expenses paid from the advance.
 - (1) If the expenses were less than the amount of advance received, all remaining funds must be returned to the institution.
 - (2) If costs were more than what was provided in the advance for expenses that are approved or integrally related to the educational aspects of the program, the employee may receive reimbursement for these expenses.

7. Reimbursement

- a. Employees are responsible for keeping copies of original receipts to verify that expenses were valid and related to the program.
 - (1) If it isn't possible to obtain original receipts for program-related expenses, the employee must keep a log listing all expenses and ask the person providing the service or another person on the trip (preferably another employee) to sign and document what was provided.
 - (2) The institution will hold the employee financially responsible for all charges for which there are no receipts or log entries.
 - (3) The employee will also be responsible for all expenses that are not approved according to TBR or institution regulations, as well as those not integrally related to the educational aspects of the program.

- b. Whether the employee owes money back to the institution or is eligible for reimbursement, he/she is responsible for completing the Travel Expense Report and submitting it with all appropriate receipts within 30 days following their return to the United States.
 - (1) Reimbursements that are not submitted within a reasonable amount of time are considered taxable by the IRS and must be processed through the payroll system.
- c. The following items must be completed and submitted to the Business Office no later than 30 days after the conclusion of the study abroad trip:
 - (1) Documentation of foreign exchange rates used.
 - (a) This will only apply if funds were exchanged during the program. (www.oanda.com is a good resource for currency conversion)
 - (b) If currency is bought in advance, please provide documentation of the rate at which the currency was originally purchased.
- d. Required documentation of expenses – including receipts for goods and services purchased, and signature sheets for cash allowances distributed during the program.
 - (1) Do not include disallowed expenses on the Travel Expense Summary and Travel Expense Report. Examples of disallowed expenses include personal items, alcohol, etc.

- e. The Travel Expense Summary and a summary of travel advances should be submitted with the Travel Expense Report.
 - f. The Travel Expense Report must be filled out in U.S. dollars and signed by the Study Abroad Program Director or his/her designee, as well as the department chair before being submitted to the Business Office.
 - g. Upon return from the trip, remaining institution funds must be deposited in the Business Office.
 - h. If foreign currency was distributed to the program director in advance of the trip, documentation must be submitted with the Travel Expense Report. This also applies if foreign currency was returned to the Study Abroad/Business Office.
8. International Education Fee Usage
- a. Recognizing the need for flexibility while maintaining accountability, the TBR has established the optional assessment of an international education fee to be paid by each student enrolled in the institutions.
 - b. Individual institutions have authority to allocate funds to activities in support of globalization efforts for the campus, including international professional development of the faculty.
 - c. Institutions should use a portion of the revenue generated through the internationalization fee for study abroad scholarships.
 - d. Individual institutions are responsible for establishing an infrastructure to determine the allocation of the international

education fees collected from students to promote internationalization at the home institution. The infrastructure should include student representation or input received from the entire study body.

e. Employee Compensation/Benefits provided by Program Abroad

- (1) An allocation of salary and benefit costs for those involved in providing direct support for international programs are allowable but should be controlled and kept to a minimum.
- (2) A program shall provide upon request disclosure of any salaries and/or other benefits provided to any employee of a TBR institution which are paid for or subsidized by international education fees or secured from any vendor that is providing services to students.

f. Faculty Compensation

- (1) Faculty engaged in directing or teaching study abroad courses receive remuneration from their home institutions. Again, direct instructional cost should be charged to the appropriate departmental budget and not to the international education fee budget.
- (2) Faculty compensation for summer session and inter-session international educational programs whether campus-based or operated through the TnCIS are not subject to Policy 5.02.04.10 Faculty Compensation during Summer Session and Inter-sessions.

- (3) Faculty teaching or directing study abroad courses on behalf of the TnCIS must submit an Adjunct Faculty Contract and a travel authorization form at their home institution, which will be forwarded to the TnCIS Office by the home institution.
 - (4) For non-PSCC faculty, the TnCIS will process the contract through the PSCC Accounting Office, which will issue a Dual Services Agreement to the faculty member's home institution along with a purchase order.
 - (5) Institutions will invoice PSCC for the services to receive reimbursement for paying the faculty members directly for their service.
 - g. Faculty are expected to follow through on the agreed upon international study course and adhere to all institutional policies once abroad. In the event that a faculty member cancels their participation in the trip or is directed to return from a trip due to failure to follow institutional policies, the faculty member will be charged for any travel costs assumed by the institution in advance of the trip or the faculty member will be held responsible for costs associated with their return home.
9. Emergency Reserve/Contingency Fund
- a. The college, as a whole, should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies, emergencies, and unforeseen problems of students, faculty, and staff engaged

in TBR sponsored or supported international programs or courses.

XIII. [Use of Technology Abroad](#)

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

TCP occurs during the courses of the sponsored activity to the federal agency is required.

B. European Union General Data Protection – EU GDPR

1. Faculty and institutions must comply with the provisions of Regulation (EU) 2016/679 (“Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data”, “the EU GDPR”), when students are participating in a program taking place in the European Union.
2. All students participating in programs in the European Union must sign NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS ON STUDY ABROAD IN THE EUROPEAN UNION (Ex. 1.).

Exhibits

For Exhibits, click the Attachments button at the top right of the page



Sources

Authority

T.C.A. § 49-8-203; All State and Federal statutes, codes, Acts, rules and regulations referenced in this procedure.

History

Board Meeting, March 26, 2009; Revision and incorporation of Guidelines A-076, B-130, and S-040 approved by Board on December 13, 2018, Revised at Board meeting April 7, 2020; Revisions approved at August 12, 2020 Special Called Board Meeting.

Related Policies

[4.02.01.00 Approvals of Agreements and Contracts \(formerly 1:03:02:10\)](#)

[4.02.10.00 Purchasing Policy](#)

[3.02.00.01 General Policy on Student Conduct & Disciplinary Sanctions](#)

[3.02.01.00 Student Due Process Procedure](#)

[S-020 Confidentiality of Student Records](#)

BOARD TRANSMITTAL

MEETING:	Committee Chairs Meeting
SUBJECT:	TBR Policy 2.01.02.00 Technical College Program Review and Approval
DATE:	August 26, 2025
PRESENTER:	Vice Chancellor Jothany Reed, Academic Affairs
PRESENTATION REQUIREMENTS:	5 Minutes
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

Effective June 15, the TCAT program review and approval process will transition from a quarterly to a **monthly submission schedule**.

This change is intended to provide greater flexibility and responsiveness, enabling our colleges to more effectively align with evolving workforce demands and employer partnerships. By moving to a monthly cycle, institutions will have more frequent opportunities to submit proposals, reducing delays and better supporting timely program development and implementation.

The below dates apply to all TCAT academic actions as outlined in Policy 2.01.02.00 – Technical College Program Review and Approval.

January 15
<ul style="list-style-type: none">Proposals will go to the Board at the beginning of February, with approval letters sent to schools at the beginning of March.

February 15
<ul style="list-style-type: none">Proposals will go to the Board at the beginning of March, with approval letters sent to schools at the beginning of April.

March 15

- Proposals will go to the Board at the beginning of April, with approval letters sent to schools at the beginning of May.

April 15

- Proposals will go to the Board at the beginning of May, with approval letters sent to schools at the beginning of June.

May 15

- Proposals will go to the Board at the beginning of June, with approval letters sent to schools at the beginning of July.

June 15

- Proposals will go to the Board at the beginning of July, with approval letters sent to schools at the beginning of August.

July 15

- Proposals will go to the Board at the beginning of August, with approval letters sent to schools at the beginning of September.

August 15

- Proposals will go to the Board at the beginning of September, with approval letters sent to schools at the beginning of October.

September 15

- Proposals will go to the Board at the beginning of October, with approval letters sent to schools at the beginning of November.

October 15

- Proposals will go to the Board at the beginning of November, with approval letters sent to schools at the beginning of December.

November 15

- Proposals will go to the Board at the beginning of December, with approval letters sent to schools at the beginning of January upon returning from the holiday break.

December- The Board does not approve programs in December

2.01.02.00 Technical College Program Review and Approval



Policy/Guideline Area

Academic Policies

Applicable Divisions

TCATs

Purpose

The Tennessee Board of Regents will provide the Tennessee Colleges of Applied Technology with the requirements for academic actions submitted in accordance with TBR Policy, which align with institutional accreditation standards.

Definitions

- Academic action includes any programmatic planned or unplanned substantive change as prescribed by the Council on Occupational Education.
- Council on Occupational Education (COE) is the national accrediting agency for the technical colleges.
- Establishment of a New Technical Program - a new technical program that differs from currently approved programs in the institution's program inventory.
- Diploma- awarded to students who have demonstrated the competencies required for a program whose total program length is at least 900 clock hours.
- Certificate- awarded to students who have demonstrated the competencies required for a program whose total program length is less than 900 clock hours.
- Supplemental Certificate- are non-credit awards, typically related to a special industry or special courses that do not lead to a Diploma or Certificate
- Curriculumlog- an online, interactive curriculum workflow system into which all technical college new programs and program modifications are cataloged.

Policy/Guideline

I. Introduction

- A. T.C.A. § 49-8-101 et seq. authorizing the establishment of the College System of Tennessee gives to the Tennessee Board of Regents (TBR) the power "to prescribe curricula and requirements for diplomas and degrees."
- B. Technical college curriculum groups led by designated curriculum chairs and program faculty determine course content or design and carry out curriculum revisions less extensive than those that the Board has reserved to itself or otherwise delegated.
- C. Institutions planning an academic action must submit an application through Curriculog and program development and implementation are contingent upon the academic action to include, but not limited to, new programs to the institution, new programs to the system, program modifications, and program duplication.
- D. This policy addresses:
 - 1. TCAT Program Proposals That Must Be Taken to the Board
 - 2. TCAT Program Proposals Approved by Board through Delegated Authority
 - 3. Academic Proposals Requiring Only Notification to the Vice Chancellor for Academic Affairs

II. Types of Procedures

- A. TCAT Program Proposals That Must Be Taken to the Board
 - 1. Beyond those delegated responsibilities, the Board reserves to itself the authority to review and approve all proposed actions pertaining to establishment of Diploma and Certificate programs. Establishment of a new technical program that differs in curriculum, delivery format and/or location designation from currently approved Diploma or Certificates in the institution's program inventory.

B. TCAT Program Proposals Approved by Board through Delegated Authority

1. Institutions shall request a program modification to the Vice Chancellor for Academic Affairs through Curriculog , proposals related to the following:
 - a. Establishment of Program Exit Points - A exit points may be established within an ongoing full-time program when the basic portion of the new option is the same as the ongoing program but with the addition of specialized units of instruction that result in an additional diploma level job title. Other examples include moving a program to an off-campus site, adding or deleting exit points, etc.
 - b. Consolidation of Existing -technical programs – consolidation is when two or more programs are consolidated into one program to meet industry demands. For example, the pipefitting program and the plumbing program is consolidated into the Pipefitting and Plumbing program.
 - c. Inactivation of a technical program - inactivation of a program may be requested when enrollment and placement factors indicate the program operation is not presently needed but it is the opinion of institution personnel that reactivation will be needed within a three-year period of time.
 - d. Termination of a career-technical program - termination of a program may be requested when enrollment and placement factors indicate the program is no longer needed in the institution's service area and it is the opinion of institution personnel that reactivation of the program is not expected in the foreseeable future.

- e. Duplicated programs offered in same location in different timeframe.
 - 2. Revision existing common program curriculum, should be submitted through the Exhibit 1 form. The revision of existing common program curriculum does not apply to supplemental courses and special industry training.
- C. Academic Proposals Requiring Only Notification to Vice Chancellor
- 1. Changes to existing academic programs not listed above, that require no new costs or minimal costs that the campus will fund through reallocation of existing resources or through sources such as grants and gifts, may be approved through an established process by the institution.
 - 2. The Vice Chancellor for Academic Affairs must be informed of such changes prior to implementation.
 - 3. Such action includes, but is not limited to, establishment of new credentials/exit points and changes such as the modification of the title of a program that does not affect another technical college program curriculum.
 - 4. Dual credit and dual enrollment agreements in compliance with TBR Policy 2.01.00.05.

III. Procedures

- A. Institutions wishing to effect changes that fall into any of the above categories will, therefore, comply with the following procedures.
 - 1. Regional notification of new programs must be sent through email to all community college presidents, chief academic officers, and presidents and vice-presidents of technical colleges. The notifications must include:

- a. Title of the proposed program
 - b. Anticipated date for submission to the Board for approval
 - c. Location of program delivery
 - d. Anticipated date of implementation
 - e. Clock hours/program length
 - f. Brief program description
2. Approval Route of Academic Proposals
 - a. Proposals for all new programs and other academic actions must be submitted through the TBR Curriculog system for review by the Vice Chancellor for Academic Affairs.
 - b. At the conclusion of the review, the Vice Chancellor for Academic Affairs will transmit the proposal along with the recommendation to the Tennessee Board of Regents.
3. Schedule for the Submission and Approval of Proposals
 - a. ~~The Board will consider proposals at each of its quarterly meetings.~~ Summaries of these proposed academic actions will be reported monthly or as needed, to the Board, with a 30-day period for Board review.
 - a. —
 - b. Proposals must, however, be submitted by the date established by the Office of Academic Affairs at which Board consideration is desired in order to permit adequate review by the staff.
 - c. The time required for this review will vary according to the nature of the proposal.
- B. Finally, the Board reserves the authority to review either directly or through the Chancellor all other actions affecting the technical college programs of its institutions.

- C. The Board shall receive from the Chancellor periodic reports on the status of technical college programs as well as on matters pertaining to student access and to quality.
 - D. For this purpose, institutions shall provide to the Chancellor or the Chancellor's designee the following and any other information specifically requested:
 - 1. Articulation Agreements: Articulation agreements between institutions or between distinct levels of programming (TBR Policy 2:01:00:03) at the same institution, if and when available;
 - 2. Accreditation Activities: Notice of scheduled self-studies, site visits, and other activities relative to institutional or programmatic accreditation and reaffirmation as well as a copy of the formal notice of accreditation or reaffirmation.
 - 3. Dual Enrollment agreements must be submitted through letter of notification and DocuSign.
- IV. Criteria for Reviewing Technical College Program Proposals
- A. A summary of the major criteria used by the TBR staff in evaluation of technical college proposals is presented below.
 - 1. The proposed action is appropriate to the mission, role, and scope of the institution.
 - 2. Need for the proposed action is evident from the supporting data on student interest, employer demand, and societal needs. Need must also be reflected in the projected level of student enrollment and the anticipated number of graduates.
 - 3. The proposed action does not constitute unnecessary duplication of technical programs available at other public institutions within the

region. Partnerships or collaborations should be considered whenever needs might be met with greater efficiency.

4. The proposed action should delineate a final award to be earned by the student. This shall be a Diploma if the program length is greater than 900 clock hours. This shall be a Certificate if the program length is less than 900 clock hours. The Chancellor must approve any exceptions.
5. The proposed action reflects appropriately innovative design and the best available pertinent knowledge.
6. The proposal documents the institution's ability to implement the proposed action in terms of:
 - a. fiscal resources,
 - b. support resources,
 - c. physical facilities, and
 - d. qualified personnel.
7. When the proposed action is supported in whole or in part by articulation with another institution or by affiliation with other agencies for the provision of clinical or internship experiences, such articulation or affiliation should be acknowledged in the program design and copies of the articulation or affiliation agreements should be appended to the proposal.
8. The proposed action is consistent with the achievement of the institution's goals.
9. The proposal includes information about the online delivery format (if applicable).

10. Proposals pertaining to programs should include a description of procedures for regular evaluation of the programs and units, including evaluation of the program's enrollment and productivity.
11. Proposals should include information related to accreditation, both COE and professional, and when applicable, provide a time frame for achieving the appropriate accreditation and approval certification from authorizing agencies.

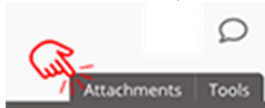
V. Sources of Specific Criteria

A. Listed below are illustrative sources of specific criteria that serve as bases for staff decisions relative to technical college proposals.

1. TBR Policy No. 2.01.00.03, Principles for Articulation in Vocational/ Technical Education
2. TBR Policy No. 2.03.00.00, Admissions
3. TBR Policy No. 2.03.01.05, Academic Retention and Readmission at the Tennessee Colleges of Applied Technology

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

Authority content

History

March 17, 1989 State Board of Regents' Meeting; June 29, 2007 Quarterly Board Meeting; Revision TBR Board Meeting September 19 & 20, 2019.

Related Policies

[2.03.01.05 Academic Retention and Readmission at the Tennessee Colleges of Applied Technology](#)

[2.03.00.00 Admission at the Community Colleges](#)

2.01.02.00 Technical College Program Review and Approval



Policy/Guideline Area

Academic Policies

Applicable Divisions

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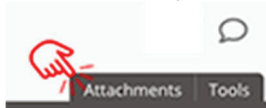
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Related Policies

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[2.03.00.00 Admission at the Community Colleges](#)

BOARD TRANSMITTAL

MEETING:	Committee Chairs Meeting
SUBJECT:	TBR Policy 1.11.00.00, Development and Approval of Policies (revisions)
DATE:	August 26, 2025
PRESENTER:	Brian Lapps, General Counsel
PRESENTATION REQUIREMENTS:	5 minutes
ACTION REQUIRED:	Discussion
STAFF RECOMMENDATION:	Not Applicable

Summary:

The proposed revisions to this policy, which governs how system-wide policies and guidelines are created and revised, have three main purposes:

1. To clarify when a College policy may vary from or supplement a System policy, thus bringing more uniformity across the System;
2. To reflect current practices; and
3. To condense and simplify the policy.

The revisions are designed to increase standardization across the TBR System while providing the necessary flexibility. System-wide policies and guidelines must be in effect for all Colleges, except under limited and defined circumstances. No College policy may be inconsistent with a System policy unless authorized by Policy 1.11.00.00 or the Chancellor authorizes an exception.

Colleges may link to or otherwise adopt System-wide policies, and Colleges may create a separate version with no material changes. College policies may be implemented to apply a System-wide policy or where there is no System-wide policy. College policies may vary in limited circumstances, including to implement stricter financial controls and when a System-wide policy calls for creation of a College policy.

Little flexibility is permitted for policies relating to student issues; discrimination, harassment, and EEO matters; safety and security; constitutional, statutory, and regulatory requirements; and employee benefits, leave, etc.

The revision also calls for a style guide, which will be an exhibit, that can be updated more easily.

The revisions have been approved by the Presidents Council, and before that the IT Subcouncil, the Business Affairs Subcouncil, the Joint Academic Affairs and Student Affairs Subcouncil, and the Faculty Subcouncil. The policy received three readings at the latter two subcouncils.

A clean version and tracked changes version are attached.

1.11.00.00 Development and Approval of Policies and Procedures



Policy/Guideline Area

Governance, Organization, and General Policies

Applicable Divisions

System Office

Purpose

The purpose of this policy is to provide for uniformity in the drafting, review, revision, and approval of all Board-established system-wide policies and guidelines..

Definitions

- Policy – A written statement that mandates, specifies, or prohibits behavior to express basic values of the TBR system, enhance the TBR mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.
- Guideline – The operational steps required to accomplish an action that necessitates specific instructions. Generally, a guideline or will pertain to implementation of a Policy. Guidelines may also provide guidance for behavior on issues that are not dictated by Policy. A Guideline may occasionally be referred to as a “Procedure.”
- College Policy – A College Policy is any College-specific written statement of general applicability that meets the definition of a Policy or a Guideline, or which otherwise sets forth standards or formalizes operations at a College, regardless of the label assigned to the document (e.g., policy, procedure, guideline, guidance, interpretive statement, handbook, etc.) and regardless of whether the document applies College-wide or to certain operational unit(s) of the College. “College Policy” does not include course syllabi and similar sets of expectations set by instructors for their individual classes.

- Responsible Party – The System Office person, office, or group charged with oversight of a Policy or Guideline related to their area of responsibility.

Policy

I. Applicability of System-Wide Policies and Guidelines

- A. TBR system-wide Policies and Guidelines are in effect for all TBR Colleges, except under limited, defined circumstances and exceptions as set out in this Policy. Reasons for system-wide uniformity include increasing consistency of operations; ensuring compliance with applicable laws, regulations, and standards; minimizing litigation, financial, audit, and other risks; and reducing potential conflict between a system-wide Policy or Guideline and a College Policy.

1. Pursuant to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and Council on Occupational Education (COE) standards, a College is permitted to rely on and/or to adopt TBR-approved policies and guidelines without further review by a College committee.

B. Implementation of System-Wide Policies and Guidelines

1. A College may link to or otherwise adopt system-wide Policies and Guidelines.
2. Alternately, a College may create a separate version of system-wide Policies and Guidelines, in which case College Policies:
 - a. Must be substantively identical to and consistent with system-wide Policies and Guidelines;
 - b. Must not contain any material additions, material omissions, or other material differences;

- c. May be customized with color schemes and logos;
 - d. May provide College-specific information to assist the reader, such as contact information for College offices or employees;
 - e. May be re-numbered or reorganized;
 - f. May omit Policies and Guidelines not applicable to the College (e.g., Policies related to system governance; Policies designed for TCATs, if a Community College; Guidelines applicable to the System Office; etc.); and
 - g. May make other non-substantive, non-material changes.
- C. Board-approved Policies, including revisions, are effective and applicable to all Colleges ten business days after Board approval, unless the Board sets a different effective date. TBR Guidelines, including revisions, approved by the Presidents Council are effective and applicable to all Colleges ten business days after approval by the Presidents Council, unless the Presidents Council sets a different effective date.
 - 1. If a College creates a separate version of system-wide Policies and Guidelines, a College must have in place a mechanism to implement new system-wide Policies and Guidelines, as well as revisions, on the effective date. To do so, Colleges are expected to monitor the Presidents Council and Board agendas to implement Policies and Guidelines, including revisions, as of the effective dates. If permitted by this Policy, a College may make additional revisions in accordance with College processes either as of the effective date or later.
- D. No College Policy shall be inconsistent with a system-wide Policy or Guideline unless authorized by this Policy, or unless the Chancellor or designee approves an exception. Any request for an exception that is not

authorized by this Policy must first be directed to the Office of General Counsel for legal advice.

- E. College Policies may be implemented to increase operational efficiencies or otherwise to advance the mission of the College in certain circumstances. These situations include the need to operationalize or to apply a system-wide Policy or Guideline to the specifics of the College; to implement a College Policy where there is no applicable system-wide Policy or Guideline; or to provide a level of fiscal oversight by the College greater than required by a system-wide Policy or Guideline. Examples of areas in which Colleges retain flexibility to draft College Policies are as follows.
1. A College may implement financial controls more strict than required by a system-wide Policy or Guideline, after getting approval from the Vice Chancellor for Business and Finance;
 2. If a system-wide Policy or Guideline directs the creation of a College Policy, the College Policy shall not be inconsistent with any system-wide Policy or Guideline;
 3. Training documents that explain a system-wide Policy or Guideline. (Documents purporting to summarize Policies and Guidelines are highly discouraged.)
- F. In certain areas, Colleges retain little or no flexibility to create new College Policies or to make any substantive modifications to system-wide Policies and Guidelines, including those relating to:
1. Student matters (i.e., system-wide Policies beginning with “3” and system-wide Guidelines beginning with “S”);
 2. Discrimination, equal employment opportunity, and harassment (i.e., those implementing civil rights laws, including, but not limited

to, TBR Guideline P-080 and system-wide Policies beginning with a “6”);

3. Safety and security (i.e., system-wide policies beginning with a “7”);
4. Constitutional rights;
5. Statutory, regulatory, and other legal requirements; and
6. Employee benefits, leave, disciplinary standards, and most other aspects of personnel Policies and Guidelines.

II. Policy and Guideline Initiation and Revision

A. New and revised system-wide Policies and Guidelines may be initiated either by an established Sub-council or System Office administration. Responsibility for policy areas is generally as follows:

1. Safety and Security Policies and Guidelines – Office of General Counsel; Campus Safety and Security.
2. Sexual Discrimination/Harassment/Misconduct Policies and Guidelines – Office of General Counsel.
3. Personnel Policies and Guidelines – Office of Business and Finance (Human Resources Department).
4. Business and Finance Policies and Guidelines– Office of Business and Finance; Internal Audit.
5. Student Policies and Guidelines – Office of Policy and Strategy.
6. Academic Policies and Guidelines– Office of Academic Affairs.
7. Governance, Organization, and General Policies and Guidelines – Office of General Counsel, Office of Information Technology.
8. Marketing and Communications Policies and Guidelines – Department of Marketing, Digital Strategy, and Public Relations.

9. The Chancellor or the Board of Regents may designate a responsible party for the initiation or revision of a Policy or Guideline.
10. All Policies and Guidelines should be reviewed and revised or deleted as needed, but not less than every five (5) years.
11. When proposing revisions to a Policy or Guideline, or when proposing a new Policy or Guideline, the responsible party shall obtain from the Office of General Counsel the current version of the Policy or Guideline or the template for a new Policy or Guideline. Using an OGC-provided document will ensure that revisions are made to the correct version of the document, will bring consistency to formatting, and will enable the new or revised document to be loaded into the policy management software.
12. Policies must comply with the Style Guide identified in Exhibit 1.
13. The General Counsel is responsible for compilation, organization and maintenance of all system Policies and Guidelines and may make such changes to the organization of the Policies and Guidelines as necessary.
14. The General Counsel is responsible for disseminating new and revised policies and guidelines to the Colleges.

III. Policy and Guideline Initiation and Review

A. Proposed Policies and Guidelines.

1. The responsible party shall send an original draft to the Office of General Counsel prior to any action by any sub-council.
2. The General Counsel or designee will review the proposed Policy or Guideline for legal sufficiency and consistency with existing Policies and Guidelines.

3. In consultation with the Chancellor and appropriate Vice-Chancellors, the General Counsel will review the Policy or Guideline for necessity and consistency with the goals and mission of the TBR system and for proper classification as a Policy or Guideline, and will also designate which sub-councils will review the Policy or Guideline, and then return it to the responsible party for action by the designated sub-council(s). The Chancellor has the discretion to send a Policy or Guideline directly to the President's Council and/or Board for consideration, when necessary.
4. The responsible party or designee will present the Policy or Guideline to the designated sub-council(s) for review and action.
 - a. A Guideline approved in sub-council without further revision is then transmitted by the responsible party to the Presidents Council for consideration on a transmittal form and in the manner directed by the Chancellor's Office.
 - b. A Guideline requiring further revision in sub-council should be reviewed by General Counsel or designee prior to being transmitted to the Presidents Council.
 - c. A Guideline approved by the Presidents Council will be effective on the date designated in the Guideline and will be posted to the TBR Policies and Guidelines website no later than the effective date.
 - d. A proposed Guideline that is not approved by the Presidents Council will be returned to the responsible party for further review, revision, and possible presentation at a subsequent Presidents Council meeting.
 - e. A Policy approved by the Presidents Council will be transmitted through the appropriate committee to the Board

of Regents for consideration on a form provided by the Board Secretary and in the manner directed by the Board Secretary.

- f. A Policy that does not receive approval by the Presidents Council will be returned to the responsible party. If the Chancellor approves, the responsible party may choose to transmit the Policy through the appropriate committee to the Board, noting the lack of approval by the Presidents Council.

- 5. A Policy approved by the Board of Regents will be effective as set forth above in this Policy and will be posted to the TBR Policies and Guidelines website no later than the effective date.
- 6. A Policy not approved by the Board will be returned to the responsible party for further review, revision, and possible presentation at subsequent President's Council and Board Meetings.

B. Revision or Rescission of Existing Policies and Guidelines.

- 1. Revisions or rescission of existing Policies and Guidelines will follow the same process as newly proposed Policies and Guidelines..

IV. Ministerial Changes to Policies and Guidelines

A. The General Counsel is authorized to make ministerial revisions to Policies and Guidelines:

- 1. To bring the Policy or Guideline into compliance with a statutory, regulatory, or other legal requirement;
- 2. To correct a clerical or other typographical error; or
- 3. To make an administrative change (e.g., the title of an administrator, office, or document) that will not change the substantive meaning of the Policy or Guideline.

- B. Exhibits to Policies and Guidelines (forms, templates, sample contracts, etc.) do not require approval by the Presidents Council or Board. New or revised exhibits are reviewed and approved by the responsible party for the subject Policy or Guideline.

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

T.C.A. § 49-8-203

History

NEW Policy approved by Board, June 23, 2017; ministerial revisions to exhibits and their references, June 26, 2018; Revision approved at Board Meeting June 20, 2019; Revision approved at Board Meeting September __, 2025.

1.11.00.00 Development and Approval of Policies and Procedures 1.11.00.00 Development and Approval of Policies and Guidelines 1.11.00.00 Development and Approval of Policies and Procedures



Policy/Guideline Area

Governance, Organization, and General Policies

Applicable Divisions

System Office

Purpose

The purpose of this policy is to provide for uniformity in the drafting, review, revision, and approval of all Board ~~established~~ system-wide policies and guidelines, procedures.

Definitions

- Policy – A written statement that mandates, specifies, or prohibits behavior to express basic values of the TBR system, enhance the TBR mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.
- Guideline or Procedure— The ~~specific~~ operational steps required to accomplish an action that necessitates specific instructions. Generally, a ~~procedure guideline- or procedure~~ will pertain to implementation of a Policy. Procedure Guidelines and procedures may also provide guidance for behavior on issues that are not dictated by Policy. A Guideline may occasionally be referred to as a “Procedure.”
- College Policy – A College Policy is any College-specific written statement of general applicability that meets the definition of a Policy or a Guideline, or which otherwise sets forth standards or formalizes operations at a College, regardless of the label assigned to the document (e.g., policy, procedure, guideline, guidance, interpretive statement, handbook, etc.) and regardless of whether the document applies College-wide or to certain operational unit(s) of the College. “College Policy”

does not include course syllabi and similar sets of expectations set by instructors for their individual classes.

- Responsible Party – The System Office person, office, or group charged with oversight of a Policyies and procedure or Gguidelines related to their area of responsibility.

Policy/Guideline

~~**For purposes of this policy, procedure(s) refers to current guideline(s).~~

I. Applicability of System-Wide Policies and Guidelines

A. TBR system-wide Policies and Guidelines are in effect for all TBR Colleges, except under limited, defined circumstances and exceptions as set out in this Policy. Reasons for system-wide uniformity include increasing consistency of operations; ensuring compliance with applicable laws, regulations, and standards; minimizing litigation, financial, audit, and other risks; and reducing potential conflict between a system-wide Policy or Guideline and a College Policy.

1. Pursuant to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and Council on Occupational Education (COE) standards, a College is permitted to rely on and/or to adopt TBR-approved policies and guidelines without further review by a College committee.

B. Implementation of System-Wide Policies and Guidelines

1. A College may link to or otherwise adopt system-wide Policies and Guidelines.
2. Alternately, a College may create a separate version of system-wide Policies and Guidelines, in which case College Policies:

- a. Must be substantively identical to and consistent with system-wide Policies and Guidelines;
 - b. Must not contain any material additions, material omissions, or other material differences;
 - c. May be customized with color schemes and logos;
 - d. May provide College-specific information to assist the reader, such as contact information for College offices or employees;
 - e. May be re-numbered or reorganized;
 - f. May omit Policies and Guidelines not applicable to the College (e.g., Policies related to system governance; Policies designed for TCATs, if a Community College; Guidelines applicable to the System Office; etc.); and
 - g. May make other non-substantive, non-material changes.
- C. Board-approved Policies, including revisions, are effective and applicable to all Colleges ten business days after Board approval, unless the Board sets a different effective date. TBR Guidelines, including revisions, approved by the Presidents Council are effective and applicable to all Colleges ten business days after approval by the Presidents Council, unless the Presidents Council sets a different effective date.
 - 1. If a College creates a separate version of system-wide Policies and Guidelines, a College must have in place a mechanism to implement new system-wide Policies and Guidelines, as well as revisions, on the effective date. To do so, Colleges are expected to monitor the Presidents Council and Board agendas to implement Policies and Guidelines, including revisions, as of the effective dates. If permitted by this Policy, a College may make additional

revisions in accordance with College processes either as of the effective date or later.

D. No College Policy shall be inconsistent with a system-wide Policy or Guideline unless authorized by this Policy, or unless the Chancellor or designee approves an exception. Any request for an exception that is not authorized by this Policy must first be directed to the Office of General Counsel for legal advice.

E. College Policies may be implemented to increase operational efficiencies or otherwise to advance the mission of the College in certain circumstances. These situations include the need to operationalize or to apply a system-wide Policy or Guideline to the specifics of the College; to implement a College Policy where there is no applicable system-wide Policy or Guideline; or to provide a level of fiscal oversight by the College greater than required by a system-wide Policy or Guideline. Examples of areas in which Colleges retain flexibility to draft College Policies are as follows.

1. A College may implement financial controls more strict than required by a system-wide Policy or Guideline, after getting approval from the Vice Chancellor for Business and Finance;
2. If a system-wide Policy or Guideline directs the creation of a College Policy, the College Policy shall not be inconsistent with any system-wide Policy or Guideline;
3. Training documents that explain a system-wide Policy or Guideline. (Documents purporting to summarize Policies and Guidelines are highly discouraged.)

F. In certain areas, Colleges retain little or no flexibility to create new College Policies or to make any substantive modifications to system-wide Policies and Guidelines, including those relating to:

1. Student matters (i.e., system-wide Policies beginning with “3” and system-wide Guidelines beginning with “S”);
2. Discrimination, equal employment opportunity, and harassment (i.e., those implementing civil rights laws, including, but not limited to, TBR Guideline P-080 and system-wide Policies beginning with a “6”);
3. Safety and security (i.e., system-wide policies beginning with a “7”);
4. Constitutional rights;
5. Statutory, regulatory, and other legal requirements; and
6. Employee benefits, leave, disciplinary standards, and most other aspects of personnel Policies and Guidelines.

I.II. Policy and ~~Guideline~~Procedure Initiation and Revision

- A. New and revised system-wide Policies and Guidelines may be initiated
~~Initiation and/or revision of a system policy or procedure is the responsibility of either by an the~~ established Sub-councils or System Office administration and the Office of General Counsel. Responsibility for policy areas is generally as follows:
1. Safety and Security Policies and Guidelines – Office of General Counsel; Campus Safety and Security.
 2. Sexual Discrimination/Harassment/Misconduct Policies and Guidelines – Office of General Counsel.
 3. Personnel Policies and ~~Procedure~~Guidelines – Office of Business and Finance (Human Resources Department).
 4. Business and Finance Policies and ~~Procedure~~Guidelines – Office of Business and Finance; Internal Audit.
 5. Student Policies and ~~Procedure~~Guidelines – Office of Policy and Strategy Student Success Services, Student Affairs Sub-council.

6. Academic Policies and Procedure Guidelines– Office of Academic Affairs.
7. Governance, Organization, and General Policies and Procedure Guidelines – Office of General Counsel, Office of Information Technology.
- 7.8. Marketing and Communications Policies and Guidelines – Department of Marketing, Digital Strategy, and Public Relations.
- 8.9. The Chancellor or the Board of Regents may ~~also~~ designate a responsible party for the initiation or revision of a Ppolicy or proceduregGuideline.
10. All Ppolicies and proceduregGuidelines ~~will~~ should be reviewed and revised or deleted as needed, but not less than every five (5) years.
11. When proposing revisions to a Ppolicy or Gguideline, or when proposing a new Ppolicy or Gguideline, the responsible party shall obtain from the Office of General Counsel the current version of the Ppolicy or Gguideline or the template for a new Ppolicy or Gguideline. Using an OGC-provided document will ensure that revisions are made to the correct version of the document, will bring consistency to formatting, and will enable the new or revised document to be loaded into the policy management software.
12. Policies must comply with the Style Guide identified in Exhibit 1.
- ~~9. The responsible party must follow the procedures set forth in the Procedures Section.~~
- ~~10. All proposed policies (with or without procedures) must be initiated using the Policy Template (Exhibit 1)~~

~~11. All revisions of existing policies or procedures must be initiated using a Word copy of that policy or procedure located here: Z:\TBR Central Office\Policy and Procedure Word Copies~~

13. The General Counsel is responsible for compilation, organization and maintenance of all system pPolicies and gGuidelines~~procedures~~ and may make such changes to the organization of the Ppolicies and Gguidelines~~procedures~~ as ~~they~~ deem necessary.

~~12.~~14. The General Counsel is responsible for disseminating new and revised policies and guidelines to the Colleges.

~~College policies and guidelines must be consistent with system-wide policies and guidelines, or guideline may include a substantive system-wide administrative rule. See 0240 – Board of Regents (tnsosfiles.com).~~

III. Policy and Guideline~~Procedure~~ Initiation and Review

A. Proposed Ppolicies and Gguidelines~~procedures~~.

- ~~When a policy or procedure is proposed, t~~The responsible party shall send an original draft to the Office of General Counsel, prior to any action by any sub-council.
- The General Counsel or designee will review the proposed Ppolicy or ~~procedure~~gGuideline for legal sufficiency and consistency with existing Ppolicies and ~~procedure~~gGuidelines.
- In consultation with the Chancellor and appropriate Vice-Chancellors, the General Counsel will review the Ppolicy or ~~procedure~~gGuideline for necessity and consistency with the goals and mission of the TBR system and for proper classification as a Ppolicy or ~~procedure~~gGuideline, and will also designate which sub-councils will review the Ppolicy or ~~procedure~~gGuideline, and -then

return it to the responsible party for action by the designated sub-council(s). The Chancellor has the discretion to send a Ppolicy or procedureGguideline directly to the President's Council and/or Board for consideration, when necessary.

4. The responsible party or designee will present the Ppolicy or procedureGguideline to the designated sub-council(s) for review and action.
 - a. A procedureGguideline approved in sub-council without further revision is then transmitted by the responsible party to the Presidents Council for considerationapproval on a transmittal form and in the manner directed by the Chancellor's Office. (Exhibit 2, Sample President Meeting Transmittal)
 - b. A procedureGguideline requiring further revision in sub-council should be reviewed by General Counsel or designee prior to being transmitted to the a-Presidents Council Meeting.
 - c. A procedureGguideline approved by at the Presidents Council Meeting will be effective on the date designated in the procedureGguideline and will be posted to the TBR Policies and ProcedureGuidelines website no later than the effective date.
 - d. A proposed procedureGguideline that is not approved at by the Presidents Council Meeting will be returned to the responsible party for further review, revision, and possible presentation at a subsequent Presidents Council mMeeting.

- e. A Ppolicy approved by ~~at~~ the Presidents Council ~~Meeting~~ will be transmitted through the appropriate committee to the Board of Regents for approval consideration on a form provided by the Board Secretary and in the manner directed by the Board Secretary. ~~(Exhibit 3, Sample Board Meeting Transmittal)~~
 - f. A Ppolicy that does not receive approval at ~~by~~ the Presidents Council will be returned to the responsible party. If the Chancellor approves, ~~T~~the responsible party may choose to transmit the Ppolicy through the appropriate committee to the Board, noting the lack of approval by ~~of~~ the Presidents Council.
5. A Ppolicy approved by the Board of Regents will be effective as set forth above in this Policy ~~on the date designated in the policy~~ and will be posted to the TBR Policies and Procedure Guidelines website no later than the effective date.
6. A Ppolicy not approved by the Board will be returned to the responsible party for further review, revision, and possible presentation at subsequent President's Council and Board Meetings.
- B. Revision or Rescission of Existing Policies and Procedure Guidelines.
- 1. Revisions or rescission of existing Ppolicies and proceduregGuidelines will follow the same process as newly proposed Ppolicies and proceduregGuidelines, ~~minus the assigning of numbers and going to the Chancellor.~~

III. IV. Ministerial Changes to Policies and Procedure Guidelines

A. The General Counsel is authorized to make ministerial revisions to

Policies and Guidelines:

1. To bring the Policy or Guideline into compliance with a statutory, regulatory, or other legal requirement;
2. To correct a clerical or other typographical error; or
3. To make an administrative change (e.g., the title of an administrator, or office, or document) Any policy or procedure that requires revision, due to a statutory or administrative change or a clerical error (changes in state or federal statutes or regulations, institution name/employee title changes, incorrect grammar or spelling), that will not change the substantive meaning of the Policy or procedure Guideline, may be presented to General Counsel for review and approval for a ministerial revision. Such ministerial revisions will be made by the Office of General Counsel.

- B. Exhibits to Policies and procedure Guidelines (forms, templates, sample contracts, etc.) do not require approval by the Presidents Council or Board ~~Meetings~~. New or revised exhibits are ~~should be~~ reviewed and approved by the responsible party for the subject Policy or procedure Guideline.

Procedures

~~The following procedure provides for uniformity in draft, review, and submittal of all system wide policies, procedures, and resource documents. These procedures apply to all TBR Institutions and system-wide employees.~~

~~I. Introduction~~

- ~~A. The System office establishes the following procedures to be followed when proposing new policies, procedures, and resource documents, or revising current policies, procedures, and resource documents.~~

~~1. Proposed Policy, Procedure, or Resource Document—Initiation~~

- ~~a. All proposed policies or procedures must begin with the initiator using one of the templates attached as exhibits to policy 1.11.00.00.~~
- ~~b. Exhibit 1—Policy & Procedure Template~~
- ~~c. Resource Documents will use Exhibit 1.~~
- ~~d. A clean copy of all proposed policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency, and assignment of number prior to any action being taken by the sub-council(s).~~
- ~~e. The copy must be in Word format on the appropriate template, using the following letter and numbering format:
 - ~~(1) Format as I.A.1.a.(1)(a)(i)~~
 - ~~(2) Do not use preset numbering lists for sections and sub-sections. Use “Increase Indent” or “Decrease Indent” in the Paragraph Format section, as needed.~~
 - ~~(3) All Sections and sub-sections must be numbered or lettered. No “stand alone” sections, sub-sections or sentences, except for asterisk notes.~~
 - ~~(4) One space only instead of 2 after a period or (), or any other sentence ending symbol.~~
 - ~~(5) When adding definitions in that section of the template, leave a line space between them: no numbering, bullet points or other indicators.~~~~

~~(a) — If definitions are going to be defined in the body of the policy instead of in definitions, state that in the definition section.~~

~~2. — Policy, Procedure, or Resource Document Revision~~

~~a. — All policy or procedure revisions must begin with the initiator using the current Word copy of the policy or procedure.~~

~~(1) — At this time the current Word copy in proper format is available at Z:\TBR Central Office\Policy and Procedure Word Copies~~

~~(2) — To show revisions, use Bold strike through (**abc**) for deletions and bold, underline (**abc**) for additions. Do not use track changes.~~

~~(3) — Keep the current formatting in place. Add or delete sections and sub-sections as needed.~~

~~(4) — Only the affected sections need to be submitted, not the entire policy or procedure. Make sure Section heading is shown.~~

~~b. — A copy of all proposed revisions to policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency.~~

~~c. — Following legal review and sub-council approval, all policies, procedures, and resource documents must be prepared for transmittal to an upcoming Presidents Meeting, and/or Board Meeting.~~

~~d. — Policies, System Office Policies, and Resource Documents require TBR Board Approval.~~

~~e. Procedures require only President's Council approval.~~

~~f. Exhibits to policy or procedure require approval by the responsible party for the subject policy or procedure.~~

~~II. Transmittal of Policies, Procedures, and Resource Documents~~

~~A. A copy of all policies, procedures, and resource documents that have sub-council(s) approval and are ready for transmittal shall be prepared for transmittal by a designee of the responsible department.~~

~~1. Transmittal to Office of General Counsel~~

~~a. Prior to transmittal for the Presidents Meeting, the department designee will email a copy of the sub-council approved new or revised policy or procedure to the General Counsel designee in Word format. No clean copy needed unless asked for. No transmittal page needed.~~

~~2. Transmittal for Presidents Meeting~~

~~a. Prior to material due date for Presidents Meeting, each department designee will:~~

~~(1) Convert the Word copy of a new policy, resource document, or procedure to PDF format.~~

~~(2) Convert the Word copy of a revised policy, resource document, or procedure to PDF format.~~

~~(3) Prepare a transmittal page for each policy or procedure in PDF format.~~

~~(a) The transmittal page must include a summary of the purpose of the new policy or procedure, or of the revisions to a current policy or procedure.~~

- ~~(b) — Exhibit 2 to Policy 1.11.00.00 — sample transmittal summary for new policies and procedures to President Meeting.~~
 - ~~(c) — Exhibit 3 to Policy 1.11.00.00 — sample transmittal summary for revised policies and procedures to Board Meeting.~~
 - ~~(4) — Combine PDF transmittal page and PDF policy, resource document, or procedure into one PDF transmittal file.~~
 - ~~(5) — Email each transmittal file to the Chancellor's Executive Assistant or designee for appropriate dissemination.~~
 - ~~b. — As soon as possible after the Presidents Meeting, the department designee will notify General Counsel designee regarding all procedures that passed.~~
 - ~~(1) — Provide a new marked up Word copy if any revisions were made at the Presidents Meeting.~~
- ~~3. — Transmittal for Board Meeting~~
- ~~a. — Prior to material due date for Board Meeting, each department designee will:~~
 - ~~(1) — Prepare a transmittal page for each policy in or resource document in word format and convert to PDF format.~~
 - ~~(2) — Combine PDF transmittal page and PDF policy or resource document into one PDF transmittal file.~~

- ~~(3) — Email each transmittal file, and a word copy of the transmittal sheet, to the Board Secretary or designee for appropriate dissemination.~~
- ~~b. — As soon as possible after the Board Meeting, the department designee will notify General Counsel designee regarding all policies and resource documents that passed.~~
- ~~(1) — Provide a new marked up Word copy if any revisions were made at the Board Meeting.~~

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

T.C.A. § 49-8-203

History

NEW Policy approved by Board, June 23, 2017; ministerial revisions to exhibits and their references, June 26, 2018; Revision approved at Board Meeting June 20, 2019; Revision approved at Board Meeting September , 2025.

TENNESSEE BOARD OF REGENTS
Committee Meetings
Thursday, September 18, 2025 – 1:00 p.m. (Eastern)
Agenda

- I. Committee on Academic Policies and Programs and Student Life
 - A. Consent Agenda
 - 1. Revisions to TBR Policy 2.01.02.00 Technical College Program Review and Approval
 - 2. Revisioning of Policy 2.08.10.00 to New TBR Policy 3.08.10.00 Development & Operation of Global Studies Programs
 - B. Institutional Mission Profiles (*Deaton*)
 - C. Proposed TBR 2025-2035 Strategic Plan (*Deaton*)
 - D. Student Access and Success Trends (*Deaton*)
 - E. Learning Support and the TN Coaching Project (*Moreland*)
 - F. Connecting Strategy and Opportunity: The Office of Strategic Enrollment and Statewide Dual Enrollment Work (*Grant*)
 - G. Student Success and Strategic Partnerships
 - Launch of Center for Global Innovation, Partnerships, and Student Success (*Leming*)
 - Report of Center for Innovation in Teaching and Learning - Year One
- II. Committee on Personnel and Compensation
 - A. Faculty Emeriti (*Reed*)
- III. Committee on Workforce Development
 - A. Center for Workforce Development Update (*McCormick/Sisk*)
- IV. Committee on External Affairs
 - A. Athletics Update (*McCormick/Perkins/Whaley*)
 - B. Legislative Priorities (*McCormick/Williams*)
- V. Committee on Finance and Business Operations
 - A. Legislative Priorities Budget Request (*Fox/McCormick*)

- This meeting will be hosted at the Knox Regional Health Science Education Center in Knoxville and will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/september-2025-quarterly-board-meeting>. Those interested in attending may contact the [Board Secretary](#) for security access or accommodations.
- Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#).

TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
Friday, September 19, 2025 – 9:30 a.m. (Eastern)
Agenda

- I. **Minutes**
 - A. June 13, 2025 Quarterly Board Meeting
 - B. August 6, 2025 Special Called Meeting
- II. **Report of Interim Action**
- III. **Report of the Committees**
 - A. Report of the Academic Policies and Programs/Student Life Committee Meeting on September 18, 2025
 - B. Report of the External Affairs Committee Meeting on September 18, 2025
 - C. Report of the Workforce Development Committee Meeting on September 18, 2025
 - D. Report of the Audit Committee Meeting on August 26, 2025
 - E. Report of the Finance and Business Operations Committee Meeting on September 18, 2025
 - F. Report of the Personnel and Compensation Committee Meeting on September 18, 2025
- IV. **Report of the Chancellor**
- V. **Unfinished Business**
- VI. **New Business**
 - A. Consent Agenda
 - Revisions to TBR Policy 1.11.00.00, Development and Approval of Policies
 - B. Consideration of Proposed Changes to TBR Bylaws
 - C. Proposed 2026 Meeting Dates

- *This meeting will be hosted at the Knox Regional Health Science Education Center in Knoxville and will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/september-2025-quarterly-board-meeting>. Those interested in attending may contact the [Board Secretary](#) for security access or accommodations.*
- *Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#).*



SkillsUSA Tennessee C/PS 2024–2025 Year in Review

Committee Chairs – August 2025

Membership & Reach

- 16,200 members (up from 14,400)
- Expanded via Perkins V Grant funding
- Thousands gained leadership training, competitions, scholarships, certifications

Membership grew by 12.5% to 16,200 students across Tennessee Board of Regents institutions. Strategic Perkins V Grant funding opened the door for thousands to access leadership training, competitions, scholarships, and industry-recognized certifications.

Leadership & Training

- jumpSTART: tripled attendance (150+ students)
- WLTI: 69 delegates, Statesman Pins earned
- TLTI: 160 students, officer elections

Leadership development expanded at every level. jumpSTART events tripled attendance, WLTI delegates advocated in Washington, and TLTI trained 160 students in advocacy, communication, and teamwork—culminating in state officer elections.

State & National Success

- State Conference: 3,000+ participants, 890 medals, Gold Chapter awards
- NLSC: Largest C/PS delegation, 52 national medals (27 Gold), 58 Skills Point Certificates
- National Officer: Tanner Ashlock elected

April's State Leadership & Skills Conference drew over 3,000 participants and awarded 890 medals. At NLSC, Tennessee fielded the nation's largest college/postsecondary delegation, winning 52 medals and 58 Skills Point Certificates. Tanner Ashlock was elected to the SkillsUSA National Officer Team.

Partnerships & Excellence

- Strengthened ties with Nissan, Ford, Hiller, and Magna,
- Inaugural Workforce Development Summit participation
- State Standards of Excellence: Gold Level

Industry engagement deepened through partnerships with Nissan, John Deere, and Kiewit. Participation in the inaugural Workforce Development Summit aligned education with workforce needs. Gold Level in the State Standards of Excellence program affirms our operational and leadership excellence.

(OVER)

Tennessee medalists in the national competitions, by college:

Chattanooga State Community College:

Principles of Engineering Technology – Bronze – David Perez

Motlow State Community College:

Emergency Medical Technician – Gold – Aaron Gallegos & Dalton Nall

Northeast State Community College:

Job Skill Demonstration – Gold – Ameris Bleckley

Collision Damage Appraisal – Silver – Emmalee Johnson

Cyber Security – Bronze – Austin Castle & Neal Fleck

Pellissippi State Community College:

Audio Production – Gold – Liam Cumesty & Madison Harris

Extemporaneous Speaking – Silver – Louis Rey Valenzuela II

Telecommunications Cabling – Silver – Gabe Dunn

Telecommunications Cabling – Silver – Gabe Dunn

Video Production – Silver – Luke Brown & Viola Miklos

Graphic Communications – Bronze – Maria Carraseo

Roane State Community College:

Mechatronics – Bronze – Evan Chow & James Sutherland

Tennessee College of Applied Technology (TCAT) Chattanooga

Career Pathways-Human Services – Gold – Taegen Beard, Caylin Fowler & Emilee Rutledge

Employment Application Process – Gold – Lucy Nicholson

First Aid-CPR – Gold – Takara Lawrence

Job Skill Demonstration Open – Silver – Yolaila Palacios

Community Service – Bronze – Nicholas Boyd, Derek Dunn & Darrion Mason

Job Interview – Bronze – Natalie Garrett

Motorcycle Service Technology – Bronze – Parker Barrett

TCAT Crump:

Graphic Imaging-Sublimation – Gold – Skye Moffitt

TCAT Dickson:

Cosmetology – Bronze – Dixie DeLoach

Robotics-Urban Search & Rescue – Bronze – Valaria Johannsen & Jacob Rose

TCAT Hartsville:

Occupational Health & Safety-Single – Gold – Cole Frye, James Goolsby & Joshua Knight

TCAT Henry/Carroll:

Quiz Bowl – Gold – Nicholas Abbott, Nathan Brown, Gavin Lindsey, Edward Morgan, Brantley Nanny & Curtis Swafford

TCAT Morristown:

Engineering Technology Design – Gold – Leo Kimball, Ayesha Mowell & Jessie Ward

Heating, Ventilation, Air Conditioning & Refrigeration – Bronze – Morgan Manning

TCAT Northwest:

American Spirit – Gold – Rachel Alley, Tori Myers, Cassidy Taylor & Taylor Woody

TCAT Pulaski:

Career Pathways-Health Science – Silver – Amanda Newton, Kristen Ray & Marlene Sanchez

TCAT Upper Cumberland:

Practical Nursing – Bronze – Benton Fowler

BOARD TRANSMITTAL

MEETING:	Committee Chairs Meeting
SUBJECT:	New Policy 3.08.10.00 Development & Operation of Global Studies Programs
DATE:	August 26, 2025
PRESENTER:	Dr. Heidi Leming, Vice Chancellor for Student Success & Strategic Partnerships
PRESENTATION REQUIREMENTS:	5 minutes
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

Effective July 1, 2025 the TnCIS program previously housed at Pellissippi State has been transferred to the Office of Student Success and Strategic Partnerships at the System Office. The re-organization from TnCIS to TBR's Office of Global Studies necessitates a revision of the former international education policy to a new Global Studies policy with associated guidelines.

The Global Studies Office at the Tennessee Board of Regents will provide students with opportunities to earn postsecondary credit courses and non-credit experiential learning experiences at off-campus international sites. The attached policy and procedures will govern administration of the program offerings at both community and technical colleges.

The policy has been reviewed by members of the international education advisory council, the TnCIS Advisory Council, the Office of General Counsel, academic affairs subcouncil, student affairs subcouncil, business affairs subcouncil and was approved by the President's Council at their August meeting.

3.08.10.00 Development & Operation of Global Studies Programs



Policy/Guideline Area

Student Policies

Applicable Divisions

TCATs, Community Colleges

Purpose

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

Definitions

- Center for Global Innovation, Partnerships, and Student Success – the center is responsible for managing and leading efforts related to international education, international student supports, and global partnership programs.
- Global Studies Division – the division within the Center (also known as the Tennessee Consortium for International Studies or TnCIS). TnCIS represents colleges and universities devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee. TnCIS welcomes membership from all colleges, universities (public and private) and other organizations seeking to expand opportunities for international educational exchanges.
- Program Director –TBR employees who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system, who serve in the role of Program Director or Group Leader.

- Program Sponsor- Either TBR's Center for Global Innovation, Partnerships and Student Success or an institution that proposes a partnership program.

Policy

I. Policy

The Tennessee Board of Regents System (TBR) supports off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. TBR encourages all TBR institutions to engage in international opportunities that meet the academic needs of their students and further prepare students for the global workforce.

Procedures

I. Introduction

- A. All international education programs or courses whether for credit or non-credit, operated, or sponsored by any TBR institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with educational excellence.
- B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:
 - 1. Within the scope of the mission of the institution;
 - 2. Integrated into the undergraduate curricula of the sponsoring institution;
 - 3. Feasible and sustainable;
 - 4. Subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs; and
 - 5. In compliance with all applicable federal and state laws and regulations.
- C. Global Studies Division (also known as Tennessee Consortium for International Studies or TnCIS)

1. The Center for Global Innovation, Partnerships, and Student Success, the Global Studies Division (also known as TnCIS) operates under the administration and fiscal oversight of the Tennessee Board of Regents.
 - a. The Center reports to the Vice Chancellor for Student Success and Strategic Partnerships at the Tennessee Board of Regents
 - b. All Global Studies/TnCIS faculty employed by a TBR college must sign dual-service contracts with the Tennessee Board of Regents.

D. Governance

1. The Center for Global Innovation, Partnerships, and Student Success has responsibility for the overall administration of study abroad programs for TBR colleges. A TBR college may not sponsor an international program independently of the Center. Any TBR college seeking to send students abroad must coordinate academic and programmatic efforts through the Center for Global Innovation, Partnerships, and Student Success.
2. All for-credit programs offered through TnCIS/Global Studies programs must be approved by the Global Studies Advisory Council.
3. Each TBR institution may have up to two representatives to serve on the Global Advisory Council. The role of the Advisory Council is to approve the for-credit consortium model courses and programs that colleges may adopt as part of the college's offered curriculum. The President at each TBR institution appoints representatives to serve on the Advisory Council.
 - a. The Advisory Council will meet on a semi-annual basis.
 - b. The Advisory Council will also approve new programs for Global Studies.

II. Defining Roles

A. Participants

1. Students currently enrolled or admitted at TBR institutions.

- a. In keeping with best practices, only individuals over the age of 18 at the time of travel, enrolled in credit-bearing courses, either full or part-time, may participate in Global Studies programs.
- b. Eligible students currently enrolled or accepted and in good standing at a member institution may apply to any Global Studies program. Students must have at least a 2.0 GPA indicated on their official transcript. Students must have completed at least 12 college credits before participating in a Global Studies program. Any exceptions to eligibility can be made at the discretion of the Assistant Vice Chancellor.
- c. Each participant must submit the following to be considered for admission:
 - (1) Completed student application (Exhibit A: Global Studies/TnCIS Student Application)
 - (2) Application fee – non-refundable
 - (3) An official transcript
 - (4) A statement of purpose (part of the application)
 - (5) A recommendation form from a faculty member – submitted online through the Global Studies/TnCIS website
- d. Admission
 - i. Admission decision will be made by the Division of Global Studies;
 - ii. Applications will be considered based on the following criteria:
 - a) GPA
 - b) Seriousness of purpose
 - c) Contribution to student's course of study
 - d) Academic preparedness
 - e) All of the above being equal, TBR will seek a fair representation of students from member institutions
- e. Cancellation

- i. A clear cancellation policy with firm dates will be published on the Global Studies/TnCIS website each year.
- f. Pre-Departure Required Documentation and Orientation
 - (1) Required documentation to participate in all Global Studies programs can be found in Exhibit B. Students may not submit their applications until verifying that they have read these forms.
 - (2) Attendance at the TBR Global Studies orientation is mandatory for all participants.
 - (3) Participants are required to attend a pre-departure orientation specific to the program they enroll in with the Program Director.
 - (4) All participants will be given pre-departure information which outlines all of the items treated more fully in the Pre-Departure Orientation sessions. The document includes sections on:
 - (a) Logistics
 - (b) Health and safety
 - (c) Behavior and removal from a program
 - (d) Academics
 - (5) Individual Program Directors also have the option of providing students with additional orientation materials.
- g. On-site Orientation
 - (1) Each Program Director is given an outline of items to be addressed after arrival at the program site (Exhibit C: On-Site Orientation Outline).
 - (2) If multiple sites are used in a program, an orientation session for each site must be held.
- h. Program Evaluation
 - (1) At the end of a program, each student will be asked to complete an evaluation for the program and course that they

participated in (Exhibit D: Program and Academic Evaluation). Program Directors and faculty will be given a summary of the evaluations.

- (2) The evaluations will be summarized in the Global Studies office and provided to each program's faculty and director.
 - (3) Evaluation summaries will also be available during the next Global Studies Advisory Council meeting after the program ends.
- i. Students from non-TBR schools who elect to participate in TBR institution-sponsored international education programs as fulltime transfer students are responsible for transferring credit back to their home institutions.
- j. Individuals who are students at non-TBR institutions or are not students at any institution of higher education must enroll in a TBR institution under "Non-Degree" or "Continuing Education" or "Transient" or "Transfer" student status for the duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.
2. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group while abroad.
3. Community partnering organization members who serve a coordinating or mentoring role to students engaged in the experience. In such instances, the community partner members must be registered as a volunteer with the institution.

B. Program Directors and Group Leaders

1. These are individuals who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system. One who serves in the role of a Program Director is typically a faculty member who is teaching and leading other faculty. A Group Leader is typically someone who assists with larger groups of students.
2. For non-credit bearing service and internship experiences, a group leader may consist of:
 - a. A student leader for an institutionally recognized student organization coordinating the experience for a group of students.
 - b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.
3. Faculty teaching for Global Studies/TnCIS must submit their academic credentials to the Tennessee Board of Regents and be appointed by a TBR college as an adjunct faculty member for the Global Studies/TnCIS program.

C. Non-Credit Experience Program Sponsors

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

D. Accompanying Spouses, Partners, and Minors

1. The duties of the faculty, program leaders and group leaders for TnCIS/Global Studies short term programs are such that faculty, program leaders and group leaders are prohibited from having their spouses, partners or children travel with them during the programs.
2. In cases where a Program Director, group leader, or faculty instructor will be traveling abroad for more than 30 days, the employee may request an exception to this policy. The decision is left to the discretion of the Office of Student Success as to whether to allow spouses and minors to travel with the employee after considering the nature of the employee's duties as part of the specific program(s).
3. Spouses and children (regardless of age), if allowed to participate, cannot impair the operation or administration of the program, or otherwise infringe on the participants, or incorporate any of their expenses into the program budget.
4. Spouses, partners, and minor children, if allowed to participate, must complete an Assumption of Risk form for the program, consortia (if relevant) and TBR prior to departure.

III. Types of Programs & Program Documentation. The following types of programs fall under this policy:

- A. Consortia sponsored programs (TnCIS) sponsored through the Center for Global Innovation, Partnerships, and Student Success which are credit-bearing. See Guideline A 07: Global Studies Academic Procedure
- B. Partnership programs sponsored through the Center for Global Innovation, Partnerships, and Student Success, either credit or non-credit bearing. See Guideline A 07: Global Studies Academic Procedure
- C. Reciprocal exchange programs which are bilateral or multilateral exchanges require either an MOA or MOU.

1. A Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).
 2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.
 3. Prior to pursuing an MOU, College faculty/staff must obtain approval of the institutional Chief Academic Officer and the President or the President's Designee. All collaborations involving either a MOU or MOA through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be approved by the System Office of Student Success and reviewed by the General Counsel's Office prior to the college president signing.
 4. Partner institutions may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
 5. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.
- D. All institutions must follow TBR policy and guidelines for the operation of international programs.
1. Global Studies Academic Procedures follow TBR Guideline A-070

2. Global Studies Business Procedures follow TBR Guideline B-075.
3. Global Studies Health, Safety, and Conduct Procedures follow TBR Guideline S-040.

IV. Host Country Consideration

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

V. Use of Technology Abroad

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

regulations. Where unsure, faculty/staff/students should consult with their general counsel's office or institutional research office.

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

B. European Union General Data Protection – EU GDPR

1. Faculty and institutions must comply with the provisions of Regulation (EU) 2016/679 ("Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data", "the EU GDPR"), when students are participating in a program taking place in the European Union.
2. All students participating in programs in the European Union must sign NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS ON STUDY ABROAD IN THE EUROPEAN UNION (Exhibit E.

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

T.C.A. § 49-8-203; All State and Federal statutes, codes, Acts, rules and regulations referenced in this procedure.

History

Board Meeting, March 26, 2009; Revision and incorporation of Guidelines A-076, B-130, and S-040 approved by Board on December 13, 2018, Revised at Board meeting April 7, 2020; Revisions approved at August 12, 2020 Special Called Board Meeting.

Related Policies

[4.02.01.00 Approvals of Agreements and Contracts \(formerly 1:03:02:10\)](#)

[4.02.10.00 Purchasing Policy](#)

[3.02.00.01 General Policy on Student Conduct & Disciplinary Sanctions](#)

[3.02.01.00 Student Due Process Procedure](#)

[S-020 Confidentiality of Student Records](#)

2.08.10.00 Development & Operation of Off-Campus International Educational Programs



Policy/Guideline Area

Academic Policies

Applicable Divisions

TCATs, Community Colleges

Purpose

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

Definitions

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

Policy/Guideline

I. Policy

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

Procedures

I. [Introduction](#)

- A. All international education programs or courses operated, sponsored or approved for academic credit by any TBR institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with educational excellence.
- B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:
 - 1. Within the scope of the mission of the institution;
 - 2. Integrated into the undergraduate curricula of the sponsoring institution;
 - 3. Feasible and sustainable;
 - 4. Subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs; and
 - 5. In compliance with all applicable federal and state laws and regulations.
- C. Tennessee Consortium for International Studies (TnCIS)
 - 1. The Tennessee Consortium for International Studies was formally established by the TBR President's Council in 2006.
 - 2. TnCIS operates under the administration and fiscal oversight of Pellissippi State Community College.
 - a. The Executive Director reports to the President of Pellissippi State Community College or their designee
 - b. All TnCIS staff are employees of Pellissippi State Community College.

- c. All TnCIS faculty will sign dual-service contracts with
Pellissippi State Community College
- 3. TnCIS protocols and guidelines must be vetted through the TBR
Vice Chancellor of Student Success or designee.
- D. Governance
 - 1. All TBR institutions are members of TnCIS
 - 2. Each TBR institution may have up to two representatives serve on
the TnCIS Advisory Council.
 - 3. The President at each TBR institution appoints representatives to
serve on the Advisory Council.
 - a. The TnCIS Advisory Council will meet on a bi-annual basis.
 - b. The Advisory Council will make recommendations on any
membership fees to TBR institutions.
 - c. Non-TBR institutions may join the consortium at the
discretion of Pellissippi State Community College.
- E. All institutions including the TnCIS must establish guidelines for operation
of international programs.
 - 1. Institutions engaged in any international activities which are not
coordinated through the TnCIS must establish international policies
or guidelines for the individual institution and submit them annually
to the TBR Office of Student Success.
 - 2. Institutions may adopt the policies and procedures embraced
through TnCIS as a whole, if the institution engages solely in TnCIS
study abroad programs.
 - 3. All policies and procedures established by institutions must be
vetted through the appropriate institutional channels including TBR
Office of General Counsel, as applicable.

4. The TnCIS protocols and guidelines must be vetted through the TBR Vice Chancellor of Student Success or designee as well as the TBR General Counsel.
 5. All institutions and TBR sponsored consortia must develop structures for international education programs or courses to be approved by the home institution.
- F. In addition, programs or courses operated or sponsored by any TBR institution abroad shall adhere to the specific policies listed below.
- G. Memorandum of Understanding or Agreement related to international studies requires approval of the institutional Chief Academic Officer, President or the President's Designee.
- H. All approvals must be forwarded to the TBR Vice Chancellor of Student Success upon completion.

II. [Types of Programs](#)

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

also have policies for non-TBR students matriculating in institutional courses or TBR related consortia.

4. Non-institutional faculty must meet SACS standards.

III. Defining Roles

A. Participants

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

duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.

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

B. Program Directors and Group Leaders

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

- b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.
 3. Program directors serve as institutional representatives and as such must maintain current certification as a Study Abroad Leader through the TBR Office of Student Success, the individual institutional training, or the TnCIS study abroad training programs. Individual faculty are responsible for providing documentation of qualifications at the time of application to offer a study abroad program at individual institutions or through the TnCIS.
 4. All program directors of institutionally sponsored trips must create a campus-appropriate training structure and implement institutional assessment guidelines for the completion of such training prior to faculty leading a trip.
 5. Faculty teaching for the TnCIS must submit their academic credentials to Pellissippi State Community College (PSCC) and be appointed as an adjunct faculty member at PSCC.
- C. Faculty Instructors
 1. Faculty who are teaching the international course, but may not be the designated program director, must have their role defined and documented by the unit sponsoring the program.
- D. Non-Credit Experience Program Sponsors
 1. For non-credit bearing service and internship experiences, program sponsors may be:
 - a. Faculty
 - b. Institutionally recognized student organizations.
 - c. Student support services office or academic department.

- d. Sponsoring entity - organization where the student will be placed to do internship or service experience. This would include any non-profit organizations, business or associations located abroad who agree to host the student(s).

E. Accompanying Spouses and Minors

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

IV. **Best Practices**

- A. The TBR is committed to having our institutions identify and adopt relevant practices which can assist our institutions in enhancing and improving their education abroad activities and processes including:
 1. undertaking reasonable steps to be informed of and comply with applicable laws both at home and in the host country;
 2. avoiding arrangements which might violate those laws or accepted business practices of the U.S. or host country;

3. establishing and maintaining reasonably safe and non-discriminatory, work, study and living conditions for employees and students;
4. communicating clearly with students the anticipated environmental conditions of the location abroad;
5. making available current policies, procedures and job descriptions;
6. exercising due diligence in cost control and adopting clear and reasonable billing procedures for participants;
7. establishing transparent protocols for data collected;
8. maintaining sufficient financial resources to meet obligations and exigencies for unanticipated obligations;
9. enforcing research including human subject research protocols and those of the host country in accordance with standards outlined by the Department of Health and Human Services and National Institutes of Health;
10. engaging in continuous improvement;
11. emphasizing academic integrity within the international education experience;
12. managing all provider arrangements for oversight and evaluation; and
13. following the established US Import/Export Guidelines.

V. [Types of Programs & Program Documentation](#)

- A. Courses for academic credit, hosted abroad, should provide academic learning opportunities appropriate to the mission of the program and that align to courses in a student's area of study or which meet general education requirements.

- B. Institutional or campus administered programs led by institutional faculty including:
 - 1. Course-embedded study abroad;
 - 2. Course-embedded internships;
 - 3. Course-embedded service-learning.
 - a. Service-learning abroad or community-engaged learning combines structured participation in a community-based project to achieve specified learning outcomes as part of the study abroad program.
 - b. Service learning is not the equivalent of civic engagement.
 - c. Determination of service learning activities should be mindful of the culture and politics of the location in which the program is offered.
- C. Programs where the institution maintains a central office or facility in another country which is staffed by a resident director and is under close supervision and the TBR institution which awards credit.
- D. Programs at international branch campuses.
- E. Reciprocal exchange programs which are bilateral or multilateral exchanges require either an MOA or MOU.
 - 1. Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).
 - 2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to

instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.

3. All collaborations involving either a MOU OR MOA through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be vetted through the General Counsel's Office either on the individual campus or through the TBR System Office.
 4. Partner institutions may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
 5. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.
- F. Programs requiring direct enrollment in institutions outside the United States.
 - G. Consortia sponsored programs including programs sponsored through the TnCIS.
 - H. Programs sponsored by American universities and colleges overseas.
 - I. Hybrid or mixed programs which combine two or more of the program types to a significant degree, or
 - J. Programs contracted with a third party vendor or independent program provider.
 1. Institutions should use the services of third party or independent program providers, which offer education abroad program services

to students from multiple institutions within and outside of the TBR,
with caution.

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

K. Non-Credit-bearing experiences abroad

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

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

1. Institutions engaged in any international activities which are not coordinated through the TnCIS must establish international policies or guidelines for the individual institution and submit them annually to the TBR Office of Student Success.

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

VI. **Safety, Welfare, and Student Conduct**

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

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

4. Institutions are expected to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
 - a. Each institution must develop a policy for compliance with the Clery Act regarding all international programs.
 - b. At a minimum, each institutional policy must require that each program designate an individual responsible for complying with the Clery Act.
 - c. For programs managed by a third party or a foreign institution, where the TBR institution has control of the property, the TBR institution should designate an official to collect any crime reports.

H. Student Rights

1. Study Abroad programs are expected to comply with the American Disabilities Act and Section 504 of the Rehabilitation Act when possible and the policy for addressing requests for accommodations should be included in the institution's international education policy.
 - a. Issues related to accessibility should be resolved after a student is accepted into an international educational experience, but before the student departs on the trip.
 - b. Appropriate institutional offices including those responsible for international programs and disability services should be contacted to assist in the determination of reasonable accommodation.
2. Family Educational Rights and Privacy Act (FERPA)

- a. Generally, institutions and their respective faculty members must have written and signed permission from a student in order to release information from a student's educational record or personally identifiable information to only those persons designated by the student on the permission form.
- b. FERPA consent includes the type of record to be disclosed, to whom the record will be released and the student's signature.
- c. When a student turns 18 years old or enrolls in an institution of higher education at any age the rights under the FERPA transfer from the parents to the student with some exceptions which include: when a student is claimed by either parent as a dependent for tax purposes; for school officials with legitimate educational interest, and; appropriate officials in the case of health and safety emergencies.

I. Travel Alerts

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

J. Information to be Provided to Students

1. Institutions must establish policies and procedures to inform participants who enroll in international opportunities that the institution:
 - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the international education environments.
 - b. Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - c. Cannot assure that U.S. standards of due process apply in overseas legal proceedings and cannot provide or pay for legal representation for participants.
 - d. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.
 - e. Cannot assure that home-country cultural values and norms will apply in the host country.
 - f. Cannot assure that U.S. standards of hygiene, medical practice, food and product safety will apply in the host country.

K. Insurance Coverage

1. Institutions are responsible for informing participants about the coverage, availability, and mandatory purchase of accident and health insurance and medical evacuation and repatriation insurance

prior to departure for any international education program either through the TBR insurance program or other insuring parties.

2. Institutions must provide information on available medical care in the host country; if available medical care is a cause for concern, participants must be informed.

L. Conduct and Discipline Issues

1. Unless a policy indicates that it does not apply outside of the U. S., Institutional policies regarding student conduct apply to TBR students registered for credit regardless of their attendance at one of the TBR campuses in Tennessee or while participating in international opportunities.
2. All participants, whether enrolled for credit or not, must attend a program pre-departure and on-site orientation, including emergency contact information and repatriation information including issues relevant to the culture, social and health conditions of the host country, in addition to information about registration, fee payment and re-enrollment, as appropriate.
3. All international education programs must brief program participants regarding student conduct expectations including but not limited to alcohol and drug use, visitation, prohibited locations, and abuse of laws and customs of the country to be visited.
4. A student's removal from an international program may be conducted in accordance with TBR Policy 3.02.00.01 General Regulations on Student Conduct and Disciplinary Sanctions and/or the host institution policies on student conduct, whichever is more conservative in keeping with Policy 3.02.01.00 Due Process. Students should become familiarized with the host

institution's policies governing student conduct, and a discussion of such policies should be a part of the student's orientation session.

5. Every TBR Institution engaged in a study abroad or international education programs must develop a policy for addressing complaints of discrimination and harassment arising during the course of a program. Policies must be consistent with TBR Policies 3.01.00.00, 3.02.00.00, and 3.03.00.00.
 - a. Faculty and staff involved in study abroad activities who receive complaints of harassment whether student-to-student, staff-to-student, student-to-staff or any other individuals for which harassment is alleged during an international education experience, must report the incident to the institution immediately.
 - b. The procedure set out must provide for due process for any student accused of misconduct.
6. Students from other institutions who participate in international study programs at any TBR institution regardless of their classification must adhere to the sponsoring institution's student conduct rules and regulations and all rules of the international program in which they are enrolled.
7. The Tennessee Board of Regents institutions do not tolerate harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

8. Institutions have the right to take disciplinary action including expulsion of students during an international educational experience using the same guidelines and processes of action and appeal as those in place on the home campus.
9. Due Process
 - a. Campuses must establish minimum due process procedures for students who are participating in international study courses.
 - b. Campus due process must be enacted consistent with TBR Policy No. 3.02.00.01, General Regulations on Student Conduct & Disciplinary Sanctions.
 - c. Due process procedures must be clearly outlined in international study course materials and provided to students in pre-trip trainings.
10. Authority
 - a. Administrative leaders of international study courses have the authority to establish more stringent guidelines than those set either by the TBR or individual institutional policies regarding student conduct which might be disruptive to the program or individual participants. These may include guidelines regarding the use and abuse of drugs, alcohol, engaging in behaviors which may be culturally inappropriate in the host country, or actions that may put the student or others at risk. Students should be advised that standards of personal conduct differ from those in the United States and what is expected in a host country before traveling abroad.

M. Media Inquiries

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

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

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

10. Any other institutional policies and procedures that govern travel abroad or student travel.
- B. Prior to signing up to participate in the experience, students should receive communication with the following information:
1. Accurate description of the program, housing options, and any associated additional costs;
 2. Accurate description of the distance between the location where volunteer, internship, or work experiences will take place and student housing and available transportation and cost;
 3. Deadlines and timetables for placement, application, interviews, confirmation of placement, start and end dates; and
 4. Learning objectives and requirements for student participation.
- C. Prior to advising or supervising students who travel abroad in non-credit bearing experiences, the institution should ensure that:
1. Faculty/staff working with the program are effectively trained to oversee, monitor, and maintain ongoing communication with the student(s);
 2. The institution maintains open channels of communication throughout the experience with the advisor, the sponsoring entity, and the student(s);
 3. There is a mechanism for filing grievances or complaints;
 4. There is an emergency plan in place for the student(s) while abroad, including appropriate emergency contact information for the student(s) and sponsoring entity, secondary contact information, and emergency contact information that can be shared with the student's designated family members;

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

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

1. All student organization travel must adhere to TBR Policy 4.03.03.50.
2. Program sponsors should provide clear information on any potential health and safety risks specific to the context in which the students will be working, including, but not limited to CDC travel notices.
3. Program sponsors should review relevant individual health information prior to the arrival on site, to identify any special considerations or accommodations that might need to be taken into account.
4. Program sponsors should clearly articulate policies and practices that protect the health and safety of student participants in the event of an outbreak of diseases or other health/safety risks.
5. Program sponsors should educate student participants on their personal responsibility for their own physical and mental health and

safety while abroad, on available resources to support their health and safety, and on their right to decline when asked to perform activities outside their scope of training or their abilities.

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

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

- A. TBR Office of Student Success will publish on the system office website, links to international education programs offered by individual TBR institutions.
 1. All institutions and the TnCIS are responsible for notifying the Vice Chancellor for Student Success of all international education

courses when schedules are confirmed regardless of the direction of the course or program to be offered.

2. Institutions are responsible for creating program recruitment/advising materials and/or advising and recruitment efforts which accurately represent the program and include selection criteria based on appropriate academic standards, cultural and educational objectives, estimated cost, financial aid, health insurance requirements, services provided, vaccinations, visa responsibilities and legal proceedings. Students should be informed of these issues at the time of admission.

IX. [Admission/Educational Standards](#)

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

international education and provide academic advising to facilitate integration of coursework abroad with a participant's major field and degree requirements.

- E. Individual institutions must have policies as to the acceptability of academic courses completed in an international setting to the major field requirements.
- F. Institutions must have grade appeal policies in place to assist students wishing to appeal an unsatisfactory grade or removal from an academic course taught in an international setting by non-TBR faculty.
- G. All international study offerings including study-abroad programs awarding academic credit to students enrolled in TBR institutions or consortia within or outside the TBR system must comply with regional accreditation and/or TBR standards.
- H. Institutions must ensure that global study opportunities regardless of the provider equate in contact hours with those expected of students matriculating at the home institution per TBR instructional hour policy.
- I. Institutions must establish an equivalency for international study courses offered by the institution itself or through an international education program, TBR sponsored or external consortia, or international institution in order to offer credit at the home institution.
- J. Financial Aid
 - 1. Due to the complexity of offering classes or programs internationally, institutions are responsible for developing appropriate implementation timelines which allow for the student to apply for financial aid.
 - 2. Students who are receiving financial aid are not allowed to change from credit to audit once funds have been disbursed.

3. Proof of Acceptance

- a. Students must provide documentation of acceptance into international education programs to the student's financial aid office as requested and establish policies for payment schedules for tuition and program fees which take in consideration both the disbursement schedule of financial aid monies and the departure dates for international education programs.

K. Orientation and Participation

1. Students with Disabilities

- a. TBR institutions shall attempt to work with institutions abroad to provide reasonable access for students with disabilities.
- b. Institutions shall inform students that it cannot, however, guarantee any particular access.

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

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

4. All students and faculty, whether program directors or instructional faculty, are required to have documentable medical insurance with covered medical treatment outside of U.S. borders at a minimum of \$100,000 per accident or sickness as well as evacuation and repatriation insurance combined minimum of \$50,000 in order to

participate in study abroad. Institutions are encouraged to purchase group insurance to cover evacuation and repatriation on behalf of students and faculty. (Currently, the TnCIS purchases group insurance on behalf of students and faculty engaging in TnCIS programs.)

L. Evaluations

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

X. [Host Country Consideration](#)

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

XI. [Fiscal, Management and Educational Standards](#)

- A. Individual institutions must have fiscal, risk management and educational standards for international education programs whether offered by the institution through consortia or other arrangement.
 - 1. Institutions are responsible for determining if there are additional demands for international education programs in any specific location or for any specific field unmet by any TBR institution or affiliate program.
 - 2. Institutions must consider affordability including startup costs, convenience and stability of a site when developing an international education program.
 - 3. Each institution must establish and include in their general student information published policies which allow students to register for classes, earn credit, obtain financial aid, pay tuition and international education fees, and to obtain refund and or withdraw for all international education programs.
 - 4. Institutional policies must be established including deadlines for the collection of tuition and fees from TBR students for international education and the transfer to the TBR related consortium.
 - 5. Institutions must make appropriate arrangements to use existing accounting and reporting procedures for all international travel for program directors or group leaders.
- B. Program Audits and Course Evaluations
 - 1. Individual institutions shall establish an evaluation for individual courses and for all international education programs to determine the continued academic value and financial viability of each program.

2. Course evaluation procedures and measures must be the same or equivalent to those of the home institution.
3. At a minimum the program evaluation must include perceived strengths and weaknesses, the projected and actual costs of the program, both in terms of financial cost and in-kind costs contributed by the program director and program staff, program enhancements or improvements needed, strategies for improvement and lessons learned that can be a good tool for future Program Directors or Group Leaders.
4. The evaluation should include student assessments, as appropriate, as well as a full evaluation completed by the Program Director or Group Leader.

XII. Financial Management

A. Financial Policies

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

B. Financial procedures for institution-based study abroad programs

1. Budgeting

- a. Each study abroad program is expected to be financially self-sustaining over time and be accountable for good financial management practices.
- b. A projected budget must be completed by the Study Abroad Program Director and submitted to the sponsoring institution's Chief Business Officer or his/her designee.

2. The budgeting process for study abroad programs should be based on a reasonable projection of operating costs in the host country, including consideration of projected currency exchange rates.
 - a. The budget should clearly identify which expenses are to be paid from tuition and mandatory course fees and which expenses are to be paid from the student-specific program fee revenue.
 - b. The budget should specify if the expense is for the employee or students.
 - c. Program fee revenue should only be used for student expenses.
3. Budgeting for instructional costs paid from the unrestricted educational & general fund may consider both tuition revenues and state appropriations generated by student enrollments in study abroad programs, consistent with budgeting for other academic programs.
4. The college as a whole should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies that may arise during the operation of the program.

C. Registration and Fee Payment

1. Each institution is responsible for the charging of tuition (maintenance fees and/or out-of-state tuition) and fees, receipt of student payments, administering financial aid, registering students and reporting of grades in the same manner as domestic programs.
2. Study Abroad Offices and program directors should provide the Business Office necessary information about each student and his/her appropriate program charges no later than three weeks prior

to travel, so that these can be entered into the institution's student information system.

3. Study abroad fees generally consist of two components:
 - a. Tuition and mandatory student fees related to the actual registration for classes.
 - (1) All study abroad students (with the exception of TnCIS students-see 3.a.(3)) pay a minimum of tuition and applicable mandatory fees. However, this does not prohibit the use of scholarships from any source of funding to pay for the tuition and applicable mandatory fees.
 - (2) Tuition and mandatory fees should be assessed by the regular student information system when registration occurs.
 - (3) Institutions should not collect tuition for students enrolled in TnCIS study abroad programs. Regular tuition and any regular mandatory fees should be assessed and charged to an institutional scholarship expense account. However, TnCIS students will be assessed a TnCIS program fee.
 - b. Program specific fees (for travel, lodging, meals, exchange rate variance, etc.)
 - (1) These program fees should be assessed in the student information system whenever possible.
 - (2) The payment deadlines and refund schedules for these fees will vary from program to program.
4. Accounting

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

- (2) The institution may choose to refund residual balances in the restricted program fund among activity participants, within 60 days of completion of the trip, or use this money to establish and maintain a contingency account.
 - (3) The use of contingency funds must have the prior approval of the Study Abroad Office and the Business Office.
 - c. Financial activity attributable to TnCIS study abroad program revenues and disbursements should be recorded in the institution's agency fund.
- 5. Acquiring Goods and Services Abroad
 - a. To the maximum extent possible, arrangements for goods and services needed while abroad should be paid by the institution directly to the vendor.
 - (1) However, there are situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, institutions may utilize several methods to make payments while abroad.
 - (2) Any of the following can be used for purchases and expenses associated with a study abroad program:
 - (a) Procurement card;
 - (b) Check request;
 - (c) Stored value/pre-paid card;
 - (d) Traveler's check;

- (e) Cash advance/petty cash advance to an authorized institutional representative;
 - (f) Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow.
 - b. Study abroad programs should comply with all applicable TBR and institution policies regarding procurement and use of these payment methods.
- 6. Travel Advances/Petty Cash Advances
 - a. Each institution will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs.
 - b. Institutions may also allow for travel advances/petty cash to pay for large expenses abroad. However, due to the risks and responsibilities associated with petty cash, its use should be limited to those situations where other payment alternatives are not an option.
 - c. All cash advances should follow current institution policies.
 - d. The employee must include the estimated foreign expenses that will be required to be paid in cash, along with an explanation of why they cannot be paid for with a credit card or direct billing arrangement.
 - e. The employee must provide information to clearly show the business purpose of the expenses and documentation to support the expenses claimed.

- f. Within 30 days of return, the employee must complete a travel expense voucher and submit itemized receipts for all expenses paid from the advance.
 - (1) If the expenses were less than the amount of advance received, all remaining funds must be returned to the institution.
 - (2) If costs were more than what was provided in the advance for expenses that are approved or integrally related to the educational aspects of the program, the employee may receive reimbursement for these expenses.

7. Reimbursement

- a. Employees are responsible for keeping copies of original receipts to verify that expenses were valid and related to the program.
 - (1) If it isn't possible to obtain original receipts for program-related expenses, the employee must keep a log listing all expenses and ask the person providing the service or another person on the trip (preferably another employee) to sign and document what was provided.
 - (2) The institution will hold the employee financially responsible for all charges for which there are no receipts or log entries.
 - (3) The employee will also be responsible for all expenses that are not approved according to TBR or institution regulations, as well as those not integrally related to the educational aspects of the program.

- b. Whether the employee owes money back to the institution or is eligible for reimbursement, he/she is responsible for completing the Travel Expense Report and submitting it with all appropriate receipts within 30 days following their return to the United States.
 - (1) Reimbursements that are not submitted within a reasonable amount of time are considered taxable by the IRS and must be processed through the payroll system.
- c. The following items must be completed and submitted to the Business Office no later than 30 days after the conclusion of the study abroad trip:
 - (1) Documentation of foreign exchange rates used.
 - (a) This will only apply if funds were exchanged during the program. (www.oanda.com is a good resource for currency conversion)
 - (b) If currency is bought in advance, please provide documentation of the rate at which the currency was originally purchased.
- d. Required documentation of expenses – including receipts for goods and services purchased, and signature sheets for cash allowances distributed during the program.
 - (1) Do not include disallowed expenses on the Travel Expense Summary and Travel Expense Report. Examples of disallowed expenses include personal items, alcohol, etc.

- e. The Travel Expense Summary and a summary of travel advances should be submitted with the Travel Expense Report.
 - f. The Travel Expense Report must be filled out in U.S. dollars and signed by the Study Abroad Program Director or his/her designee, as well as the department chair before being submitted to the Business Office.
 - g. Upon return from the trip, remaining institution funds must be deposited in the Business Office.
 - h. If foreign currency was distributed to the program director in advance of the trip, documentation must be submitted with the Travel Expense Report. This also applies if foreign currency was returned to the Study Abroad/Business Office.
8. International Education Fee Usage
- a. Recognizing the need for flexibility while maintaining accountability, the TBR has established the optional assessment of an international education fee to be paid by each student enrolled in the institutions.
 - b. Individual institutions have authority to allocate funds to activities in support of globalization efforts for the campus, including international professional development of the faculty.
 - c. Institutions should use a portion of the revenue generated through the internationalization fee for study abroad scholarships.
 - d. Individual institutions are responsible for establishing an infrastructure to determine the allocation of the international

education fees collected from students to promote internationalization at the home institution. The infrastructure should include student representation or input received from the entire study body.

e. Employee Compensation/Benefits provided by Program Abroad

- (1) An allocation of salary and benefit costs for those involved in providing direct support for international programs are allowable but should be controlled and kept to a minimum.
- (2) A program shall provide upon request disclosure of any salaries and/or other benefits provided to any employee of a TBR institution which are paid for or subsidized by international education fees or secured from any vendor that is providing services to students.

f. Faculty Compensation

- (1) Faculty engaged in directing or teaching study abroad courses receive remuneration from their home institutions. Again, direct instructional cost should be charged to the appropriate departmental budget and not to the international education fee budget.
- (2) Faculty compensation for summer session and inter-session international educational programs whether campus-based or operated through the TnCIS are not subject to Policy 5.02.04.10 Faculty Compensation during Summer Session and Inter-sessions.

- (3) Faculty teaching or directing study abroad courses on behalf of the TnCIS must submit an Adjunct Faculty Contract and a travel authorization form at their home institution, which will be forwarded to the TnCIS Office by the home institution.
 - (4) For non-PSCC faculty, the TnCIS will process the contract through the PSCC Accounting Office, which will issue a Dual Services Agreement to the faculty member's home institution along with a purchase order.
 - (5) Institutions will invoice PSCC for the services to receive reimbursement for paying the faculty members directly for their service.
 - g. Faculty are expected to follow through on the agreed upon international study course and adhere to all institutional policies once abroad. In the event that a faculty member cancels their participation in the trip or is directed to return from a trip due to failure to follow institutional policies, the faculty member will be charged for any travel costs assumed by the institution in advance of the trip or the faculty member will be held responsible for costs associated with their return home.
9. Emergency Reserve/Contingency Fund
- a. The college, as a whole, should maintain sufficient unrestricted fund balances to ensure that the institution can meet reasonable contingencies, emergencies, and unforeseen problems of students, faculty, and staff engaged

in TBR sponsored or supported international programs or courses.

XIII. Use of Technology Abroad

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

TCP occurs during the courses of the sponsored activity to the federal agency is required.

B. European Union General Data Protection – EU GDPR

1. Faculty and institutions must comply with the provisions of Regulation (EU) 2016/679 (“Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data”, “the EU GDPR”), when students are participating in a program taking place in the European Union.
2. All students participating in programs in the European Union must sign NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS ON STUDY ABROAD IN THE EUROPEAN UNION (Ex. 1.).

Exhibits

For Exhibits, click the Attachments button at the top right of the page



Sources

Authority

T.C.A. § 49-8-203; All State and Federal statutes, codes, Acts, rules and regulations referenced in this procedure.

History

Board Meeting, March 26, 2009; Revision and incorporation of Guidelines A-076, B-130, and S-040 approved by Board on December 13, 2018, Revised at Board meeting April 7, 2020; Revisions approved at August 12, 2020 Special Called Board Meeting.

Related Policies

[4.02.01.00 Approvals of Agreements and Contracts \(formerly 1:03:02:10\)](#)

[4.02.10.00 Purchasing Policy](#)

[3.02.00.01 General Policy on Student Conduct & Disciplinary Sanctions](#)

[3.02.01.00 Student Due Process Procedure](#)

[S-020 Confidentiality of Student Records](#)

BOARD TRANSMITTAL

MEETING:	Committee Chairs Meeting
SUBJECT:	TBR Policy 2.01.02.00 Technical College Program Review and Approval
DATE:	August 26, 2025
PRESENTER:	Vice Chancellor Jothany Reed, Academic Affairs
PRESENTATION REQUIREMENTS:	5 Minutes
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

Effective June 15, the TCAT program review and approval process will transition from a quarterly to a **monthly submission schedule**.

This change is intended to provide greater flexibility and responsiveness, enabling our colleges to more effectively align with evolving workforce demands and employer partnerships. By moving to a monthly cycle, institutions will have more frequent opportunities to submit proposals, reducing delays and better supporting timely program development and implementation.

The below dates apply to all TCAT academic actions as outlined in Policy 2.01.02.00 – Technical College Program Review and Approval.

January 15
<ul style="list-style-type: none">Proposals will go to the Board at the beginning of February, with approval letters sent to schools at the beginning of March.

February 15
<ul style="list-style-type: none">Proposals will go to the Board at the beginning of March, with approval letters sent to schools at the beginning of April.

March 15

- Proposals will go to the Board at the beginning of April, with approval letters sent to schools at the beginning of May.

April 15

- Proposals will go to the Board at the beginning of May, with approval letters sent to schools at the beginning of June.

May 15

- Proposals will go to the Board at the beginning of June, with approval letters sent to schools at the beginning of July.

June 15

- Proposals will go to the Board at the beginning of July, with approval letters sent to schools at the beginning of August.

July 15

- Proposals will go to the Board at the beginning of August, with approval letters sent to schools at the beginning of September.

August 15

- Proposals will go to the Board at the beginning of September, with approval letters sent to schools at the beginning of October.

September 15

- Proposals will go to the Board at the beginning of October, with approval letters sent to schools at the beginning of November.

October 15

- Proposals will go to the Board at the beginning of November, with approval letters sent to schools at the beginning of December.

November 15

- Proposals will go to the Board at the beginning of December, with approval letters sent to schools at the beginning of January upon returning from the holiday break.

December- The Board does not approve programs in December

2.01.02.00 Technical College Program Review and Approval



Policy/Guideline Area

Academic Policies

Applicable Divisions

TCATs

Purpose

The Tennessee Board of Regents will provide the Tennessee Colleges of Applied Technology with the requirements for academic actions submitted in accordance with TBR Policy, which align with institutional accreditation standards.

Definitions

- Academic action includes any programmatic planned or unplanned substantive change as prescribed by the Council on Occupational Education.
- Council on Occupational Education (COE) is the national accrediting agency for the technical colleges.
- Establishment of a New Technical Program - a new technical program that differs from currently approved programs in the institution's program inventory.
- Diploma- awarded to students who have demonstrated the competencies required for a program whose total program length is at least 900 clock hours.
- Certificate- awarded to students who have demonstrated the competencies required for a program whose total program length is less than 900 clock hours.
- Supplemental Certificate- are non-credit awards, typically related to a special industry or special courses that do not lead to a Diploma or Certificate
- Curriculumlog- an online, interactive curriculum workflow system into which all technical college new programs and program modifications are cataloged.

Policy/Guideline

I. Introduction

- A. T.C.A. § 49-8-101 et seq. authorizing the establishment of the College System of Tennessee gives to the Tennessee Board of Regents (TBR) the power "to prescribe curricula and requirements for diplomas and degrees."
- B. Technical college curriculum groups led by designated curriculum chairs and program faculty determine course content or design and carry out curriculum revisions less extensive than those that the Board has reserved to itself or otherwise delegated.
- C. Institutions planning an academic action must submit an application through Curriculog and program development and implementation are contingent upon the academic action to include, but not limited to, new programs to the institution, new programs to the system, program modifications, and program duplication.
- D. This policy addresses:
 - 1. TCAT Program Proposals That Must Be Taken to the Board
 - 2. TCAT Program Proposals Approved by Board through Delegated Authority
 - 3. Academic Proposals Requiring Only Notification to the Vice Chancellor for Academic Affairs

II. Types of Procedures

- A. TCAT Program Proposals That Must Be Taken to the Board
 - 1. Beyond those delegated responsibilities, the Board reserves to itself the authority to review and approve all proposed actions pertaining to establishment of Diploma and Certificate programs. Establishment of a new technical program that differs in curriculum, delivery format and/or location designation from currently approved Diploma or Certificates in the institution's program inventory.

B. TCAT Program Proposals Approved by Board through Delegated Authority

1. Institutions shall request a program modification to the Vice Chancellor for Academic Affairs through Curriculog , proposals related to the following:
 - a. Establishment of Program Exit Points - A exit points may be established within an ongoing full-time program when the basic portion of the new option is the same as the ongoing program but with the addition of specialized units of instruction that result in an additional diploma level job title. Other examples include moving a program to an off-campus site, adding or deleting exit points, etc.
 - b. Consolidation of Existing -technical programs – consolidation is when two or more programs are consolidated into one program to meet industry demands. For example, the pipefitting program and the plumbing program is consolidated into the Pipefitting and Plumbing program.
 - c. Inactivation of a technical program - inactivation of a program may be requested when enrollment and placement factors indicate the program operation is not presently needed but it is the opinion of institution personnel that reactivation will be needed within a three-year period of time.
 - d. Termination of a career-technical program - termination of a program may be requested when enrollment and placement factors indicate the program is no longer needed in the institution's service area and it is the opinion of institution personnel that reactivation of the program is not expected in the foreseeable future.

- e. Duplicated programs offered in same location in different timeframe.
 - 2. Revision existing common program curriculum, should be submitted through the Exhibit 1 form. The revision of existing common program curriculum does not apply to supplemental courses and special industry training.
- C. Academic Proposals Requiring Only Notification to Vice Chancellor
- 1. Changes to existing academic programs not listed above, that require no new costs or minimal costs that the campus will fund through reallocation of existing resources or through sources such as grants and gifts, may be approved through an established process by the institution.
 - 2. The Vice Chancellor for Academic Affairs must be informed of such changes prior to implementation.
 - 3. Such action includes, but is not limited to, establishment of new credentials/exit points and changes such as the modification of the title of a program that does not affect another technical college program curriculum.
 - 4. Dual credit and dual enrollment agreements in compliance with TBR Policy 2.01.00.05.

III. Procedures

- A. Institutions wishing to effect changes that fall into any of the above categories will, therefore, comply with the following procedures.
 - 1. Regional notification of new programs must be sent through email to all community college presidents, chief academic officers, and presidents and vice-presidents of technical colleges. The notifications must include:

- a. Title of the proposed program
 - b. Anticipated date for submission to the Board for approval
 - c. Location of program delivery
 - d. Anticipated date of implementation
 - e. Clock hours/program length
 - f. Brief program description
2. Approval Route of Academic Proposals
 - a. Proposals for all new programs and other academic actions must be submitted through the TBR Curriculog system for review by the Vice Chancellor for Academic Affairs.
 - b. At the conclusion of the review, the Vice Chancellor for Academic Affairs will transmit the proposal along with the recommendation to the Tennessee Board of Regents.
3. Schedule for the Submission and Approval of Proposals
 - a. ~~The Board will consider proposals at each of its quarterly meetings.~~ Summaries of these proposed academic actions will be reported monthly or as needed, to the Board, with a 30-day period for Board review.
 - a. —
 - b. Proposals must, however, be submitted by the date established by the Office of Academic Affairs at which Board consideration is desired in order to permit adequate review by the staff.
 - c. The time required for this review will vary according to the nature of the proposal.
- B. Finally, the Board reserves the authority to review either directly or through the Chancellor all other actions affecting the technical college programs of its institutions.

- C. The Board shall receive from the Chancellor periodic reports on the status of technical college programs as well as on matters pertaining to student access and to quality.
 - D. For this purpose, institutions shall provide to the Chancellor or the Chancellor's designee the following and any other information specifically requested:
 - 1. Articulation Agreements: Articulation agreements between institutions or between distinct levels of programming (TBR Policy 2:01:00:03) at the same institution, if and when available;
 - 2. Accreditation Activities: Notice of scheduled self-studies, site visits, and other activities relative to institutional or programmatic accreditation and reaffirmation as well as a copy of the formal notice of accreditation or reaffirmation.
 - 3. Dual Enrollment agreements must be submitted through letter of notification and DocuSign.
- IV. Criteria for Reviewing Technical College Program Proposals
- A. A summary of the major criteria used by the TBR staff in evaluation of technical college proposals is presented below.
 - 1. The proposed action is appropriate to the mission, role, and scope of the institution.
 - 2. Need for the proposed action is evident from the supporting data on student interest, employer demand, and societal needs. Need must also be reflected in the projected level of student enrollment and the anticipated number of graduates.
 - 3. The proposed action does not constitute unnecessary duplication of technical programs available at other public institutions within the

region. Partnerships or collaborations should be considered whenever needs might be met with greater efficiency.

4. The proposed action should delineate a final award to be earned by the student. This shall be a Diploma if the program length is greater than 900 clock hours. This shall be a Certificate if the program length is less than 900 clock hours. The Chancellor must approve any exceptions.
5. The proposed action reflects appropriately innovative design and the best available pertinent knowledge.
6. The proposal documents the institution's ability to implement the proposed action in terms of:
 - a. fiscal resources,
 - b. support resources,
 - c. physical facilities, and
 - d. qualified personnel.
7. When the proposed action is supported in whole or in part by articulation with another institution or by affiliation with other agencies for the provision of clinical or internship experiences, such articulation or affiliation should be acknowledged in the program design and copies of the articulation or affiliation agreements should be appended to the proposal.
8. The proposed action is consistent with the achievement of the institution's goals.
9. The proposal includes information about the online delivery format (if applicable).

10. Proposals pertaining to programs should include a description of procedures for regular evaluation of the programs and units, including evaluation of the program's enrollment and productivity.
11. Proposals should include information related to accreditation, both COE and professional, and when applicable, provide a time frame for achieving the appropriate accreditation and approval certification from authorizing agencies.

V. Sources of Specific Criteria

A. Listed below are illustrative sources of specific criteria that serve as bases for staff decisions relative to technical college proposals.

1. TBR Policy No. 2.01.00.03, Principles for Articulation in Vocational/ Technical Education
2. TBR Policy No. 2.03.00.00, Admissions
3. TBR Policy No. 2.03.01.05, Academic Retention and Readmission at the Tennessee Colleges of Applied Technology

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

Authority content

History

March 17, 1989 State Board of Regents' Meeting; June 29, 2007 Quarterly Board Meeting; Revision TBR Board Meeting September 19 & 20, 2019.

Related Policies

[2.03.01.05 Academic Retention and Readmission at the Tennessee Colleges of Applied Technology](#)

[2.03.00.00 Admission at the Community Colleges](#)

2.01.02.00 Technical College Program Review and Approval



Policy/Guideline Area

Academic Policies

Applicable Divisions

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 - a. fiscal resources,
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7. When the proposed action is supported in whole or in part by articulation with another institution or by affiliation with other agencies for the provision of clinical or internship experiences, such articulation or affiliation should be acknowledged in the program design and copies of the articulation or affiliation agreements should be appended to the proposal.
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9. The proposal includes information about the online delivery format (if applicable).

10. Proposals pertaining to programs should include a description of procedures for regular evaluation of the programs and units, including evaluation of the program's enrollment and productivity.
11. Proposals should include information related to accreditation, both COE and professional, and when applicable, provide a time frame for achieving the appropriate accreditation and approval certification from authorizing agencies.

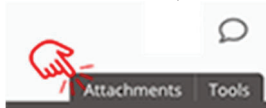
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Related Polices

[2.03.01.05 Academic Retention and Readmission at the Tennessee Colleges of Applied Technology](#)

[2.03.00.00 Admission at the Community Colleges](#)

BOARD TRANSMITTAL

MEETING:	Committee Chairs Meeting
SUBJECT:	TBR Policy 1.11.00.00, Development and Approval of Policies (revisions)
DATE:	August 26, 2025
PRESENTER:	Brian Lapps, General Counsel
PRESENTATION REQUIREMENTS:	5 minutes
ACTION REQUIRED:	Discussion
STAFF RECOMMENDATION:	Not Applicable

Summary:

The proposed revisions to this policy, which governs how system-wide policies and guidelines are created and revised, have three main purposes:

1. To clarify when a College policy may vary from or supplement a System policy, thus bringing more uniformity across the System;
2. To reflect current practices; and
3. To condense and simplify the policy.

The revisions are designed to increase standardization across the TBR System while providing the necessary flexibility. System-wide policies and guidelines must be in effect for all Colleges, except under limited and defined circumstances. No College policy may be inconsistent with a System policy unless authorized by Policy 1.11.00.00 or the Chancellor authorizes an exception.

Colleges may link to or otherwise adopt System-wide policies, and Colleges may create a separate version with no material changes. College policies may be implemented to apply a System-wide policy or where there is no System-wide policy. College policies may vary in limited circumstances, including to implement stricter financial controls and when a System-wide policy calls for creation of a College policy.

Little flexibility is permitted for policies relating to student issues; discrimination, harassment, and EEO matters; safety and security; constitutional, statutory, and regulatory requirements; and employee benefits, leave, etc.

The revision also calls for a style guide, which will be an exhibit, that can be updated more easily.

The revisions have been approved by the Presidents Council, and before that the IT Subcouncil, the Business Affairs Subcouncil, the Joint Academic Affairs and Student Affairs Subcouncil, and the Faculty Subcouncil. The policy received three readings at the latter two subcouncils.

A clean version and tracked changes version are attached.

1.11.00.00 Development and Approval of Policies and Procedures 1.11.00.00 Development and Approval of Policies and Guidelines 1.11.00.00 Development and Approval of Policies and Procedures



Policy/Guideline Area

Governance, Organization, and General Policies

Applicable Divisions

System Office

Purpose

The purpose of this policy is to provide for uniformity in the drafting, review, revision, and approval of all Board ~~established~~ system-wide policies and guidelines, procedures.

Definitions

- Policy – A written statement that mandates, specifies, or prohibits behavior to express basic values of the TBR system, enhance the TBR mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.
- Guideline or Procedure— The ~~specific~~ operational steps required to accomplish an action that necessitates specific instructions. Generally, a ~~procedure guideline- or procedure~~ will pertain to implementation of a Policy. Procedure Guidelines and procedures may also provide guidance for behavior on issues that are not dictated by Policy. A Guideline may occasionally be referred to as a “Procedure.”
- College Policy – A College Policy is any College-specific written statement of general applicability that meets the definition of a Policy or a Guideline, or which otherwise sets forth standards or formalizes operations at a College, regardless of the label assigned to the document (e.g., policy, procedure, guideline, guidance, interpretive statement, handbook, etc.) and regardless of whether the document applies College-wide or to certain operational unit(s) of the College. “College Policy”

does not include course syllabi and similar sets of expectations set by instructors for their individual classes.

- Responsible Party – The System Office person, office, or group charged with oversight of a Policyies and procedure or Gguidelines related to their area of responsibility.

Policy/Guideline

~~**For purposes of this policy, procedure(s) refers to current guideline(s).~~

I. Applicability of System-Wide Policies and Guidelines

A. TBR system-wide Policies and Guidelines are in effect for all TBR Colleges, except under limited, defined circumstances and exceptions as set out in this Policy. Reasons for system-wide uniformity include increasing consistency of operations; ensuring compliance with applicable laws, regulations, and standards; minimizing litigation, financial, audit, and other risks; and reducing potential conflict between a system-wide Policy or Guideline and a College Policy.

1. Pursuant to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and Council on Occupational Education (COE) standards, a College is permitted to rely on and/or to adopt TBR-approved policies and guidelines without further review by a College committee.

B. Implementation of System-Wide Policies and Guidelines

1. A College may link to or otherwise adopt system-wide Policies and Guidelines.
2. Alternately, a College may create a separate version of system-wide Policies and Guidelines, in which case College Policies:

- a. Must be substantively identical to and consistent with system-wide Policies and Guidelines;
 - b. Must not contain any material additions, material omissions, or other material differences;
 - c. May be customized with color schemes and logos;
 - d. May provide College-specific information to assist the reader, such as contact information for College offices or employees;
 - e. May be re-numbered or reorganized;
 - f. May omit Policies and Guidelines not applicable to the College (e.g., Policies related to system governance; Policies designed for TCATs, if a Community College; Guidelines applicable to the System Office; etc.); and
 - g. May make other non-substantive, non-material changes.
- C. Board-approved Policies, including revisions, are effective and applicable to all Colleges ten business days after Board approval, unless the Board sets a different effective date. TBR Guidelines, including revisions, approved by the Presidents Council are effective and applicable to all Colleges ten business days after approval by the Presidents Council, unless the Presidents Council sets a different effective date.
 - 1. If a College creates a separate version of system-wide Policies and Guidelines, a College must have in place a mechanism to implement new system-wide Policies and Guidelines, as well as revisions, on the effective date. To do so, Colleges are expected to monitor the Presidents Council and Board agendas to implement Policies and Guidelines, including revisions, as of the effective dates. If permitted by this Policy, a College may make additional

revisions in accordance with College processes either as of the effective date or later.

D. No College Policy shall be inconsistent with a system-wide Policy or Guideline unless authorized by this Policy, or unless the Chancellor or designee approves an exception. Any request for an exception that is not authorized by this Policy must first be directed to the Office of General Counsel for legal advice.

E. College Policies may be implemented to increase operational efficiencies or otherwise to advance the mission of the College in certain circumstances. These situations include the need to operationalize or to apply a system-wide Policy or Guideline to the specifics of the College; to implement a College Policy where there is no applicable system-wide Policy or Guideline; or to provide a level of fiscal oversight by the College greater than required by a system-wide Policy or Guideline. Examples of areas in which Colleges retain flexibility to draft College Policies are as follows.

1. A College may implement financial controls more strict than required by a system-wide Policy or Guideline, after getting approval from the Vice Chancellor for Business and Finance;
2. If a system-wide Policy or Guideline directs the creation of a College Policy, the College Policy shall not be inconsistent with any system-wide Policy or Guideline;
3. Training documents that explain a system-wide Policy or Guideline. (Documents purporting to summarize Policies and Guidelines are highly discouraged.)

F. In certain areas, Colleges retain little or no flexibility to create new College Policies or to make any substantive modifications to system-wide Policies and Guidelines, including those relating to:

1. Student matters (i.e., system-wide Policies beginning with “3” and system-wide Guidelines beginning with “S”);
2. Discrimination, equal employment opportunity, and harassment (i.e., those implementing civil rights laws, including, but not limited to, TBR Guideline P-080 and system-wide Policies beginning with a “6”);
3. Safety and security (i.e., system-wide policies beginning with a “7”);
4. Constitutional rights;
5. Statutory, regulatory, and other legal requirements; and
6. Employee benefits, leave, disciplinary standards, and most other aspects of personnel Policies and Guidelines.

II. Policy and Procedure Initiation and Revision

- A. New and revised system-wide Policies and Guidelines may be initiated
Initiation and/or revision of a system policy or procedure is the
responsibility of either by an the established Sub-councils or System
Office administration and the Office of General Counsel. Responsibility for
policy areas is generally as follows:
1. Safety and Security Policies and Guidelines – Office of General Counsel; Campus Safety and Security.
 2. Sexual Discrimination/Harassment/Misconduct Policies and Guidelines – Office of General Counsel.
 3. Personnel Policies and Procedure Guidelines – Office of Business and Finance (Human Resources Department).
 4. Business and Finance Policies and Procedure Guidelines – Office of Business and Finance; Internal Audit.
 5. Student Policies and Procedure Guidelines – Office of Policy and Strategy Student Success Services, Student Affairs Sub-council.

6. Academic Policies and Procedure Guidelines– Office of Academic Affairs.
7. Governance, Organization, and General Policies and Procedure Guidelines – Office of General Counsel, Office of Information Technology.
- 7.8. Marketing and Communications Policies and Guidelines – Department of Marketing, Digital Strategy, and Public Relations.
- 8.9. The Chancellor or the Board of Regents may ~~also~~ designate a responsible party for the initiation or revision of a Ppolicy or proceduregGuideline.
10. All Ppolicies and proceduregGuidelines ~~will~~ should be reviewed and revised or deleted as needed, but not less than every five (5) years.
11. When proposing revisions to a Ppolicy or Gguideline, or when proposing a new Ppolicy or Gguideline, the responsible party shall obtain from the Office of General Counsel the current version of the Ppolicy or Gguideline or the template for a new Ppolicy or Gguideline. Using an OGC-provided document will ensure that revisions are made to the correct version of the document, will bring consistency to formatting, and will enable the new or revised document to be loaded into the policy management software.
12. Policies must comply with the Style Guide identified in Exhibit 1.
- ~~9. The responsible party must follow the procedures set forth in the Procedures Section.~~
- ~~10. All proposed policies (with or without procedures) must be initiated using the Policy Template (Exhibit 1)~~

~~11. All revisions of existing policies or procedures must be initiated using a Word copy of that policy or procedure located here: Z:\TBR Central Office\Policy and Procedure Word Copies~~

13. The General Counsel is responsible for compilation, organization and maintenance of all system pPolicies and gGuidelinesprocedures and may make such changes to the organization of the Ppolicies and Gguidelinesprocedures as ~~they~~ deem necessary.

~~12.~~14. The General Counsel is responsible for disseminating new and revised policies and guidelines to the Colleges.

~~College policies and guidelines must be consistent with system-wide policies and guidelines, or guideline may include a substantive system-wide administrative rule. See 0240 – Board of Regents (tnsosfiles.com).~~

~~IIII.~~ Policy and Guideline~~Procedure~~ Initiation and Review

A. Proposed Ppolicies and Gguidelinesprocedures.

- ~~When a policy or procedure is proposed, t~~The responsible party shall send an original draft to the Office of General Counsel; prior to any action by any sub-council.
- The General Counsel or designee will review the proposed Ppolicy or ~~procedure~~gGuideline for legal sufficiency and consistency with existing Ppolicies and ~~procedure~~gGuidelines.
- In consultation with the Chancellor and appropriate Vice-Chancellors, the General Counsel will review the Ppolicy or ~~procedure~~gGuideline for necessity and consistency with the goals and mission of the TBR system and for proper classification as a Ppolicy or ~~procedure~~gGuideline, and will also designate which sub-councils will review the Ppolicy or ~~procedure~~gGuideline, and -then

return it to the responsible party for action by the designated sub-council(s). The Chancellor has the discretion to send a Ppolicy or procedureGguideline directly to the President's Council and/or Board for consideration, when necessary.

4. The responsible party or designee will present the Ppolicy or procedureGguideline to the designated sub-council(s) for review and action.
 - a. A procedureGguideline approved in sub-council without further revision is then transmitted by the responsible party to the Presidents Council for considerationapproval on a transmittal form and in the manner directed by the Chancellor's Office. (Exhibit 2, Sample President Meeting Transmittal)
 - b. A procedureGguideline requiring further revision in sub-council should be reviewed by General Counsel or designee prior to being transmitted to the a-Presidents Council Meeting.
 - c. A procedureGguideline approved by at the Presidents Council Meeting will be effective on the date designated in the procedureGguideline and will be posted to the TBR Policies and ProcedureGuidelines website no later than the effective date.
 - d. A proposed procedureGguideline that is not approved at by the Presidents Council Meeting will be returned to the responsible party for further review, revision, and possible presentation at a subsequent Presidents Council mMeeting.

- e. A Ppolicy approved by ~~at~~ the Presidents Council ~~Meeting~~ will be transmitted through the appropriate committee to the Board of Regents for approval consideration on a form provided by the Board Secretary and in the manner directed by the Board Secretary. ~~(Exhibit 3, Sample Board Meeting Transmittal)~~
 - f. A Ppolicy that does not receive approval at ~~by~~ the Presidents Council will be returned to the responsible party. If the Chancellor approves, ~~T~~the responsible party may choose to transmit the Ppolicy through the appropriate committee to the Board, noting the lack of approval by ~~of~~ the Presidents Council.
5. A Ppolicy approved by the Board of Regents will be effective as set forth above in this Policy ~~on the date designated in the policy~~ and will be posted to the TBR Policies and Procedure Guidelines website no later than the effective date.
6. A Ppolicy not approved by the Board will be returned to the responsible party for further review, revision, and possible presentation at subsequent President's Council and Board Meetings.
- B. Revision or Rescission of Existing Policies and Procedure Guidelines.
- 1. Revisions or rescission of existing Ppolicies and proceduregGuidelines will follow the same process as newly proposed Ppolicies and proceduregGuidelines, ~~minus the assigning of numbers and going to the Chancellor.~~

III. IV. Ministerial Changes to Policies and Procedure Guidelines

A. The General Counsel is authorized to make ministerial revisions to

Policies and Guidelines:

1. To bring the Policy or Guideline into compliance with a statutory, regulatory, or other legal requirement;
2. To correct a clerical or other typographical error; or
3. To make an administrative change (e.g., the title of an administrator, or office, or document) Any policy or procedure that requires revision, due to a statutory or administrative change or a clerical error (changes in state or federal statutes or regulations, institution name/employee title changes, incorrect grammar or spelling), that will not change the substantive meaning of the Policy or procedure Guideline, may be presented to General Counsel for review and approval for a ministerial revision. Such ministerial revisions will be made by the Office of General Counsel.

- B. Exhibits to Policies and procedure Guidelines (forms, templates, sample contracts, etc.) do not require approval by the Presidents Council or Board ~~Meetings~~. New or revised exhibits are ~~should be~~ reviewed and approved by the responsible party for the subject Policy or procedure Guideline.

Procedures

~~The following procedure provides for uniformity in draft, review, and submittal of all system wide policies, procedures, and resource documents. These procedures apply to all TBR Institutions and system-wide employees.~~

~~I. Introduction~~

- ~~A. The System office establishes the following procedures to be followed when proposing new policies, procedures, and resource documents, or revising current policies, procedures, and resource documents.~~

~~1. Proposed Policy, Procedure, or Resource Document—Initiation~~

- ~~a. All proposed policies or procedures must begin with the initiator using one of the templates attached as exhibits to policy 1.11.00.00.~~
- ~~b. Exhibit 1—Policy & Procedure Template~~
- ~~c. Resource Documents will use Exhibit 1.~~
- ~~d. A clean copy of all proposed policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency, and assignment of number prior to any action being taken by the sub-council(s).~~
- ~~e. The copy must be in Word format on the appropriate template, using the following letter and numbering format:
 - ~~(1) Format as I.A.1.a.(1)(a)(i)~~
 - ~~(2) Do not use preset numbering lists for sections and sub-sections. Use “Increase Indent” or “Decrease Indent” in the Paragraph Format section, as needed.~~
 - ~~(3) All Sections and sub-sections must be numbered or lettered. No “stand alone” sections, sub-sections or sentences, except for asterisk notes.~~
 - ~~(4) One space only instead of 2 after a period or (.), or any other sentence ending symbol.~~
 - ~~(5) When adding definitions in that section of the template, leave a line space between them: no numbering, bullet points or other indicators.~~~~

~~(a) — If definitions are going to be defined in the body of the policy instead of in definitions, state that in the definition section.~~

~~2. — Policy, Procedure, or Resource Document Revision~~

~~a. — All policy or procedure revisions must begin with the initiator using the current Word copy of the policy or procedure.~~

~~(1) — At this time the current Word copy in proper format is available at Z:\TBR Central Office\Policy and Procedure Word Copies~~

~~(2) — To show revisions, use Bold strike through (**abc**) for deletions and bold, underline (**abc**) for additions. Do not use track changes.~~

~~(3) — Keep the current formatting in place. Add or delete sections and sub-sections as needed.~~

~~(4) — Only the affected sections need to be submitted, not the entire policy or procedure. Make sure Section heading is shown.~~

~~b. — A copy of all proposed revisions to policies and procedures must be submitted by the appropriate sub-council designee to the Office of General Counsel for review of legal sufficiency.~~

~~c. — Following legal review and sub-council approval, all policies, procedures, and resource documents must be prepared for transmittal to an upcoming Presidents Meeting, and/or Board Meeting.~~

~~d. — Policies, System Office Policies, and Resource Documents require TBR Board Approval.~~

~~e. Procedures require only President's Council approval.~~

~~f. Exhibits to policy or procedure require approval by the responsible party for the subject policy or procedure.~~

~~II. Transmittal of Policies, Procedures, and Resource Documents~~

~~A. A copy of all policies, procedures, and resource documents that have sub-council(s) approval and are ready for transmittal shall be prepared for transmittal by a designee of the responsible department.~~

~~1. Transmittal to Office of General Counsel~~

~~a. Prior to transmittal for the Presidents Meeting, the department designee will email a copy of the sub-council approved new or revised policy or procedure to the General Counsel designee in Word format. No clean copy needed unless asked for. No transmittal page needed.~~

~~2. Transmittal for Presidents Meeting~~

~~a. Prior to material due date for Presidents Meeting, each department designee will:~~

~~(1) Convert the Word copy of a new policy, resource document, or procedure to PDF format.~~

~~(2) Convert the Word copy of a revised policy, resource document, or procedure to PDF format.~~

~~(3) Prepare a transmittal page for each policy or procedure in PDF format.~~

~~(a) The transmittal page must include a summary of the purpose of the new policy or procedure, or of the revisions to a current policy or procedure.~~

- ~~(b) — Exhibit 2 to Policy 1.11.00.00 — sample transmittal summary for new policies and procedures to President Meeting.~~
 - ~~(c) — Exhibit 3 to Policy 1.11.00.00 — sample transmittal summary for revised policies and procedures to Board Meeting.~~
 - ~~(4) — Combine PDF transmittal page and PDF policy, resource document, or procedure into one PDF transmittal file.~~
 - ~~(5) — Email each transmittal file to the Chancellor's Executive Assistant or designee for appropriate dissemination.~~
 - ~~b. — As soon as possible after the Presidents Meeting, the department designee will notify General Counsel designee regarding all procedures that passed.~~
 - ~~(1) — Provide a new marked up Word copy if any revisions were made at the Presidents Meeting.~~
- ~~3. — Transmittal for Board Meeting~~
- ~~a. — Prior to material due date for Board Meeting, each department designee will:~~
 - ~~(1) — Prepare a transmittal page for each policy in or resource document in word format and convert to PDF format.~~
 - ~~(2) — Combine PDF transmittal page and PDF policy or resource document into one PDF transmittal file.~~

- ~~(3) — Email each transmittal file, and a word copy of the transmittal sheet, to the Board Secretary or designee for appropriate dissemination.~~
- ~~b. — As soon as possible after the Board Meeting, the department designee will notify General Counsel designee regarding all policies and resource documents that passed.~~
- ~~(1) — Provide a new marked up Word copy if any revisions were made at the Board Meeting.~~

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

T.C.A. § 49-8-203

History

NEW Policy approved by Board, June 23, 2017; ministerial revisions to exhibits and their references, June 26, 2018; Revision approved at Board Meeting June 20, 2019; Revision approved at Board Meeting September , 2025.

1.11.00.00 Development and Approval of Policies and Procedures



Policy/Guideline Area

Governance, Organization, and General Policies

Applicable Divisions

System Office

Purpose

The purpose of this policy is to provide for uniformity in the drafting, review, revision, and approval of all Board-established system-wide policies and guidelines..

Definitions

- Policy – A written statement that mandates, specifies, or prohibits behavior to express basic values of the TBR system, enhance the TBR mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.
- Guideline – The operational steps required to accomplish an action that necessitates specific instructions. Generally, a guideline or will pertain to implementation of a Policy. Guidelines may also provide guidance for behavior on issues that are not dictated by Policy. A Guideline may occasionally be referred to as a “Procedure.”
- College Policy – A College Policy is any College-specific written statement of general applicability that meets the definition of a Policy or a Guideline, or which otherwise sets forth standards or formalizes operations at a College, regardless of the label assigned to the document (e.g., policy, procedure, guideline, guidance, interpretive statement, handbook, etc.) and regardless of whether the document applies College-wide or to certain operational unit(s) of the College. “College Policy” does not include course syllabi and similar sets of expectations set by instructors for their individual classes.

- Responsible Party – The System Office person, office, or group charged with oversight of a Policy or Guideline related to their area of responsibility.

Policy

I. Applicability of System-Wide Policies and Guidelines

- A. TBR system-wide Policies and Guidelines are in effect for all TBR Colleges, except under limited, defined circumstances and exceptions as set out in this Policy. Reasons for system-wide uniformity include increasing consistency of operations; ensuring compliance with applicable laws, regulations, and standards; minimizing litigation, financial, audit, and other risks; and reducing potential conflict between a system-wide Policy or Guideline and a College Policy.

1. Pursuant to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and Council on Occupational Education (COE) standards, a College is permitted to rely on and/or to adopt TBR-approved policies and guidelines without further review by a College committee.

B. Implementation of System-Wide Policies and Guidelines

1. A College may link to or otherwise adopt system-wide Policies and Guidelines.
2. Alternately, a College may create a separate version of system-wide Policies and Guidelines, in which case College Policies:
 - a. Must be substantively identical to and consistent with system-wide Policies and Guidelines;
 - b. Must not contain any material additions, material omissions, or other material differences;

- c. May be customized with color schemes and logos;
 - d. May provide College-specific information to assist the reader, such as contact information for College offices or employees;
 - e. May be re-numbered or reorganized;
 - f. May omit Policies and Guidelines not applicable to the College (e.g., Policies related to system governance; Policies designed for TCATs, if a Community College; Guidelines applicable to the System Office; etc.); and
 - g. May make other non-substantive, non-material changes.
- C. Board-approved Policies, including revisions, are effective and applicable to all Colleges ten business days after Board approval, unless the Board sets a different effective date. TBR Guidelines, including revisions, approved by the Presidents Council are effective and applicable to all Colleges ten business days after approval by the Presidents Council, unless the Presidents Council sets a different effective date.
 - 1. If a College creates a separate version of system-wide Policies and Guidelines, a College must have in place a mechanism to implement new system-wide Policies and Guidelines, as well as revisions, on the effective date. To do so, Colleges are expected to monitor the Presidents Council and Board agendas to implement Policies and Guidelines, including revisions, as of the effective dates. If permitted by this Policy, a College may make additional revisions in accordance with College processes either as of the effective date or later.
- D. No College Policy shall be inconsistent with a system-wide Policy or Guideline unless authorized by this Policy, or unless the Chancellor or designee approves an exception. Any request for an exception that is not

authorized by this Policy must first be directed to the Office of General Counsel for legal advice.

- E. College Policies may be implemented to increase operational efficiencies or otherwise to advance the mission of the College in certain circumstances. These situations include the need to operationalize or to apply a system-wide Policy or Guideline to the specifics of the College; to implement a College Policy where there is no applicable system-wide Policy or Guideline; or to provide a level of fiscal oversight by the College greater than required by a system-wide Policy or Guideline. Examples of areas in which Colleges retain flexibility to draft College Policies are as follows.
1. A College may implement financial controls more strict than required by a system-wide Policy or Guideline, after getting approval from the Vice Chancellor for Business and Finance;
 2. If a system-wide Policy or Guideline directs the creation of a College Policy, the College Policy shall not be inconsistent with any system-wide Policy or Guideline;
 3. Training documents that explain a system-wide Policy or Guideline. (Documents purporting to summarize Policies and Guidelines are highly discouraged.)
- F. In certain areas, Colleges retain little or no flexibility to create new College Policies or to make any substantive modifications to system-wide Policies and Guidelines, including those relating to:
1. Student matters (i.e., system-wide Policies beginning with “3” and system-wide Guidelines beginning with “S”);
 2. Discrimination, equal employment opportunity, and harassment (i.e., those implementing civil rights laws, including, but not limited

to, TBR Guideline P-080 and system-wide Policies beginning with a “6”);

3. Safety and security (i.e., system-wide policies beginning with a “7”);
4. Constitutional rights;
5. Statutory, regulatory, and other legal requirements; and
6. Employee benefits, leave, disciplinary standards, and most other aspects of personnel Policies and Guidelines.

II. Policy and Guideline Initiation and Revision

A. New and revised system-wide Policies and Guidelines may be initiated either by an established Sub-council or System Office administration. Responsibility for policy areas is generally as follows:

1. Safety and Security Policies and Guidelines – Office of General Counsel; Campus Safety and Security.
2. Sexual Discrimination/Harassment/Misconduct Policies and Guidelines – Office of General Counsel.
3. Personnel Policies and Guidelines – Office of Business and Finance (Human Resources Department).
4. Business and Finance Policies and Guidelines– Office of Business and Finance; Internal Audit.
5. Student Policies and Guidelines – Office of Policy and Strategy.
6. Academic Policies and Guidelines– Office of Academic Affairs.
7. Governance, Organization, and General Policies and Guidelines – Office of General Counsel, Office of Information Technology.
8. Marketing and Communications Policies and Guidelines – Department of Marketing, Digital Strategy, and Public Relations.

9. The Chancellor or the Board of Regents may designate a responsible party for the initiation or revision of a Policy or Guideline.
10. All Policies and Guidelines should be reviewed and revised or deleted as needed, but not less than every five (5) years.
11. When proposing revisions to a Policy or Guideline, or when proposing a new Policy or Guideline, the responsible party shall obtain from the Office of General Counsel the current version of the Policy or Guideline or the template for a new Policy or Guideline. Using an OGC-provided document will ensure that revisions are made to the correct version of the document, will bring consistency to formatting, and will enable the new or revised document to be loaded into the policy management software.
12. Policies must comply with the Style Guide identified in Exhibit 1.
13. The General Counsel is responsible for compilation, organization and maintenance of all system Policies and Guidelines and may make such changes to the organization of the Policies and Guidelines as necessary.
14. The General Counsel is responsible for disseminating new and revised policies and guidelines to the Colleges.

III. Policy and Guideline Initiation and Review

A. Proposed Policies and Guidelines.

1. The responsible party shall send an original draft to the Office of General Counsel prior to any action by any sub-council.
2. The General Counsel or designee will review the proposed Policy or Guideline for legal sufficiency and consistency with existing Policies and Guidelines.

3. In consultation with the Chancellor and appropriate Vice-Chancellors, the General Counsel will review the Policy or Guideline for necessity and consistency with the goals and mission of the TBR system and for proper classification as a Policy or Guideline, and will also designate which sub-councils will review the Policy or Guideline, and then return it to the responsible party for action by the designated sub-council(s). The Chancellor has the discretion to send a Policy or Guideline directly to the President's Council and/or Board for consideration, when necessary.
4. The responsible party or designee will present the Policy or Guideline to the designated sub-council(s) for review and action.
 - a. A Guideline approved in sub-council without further revision is then transmitted by the responsible party to the Presidents Council for consideration on a transmittal form and in the manner directed by the Chancellor's Office.
 - b. A Guideline requiring further revision in sub-council should be reviewed by General Counsel or designee prior to being transmitted to the Presidents Council.
 - c. A Guideline approved by the Presidents Council will be effective on the date designated in the Guideline and will be posted to the TBR Policies and Guidelines website no later than the effective date.
 - d. A proposed Guideline that is not approved by the Presidents Council will be returned to the responsible party for further review, revision, and possible presentation at a subsequent Presidents Council meeting.
 - e. A Policy approved by the Presidents Council will be transmitted through the appropriate committee to the Board

of Regents for consideration on a form provided by the Board Secretary and in the manner directed by the Board Secretary.

- f. A Policy that does not receive approval by the Presidents Council will be returned to the responsible party. If the Chancellor approves, the responsible party may choose to transmit the Policy through the appropriate committee to the Board, noting the lack of approval by the Presidents Council.

- 5. A Policy approved by the Board of Regents will be effective as set forth above in this Policy and will be posted to the TBR Policies and Guidelines website no later than the effective date.
- 6. A Policy not approved by the Board will be returned to the responsible party for further review, revision, and possible presentation at subsequent President's Council and Board Meetings.

B. Revision or Rescission of Existing Policies and Guidelines.

- 1. Revisions or rescission of existing Policies and Guidelines will follow the same process as newly proposed Policies and Guidelines..

IV. Ministerial Changes to Policies and Guidelines

A. The General Counsel is authorized to make ministerial revisions to Policies and Guidelines:

- 1. To bring the Policy or Guideline into compliance with a statutory, regulatory, or other legal requirement;
- 2. To correct a clerical or other typographical error; or
- 3. To make an administrative change (e.g., the title of an administrator, office, or document) that will not change the substantive meaning of the Policy or Guideline.

- B. Exhibits to Policies and Guidelines (forms, templates, sample contracts, etc.) do not require approval by the Presidents Council or Board. New or revised exhibits are reviewed and approved by the responsible party for the subject Policy or Guideline.

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

T.C.A. § 49-8-203

History

NEW Policy approved by Board, June 23, 2017; ministerial revisions to exhibits and their references, June 26, 2018; Revision approved at Board Meeting June 20, 2019; Revision approved at Board Meeting September __, 2025.

TENNESSEE BOARD OF REGENTS
Committee Meetings
Thursday, September 18, 2025 – 1:00 p.m. (Eastern)
Agenda

- I. Committee on Academic Policies and Programs and Student Life
 - A. Consent Agenda
 - 1. Revisions to TBR Policy 2.01.02.00 Technical College Program Review and Approval
 - 2. Revisioning of TBR Policy 2.08.10.00 to New TBR Policy 3.08.10.00 Development & Operation of Global Studies Programs
 - B. Institutional Mission Profiles (*Deaton*)
 - C. Proposed TBR 2025-2035 Strategic Plan (*Deaton*)
 - D. Student Access and Success Trends (*Deaton*)
 - E. Learning Support and the TN Coaching Project (*Moreland*)
 - F. Connecting Strategy and Opportunity: The Office of Strategic Enrollment and Statewide Dual Enrollment Work (*Grant*)
 - G. Student Success and Strategic Partnerships
 - Launch of Center for Global Innovation, Partnerships, and Student Success (*Leming*)
 - Report of Center for Innovation in Teaching and Learning - Year One
- II. Committee on Personnel and Compensation
 - A. Faculty Emeriti (*Reed*)
- III. Committee on Workforce Development
 - A. Center for Workforce Development Update (*McCormick/Sisk*)
- IV. Committee on External Affairs
 - A. Athletics Update (*McCormick/Perkins/Whaley*)
 - B. Legislative Priorities (*McCormick/Williams*)
- V. Committee on Finance and Business Operations
 - A. Legislative Priorities Budget Request (*Fox/McCormick*)

- This meeting will be hosted at the Knox Regional Health Science Education Center in Knoxville and will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/september-2025-quarterly-board-meeting>. Those interested in attending may contact the [Board Secretary](#) for security access or accommodations.
- Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#).

TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
Friday, September 19, 2025 – 9:30 a.m. (Eastern)
Agenda

- I. **Minutes**
 - A. June 13, 2025 Quarterly Board Meeting
 - B. August 6, 2025 Special Called Meeting
- II. **Report of Interim Action**
- III. **Report of the Committees**
 - A. Report of the Academic Policies and Programs/Student Life Committee Meeting on September 18, 2025
 - B. Report of the External Affairs Committee Meeting on September 18, 2025
 - C. Report of the Workforce Development Committee Meeting on September 18, 2025
 - D. Report of the Audit Committee Meeting on August 26, 2025
 - E. Report of the Finance and Business Operations Committee Meeting on September 18, 2025
 - F. Report of the Personnel and Compensation Committee Meeting on September 18, 2025
- IV. **Report of the Chancellor**
- V. **Unfinished Business**
- VI. **New Business**
 - A. Consent Agenda
 - Revisions to TBR Policy 1.11.00.00, Development and Approval of Policies
 - B. Consideration of Proposed Changes to TBR Bylaws
 - C. Proposed 2026 Meeting Dates

- *This meeting will be hosted at the Knox Regional Health Science Education Center in Knoxville and will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/september-2025-quarterly-board-meeting>. Those interested in attending may contact the [Board Secretary](#) for security access or accommodations.*
- *Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#).*