

## **Presidents Council Quarterly Virtual Meeting Agenda**

**August 6 , 2025**

1. Opening Remarks – Chancellor Tydings
2. Nuclear Fund – Braden Stover TN ECD
3. Roll Call – Mary Ann Hammonds

### **Policy and Guidelines – Russ Deaton**

4. Revisions to TBR Policy 2.01.02.00 Technical College Program Review and Approval (attachment) – Tachaka Hollins
5. Revisions to TBR Policy 1.11.00.00 Development and Approval of Policies and Procedures & Exhibit 1 – 1.11.00.00 (attachment) – Brian Lapps
6. Proposed TBR Policy 3.08.10.00 Global Studies Policies and Guidelines (attachment) – Heidi Leming & Tracey Bradley

### **Informational – Russ Deaton**

7. The Science of Insight, The Art of Cooking – Chris Whaley and Jamie Stringer
8. Ministerial Revisions to Leave Policies – Brian Lapps
9. Revised Divisive Concepts Notice (attachment) - Brian Lapps
10. Ellucian Update – Jon Calisi
11. External Affairs Update – Kim McCormick
12. Other Business
13. Adjourn

**Presidents Quarterly Meeting  
August 6, 2025**

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**SUBJECT:** Revisions to TBR Policy 2.01.02.00 Technical College Program Review and Approval

**PRESENTER:** Assistant Vice Chancellor Tachaka Hollins

**LENGTH OF PRESENTATION:** *(5 minutes)*

**ACTION REQUIRED:** Requires Vote

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**Summary:**

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.

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



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



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



<b>April 15</b>
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| <ul style="list-style-type: none"><li>Proposals will go to the Board at the beginning of May, with approval letters sent to schools at the beginning of June.</li></ul> |
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<b>May 15</b>
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| <ul style="list-style-type: none"><li>Proposals will go to the Board at the beginning of June, with approval letters sent to schools at the beginning of July.</li></ul> |
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<b>June 15</b>
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| <ul style="list-style-type: none"><li>Proposals will go to the Board at the beginning of July, with approval letters sent to schools at the beginning of August.</li></ul> |
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<b>July 15</b>
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| <ul style="list-style-type: none"><li>Proposals will go to the Board at the beginning of August, with approval letters sent to schools at the beginning of September.</li></ul> |
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<b>August 15</b>
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| <ul style="list-style-type: none"><li>Proposals will go to the Board at the beginning of September, with approval letters sent to schools at the beginning of October.</li></ul> |
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<b>September 15</b>
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| <ul style="list-style-type: none"><li>Proposals will go to the Board at the beginning of October, with approval letters sent to schools at the beginning of November.</li></ul> |
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<b>October 15</b>
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| <ul style="list-style-type: none"><li>Proposals will go to the Board at the beginning of November, with approval letters sent to schools at the beginning of December.</li></ul> |
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<b>November 15</b>
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| <ul style="list-style-type: none"><li>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.</li></ul> |
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<b>December- The Board does not approve programs in December</b>
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## 2.01.02.00 Technical College Program Review and Approval



### Policy/Guideline Area

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Academic Policies

### Applicable Divisions

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TCATs

### Purpose

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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

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- 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
- Curriculum- an online, interactive curriculum workflow system into which all technical college new programs and program modifications are cataloged.

### Policy/Guideline

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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.

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- 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

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



## Sources

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### 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

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

2.01.02.00 Technical College Program Review and Approval : 2.01.02.00

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[2.03.00.00 Admission at the Community Colleges](#)

## 2.01.02.00 Technical College Program Review and Approval



### Policy/Guideline Area

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Academic Policies

### Applicable Divisions

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## Related Policies

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

[2.03.00.00 Admission at the Community Colleges](#)

**Presidents Quarterly Meeting  
August 6, 2025**

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**SUBJECT:** TBR Policy 1.11.00.00, Development and Approval of Policies  
(revisions)

**PRESENTER:** Brian Lapps, General Counsel

**LENGTH OF PRESENTATION:** 10 minutes

**ACTION REQUIRED:** Vote

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**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; 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 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

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Governance, Organization, and General Policies

## Applicable Divisions

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System Office

## Purpose

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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

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- 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**

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~~\*\*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.I. 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).~~

### ~~IIII.~~ 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

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



## Sources

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### 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

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Governance, Organization, and General Policies

## Applicable Divisions

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System Office

## Purpose

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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

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- 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

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### 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

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



## Sources

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### 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.

**Presidents Quarterly Meeting  
August 6, 2025**

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**SUBJECT:** New Policy 3.08.10.00 Global Studies & Guideline A-70 Global Studies Academic Procedures, Guideline B-075 Global Studies Business Procedures, & S-035 Global Studies Health, Safety, and Student Conduct Procedures

**PRESENTER:** Dr. Heidi Leming, Vice Chancellor for Student Success

**LENGTH OF PRESENTATION:** 10 minutes

**ACTION REQUIRED:** Requires Vote

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**Summary:**

*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 policies 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, and business affairs subcouncil prior to being presented to the TBR President's Council for consideration.*



## 2.08.10.00 Development & Operation of Off-Campus International Educational Programs



### Policy/Guideline Area

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Student Policies

### Applicable Divisions

---

TCATs, Community Colleges

### Purpose

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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

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- 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**

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### **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**

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### **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

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



## Sources

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### 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**

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[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](#)

# A-070: Global Studies Academic Procedures



## Guideline Area

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Academics

## Applicable Divisions

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Community Colleges, TCATs

## Purpose

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The following guidelines are intended to provide a reference to the development and approval of international programming as well as student admissions criteria.

## Definitions

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- Consortium model programs- study abroad programs that are open to all TBR students
- Partnership model programs- study abroad programs that are open to students at the proposing TBR institution(s)
- 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 Faculty- approved instructors who are SASCOC qualified to teach in the subject matter area

## Guideline

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- I. Consortium Program Proposals

- A. New programs may be proposed by individual faculty members at any member institution by contacting the Assistant Vice Chancellor, Center for Global Innovations, Partnerships and Student Success and if approved, completing the required online application by the designated due date. All new programs will be formally approved by the Global Studies Advisory Council.
- B. All consortium model courses are offered for credit only.
- C. Faculty proposing a new program must have the signed authorization and support of their direct supervisor, institutional campus representative, Dean (if applicable), Chief Academic Officer (CAO), and President. (Exhibit F: Institutional Approval Form)
- D. Completed, signed proposals must be received in the Global Studies/TnCIS office by the first week of February for programs to begin in the summer of the following year. Global Studies/TnCIS reserves the right to extend this deadline if needed.
- E. All proposals must include the following sections:
  - i. General program description.
  - ii. The need for such a program among Global Studies/TnCIS member institutions.
  - iii. A description of the academic program (including classroom hours and excursions to be counted as class field experiences).
  - iv. Syllabi for all courses in the program (Exhibit G: Global Studies/TnCIS Syllabus Outline).
  - v. Curriculum vitae (CV) of proposed faculty.
  - vi. A description of the program structure including calendar, housing, food, transportation, possible excursions, local contacts abroad, a complete budget, special restrictions or program requirements, the proposer's recruiting strategies, and a section describing the proposer and their qualifications for directing such a program.
  - vii. All faculty applying to teach in a Global/StudiesTnCIS program are

required to submit an official transcript showing most recent degree and/or coursework that qualify the faculty member to teach the proposed courses for SACSCOC verification.

- viii. The annual timeline for submission of program proposals and review can be found in Exhibit H.

## II. Consortium Program Approval

- A. New Consortium Program Proposals will be considered by the Global Studies Advisory Council at its spring meeting (usually in March or April) after which a recommendation will be submitted to the Assistant Vice Chancellor, Center for Global Innovations, Partnerships and Student Success.

## III. Program Directors

- A. After a new program is officially accepted at all levels, the proposer will become the Program Director and will be responsible for all of the following aspects of becoming a director:
  - i. Arranging all facilities and details at the program site
  - ii. Assisting the TBR Global Studies Office with the production of publicity materials, website content and program promotion
  - iii. Developing the program budget with guidance from the Global Studies Director
  - iv. Overseeing all aspects of the operation overseas. The responsibilities of the Program Director are delineated in Exhibit I: Program Director Responsibilities.
- B. Program Director Orientation and Training
  - i. Program Directors are required to attend two mandatory orientations scheduled by the Global Studies Office and any additional training as required by TBR.

- a. All faculty (including Program Directors) must attend the first of two orientation sessions, which will be held in conjunction with

the fall meeting of the Advisory Council.

- b. During the spring, prior to the departure of the summer programs, all Program Directors receive training and orientation.
- ii. Additional training is conducted in conjunction with the faculty orientation, since all responsible parties (director and faculty) must be familiar with all aspects of the program in case of an emergency or incapacitation of the director. An outline of the topics covered in the director/faculty orientation is explained in Exhibit J: Global Studies/TnCIS Director/Faculty Spring Orientation.
- iii. Program Directors will be required to sign the Program Director Agreement (Exhibit K: Program Director Agreement) prior to the start of the program.
- iv. The Center for Global Innovation, Partnerships and Student Success may also provide training opportunities throughout the year.

#### C. Program Director's Manual

- i. Each Program Director is assigned the task of developing/maintaining a Director's manual detailing all aspects of the program including local contacts, do's and don'ts, important dangers, medical contacts and notes on quality of treatment.
- ii. The purpose of the manual is to maintain a running log of the program and to have full information when a Program Director is incapacitated or replaced from one year to the next.
- iii. An outline for the Program Director's Manual is found in Exhibit L: Program Director's Manual Outline.
- iv. Current content for the director's manual will be collected and maintained on the Global Studies/TnCIS website's faculty portal.

#### D. Evaluation by Program Director

- i. Each Program Director must complete a program evaluation (Exhibit M: Program Evaluation by Program Director).



- ii. The evaluation addresses difficulties encountered during the program and how they were resolved to include any recommendations for changes for the future regarding housing, food, excursions, classrooms, local contacts, etc.
- iii. This evaluation is completed primarily so that if the Program Director either chooses not to direct in the future or if he/she is not selected to direct, a written record of the program is available and can be followed up on by the Global Studies office or another director.

#### IV. Program Faculty

##### A. Eligibility / Application

- i. Each faculty member must submit five documents to be considered for teaching in an existing Global Studies Program (*online application, course syllabus, curriculum vitae, official transcript, and the institutional approval form*). In addition, each faculty member must sign the Faculty Agreement (Exhibit N: Faculty Agreement) at the fall orientation meeting.
- ii. Applicants must complete the Online Faculty Application (Applying to Teach in an Existing Global Studies/TnCIS Program which is available at [www.tncis.org](http://www.tncis.org)).
- iii. This application must be approved by the faculty member's home institution supervisor, campus Global Studies/TnCIS representative, Dean (if applicable), CAO, and President. (Exhibit F: Institutional Approval Form)
- iv. The signature of the supervisor on the application verifies that the faculty member is SACSCOC or COE qualified to teach the course and can later be hired to do so by the home institution.
- v. All faculty applying to teach in a Global Studies/TnCIS program are required to submit an official transcript for SACSCOC or COE verification purposes. Official transcripts showing most recent degree and/or coursework that qualify the faculty member to teach the proposed courses should be submitted.

- vi. Applications to teach will be made approximately 16 months prior to the actual program dates.

#### B. Program Faculty Orientation and Responsibilities

- i. Attend two mandatory orientations scheduled by TBR Global Studies in the fall and spring and any additional training as required. (Exhibit O: Faculty Orientation Outline)
  - a. (Pre-Departure) Orientation
    - 1. Based on the program date, there will be a second mandatory orientation meeting for faculty and Program Directors. (Appendix P: Pre-Departure Orientation:
- ii. Communicate with the Program Director and assist in planning for their onsite course and coordination with other course offerings.
- iii. Recruit student participants and respond to student inquiries with accurate information.
- iv. Be knowledgeable of Global Studies rules and regulations, teach and assure the academic integrity of their course, and assist the Program Director as needed. The responsibilities of program faculty are delineated in Exhibit Q: Program Faculty Responsibilities.

#### C. Program Faculty Evaluations

- i. Faculty are evaluated by students who complete an academic evaluation for each program and course at the end of the program. (Exhibit D: Global Studies Program and Academic Evaluation). The evaluation is conducted anonymously and neither the faculty member nor the Program Director has access to them. The evaluations will be summarized in the Global Studies office and provided to each program's faculty and director. Evaluation summaries will also be available during the next Global Advisory Council meeting after the end of the program.

#### D. Course Report

- i. Each faculty member must complete and sign a Faculty Course

Reporting Form through their Global Studies/TnCIS portal at the termination of the program. (Exhibit O: Faculty Course Reporting Form).

V. Faculty and Course Selection for Consortium Model Programs

A. The review process for faculty applications and course proposals will be as follows (Exhibit D: Academic Infrastructure for Study Abroad and Exchange Programs):

- i. After submission, the TnCIS office will review all proposals, insuring that they are complete and have appropriate institutional approval signatures.
- ii. The AVC will make a determination about which applications will go forward to the Global Studies Advisory Council, if necessary.
- iii. If needed, the Course Review Committee will examine all aspects of the application, vitae, and course syllabus to ensure completeness, compliance with Southern Association of Colleges and Schools (SACSCOC) and Council for Occupational Education (COE) standards, and academic credibility, and recommend to the Advisory Council all courses which meet all appropriate standards.
- iv. The Global Studies Advisory Council will review the report of the AVC and or the Course Review Committee, vote to accept it in full or in part, and then make a recommendation to the Global Studies office which courses will be offered in each specific program.
- v. The AVC, in consultation with individual Program Directors, will make a final decision about course and faculty selection.
- vi. After this final review by the Global Studies office, all applications and course materials will be forwarded to the Vice Chancellor for Student Success for approval.
- vii. On behalf of the Vice Chancellor for Student Success, the Global Studies Office will forward the materials to the Chief Academic

Officers of each institution, who will determine what courses and programs their institutions will approve for offering on campus.

#### VI. Partnership Program Approval

- A. Partnership programs can be proposed by institutional faculty or staff with the approval of their CAO and President. Proposals are submitted directly to Global Studies and the Assistant Vice Chancellor has final approval.

## **Exhibits**

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



## **Sources**

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### **Authority**

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

### **History**

## **Related Policies**

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

[3.02.01.00 Student Due Process Procedure](#)

[3.02.03.00 Confidentiality of Student Records](#)

3.02.04.00 Student Rights and Freedoms

## B-075: Business Guideline for Global Studies



### Guideline Area

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Business Guidelines

### Applicable Divisions

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Community Colleges, TCATs

### Purpose

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The following guidelines are intended to ensure all international programs are managed fiscally according to state and TBR policy

### Definitions

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- 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 – 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 – 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.

### Guideline

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## I. Business Operations

A. Individual institutions must have fiscal, risk management and educational standards for international education programs offered through TBR's Center for Global Innovation, Partnership, and Student Success.

1. 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.

## B. 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.

## II. Financial Management

### A. Financial Policies

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

B. Financial procedures for program directors applying to teach a consortium program.

1. Budgeting - 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.

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 on-campus courses.
2. Institutional Global Studies offices should provide the institution's 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 for partnership programs and mandatory student fees related to the actual registration for classes.
    - (1) All study abroad students pay a minimum of tuition for partnership programs 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 for partnership programs and mandatory fees should be assessed by the regular student information system when registration occurs.
    - (3) Institutions should collect fees for students enrolled in Global Studies/TnCIS programs.
  - 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 international 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. Financial activity attributable to TBR's Global Studies/TnCIS 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 will be paid by the TBR Center for Global Innovation, Partnership, and Student Success 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, TBR's Global Studies Office 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) Check request;
    - (b) Stored value/pre-paid card;
    - (c) Cash advance/petty cash advance to an authorized program representative;
    - (d) Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow.
- b. Programs will comply with all applicable TBR and institution policies regarding procurement and use of these payment methods.

#### 6. Travel Advances/Petty Cash Advances

- a. TBR Center for Global Innovation, Partnership, and Student Success will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs.
- b. TBR Center for Global Innovation, Partnership, and Student Success 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 TBR policies.
- d. The Program Director 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 and submit in advance to TBR Center for Global Innovation, Partnership, and Student Success and the TBR Vice Chancellor of Business and Finance or designee for approval.
- e. The Program Director 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 Program Director 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 TBR's Business Office.
  - (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 Program Director or TBR employee may receive reimbursement for these expenses with appropriate documentation of the cost(s) as outlined in Section 7 below.

## 7. Reimbursement

- a. TBR 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 program (preferably another employee) to sign and document what was provided.
  - (2) The TBR Center for Global Innovation, Partnership, and Student Success 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 TBR Center for Global Innovation, Partnership, and Student Success 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 TBR Center for Global Innovation, Partnership, and Student Success no later than 30 days after the conclusion of the international program:
- (1) Documentation of foreign exchange rates used.
    - (a) This will only apply if funds were exchanged during the program ([www.oanda.com](http://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 Program Director or his/her designee, as well as the Assistant Vice Chancellor for TBR Center for Global Innovation, Partnership, and Student Success before being submitted to the TBR Business Office.
  - g. Upon return from the trip, remaining funds must be deposited in the TBR 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 are not subject to Policy 5.02.04.10 Faculty Compensation during Summer Session and Inter-sessions.
  - (3) Faculty teaching or directing international programs on behalf of the TBR Global Studies Office must submit an Adjunct Faculty Contract and a travel authorization form at their home

institution, which will be forwarded to the TBR Center for Global Innovation, Partnership, and Student Success by the home institution.

(4) The Global Studies/TnCIS will process the contract through the TBR Business Office, which will issue a Dual Services Agreement to the faculty member's home institution along with a purchase order.

(5) Institutions will invoice TBR Center for Global Innovation, Partnership, and Student Success 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 program and adhere to all institutional policies once abroad. In the event that a faculty member cancels their participation in the program or is directed to return from a program due to failure to follow institutional policies, the faculty member will be charged for any travel costs assumed by the TBR Center for Global Innovation, Partnership, and Student Success in advance or the faculty member will be held responsible for costs associated with their return home.

9. Emergency Reserve/Contingency Fund for Partnership Programs

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.

## Sources

## **Authority**

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

## **History**

## **Related Policies**

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

[4.02.10.00 Purchasing Policy](#)



## S-035: Global Studies Health, Safety, and Student Conduct Procedures



### Guideline Area

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Student

### Applicable Divisions

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Community Colleges, TCATs

### Purpose

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The following guidelines are intended to provide students with potential risks, promote preventative measures and encourage responsible behavior in study abroad programs.

### Definitions

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- Program Director – 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.
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### Guideline

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- I. Global Studies Operating Procedures
  - A. TBR- related travel to countries or portions of countries where the U. S. Department of State currently advises against travel or tourism by Americans is prohibited.
  - B. TBR may further restrict travel where, in its opinion, the U.S. Department of State or other credible authority has identified safety risks.
  - C. The Global Studies Division (also known as TnCIS) within the Center for Global Innovation, Partnerships, and Student Success must terminate an

existing program if the situation arises where students 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, either prior to departure or during travel.

D. Global Studies is responsible for training faculty and staff on the liabilities of the responsibilities accompanying their role when not on U.S. soil.

E. Travel Alerts

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

## II. Health and Safety

A. Institutions are expected to comply with the Clery Act.

1. 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 and statistics.

B. Student participation in activities which are credit or non-credit bearing require student acknowledgement of inherent risk and waivers of liability. Program Sponsors who are college staff are responsible for collecting these documents and maintaining the files in a central location in accordance with TBR Policy 1.12.01.00 Records Retention and Disposal of Records.

C. Global Studies through institutional staff will inform participants who enroll in international opportunities that TBR:

1. Cannot guarantee or assure the safety of participants or eliminate all risks from the international education environments.
2. Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
3. Cannot assure that U.S. standards of due process apply in overseas legal proceedings and cannot provide or pay for legal representation for participants.
4. 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.
5. Cannot assure that home-country cultural values and norms will apply in the host country.
6. Cannot assure that U.S. standards of hygiene, medical practice, food and product safety will apply in the host country.

D. Students with Disabilities

1. International programs are expected to comply with the American Disabilities Act and Section 504 of the Rehabilitation Act when possible.
2. Global Studies shall attempt to work with institutions abroad to provide reasonable access for students with disabilities.
3. Global Studies shall inform students that it cannot, however, guarantee any particular access.
4. Issues related to accessibility should be addressed after a student is accepted into an international educational experience, but before the student departs on the program.
5. Appropriate institutional offices including those responsible for international programs and disability services should be

contacted to assist in the determination of reasonable accommodation.

- E. Global Studies 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.
- F. Institutions may restrict participation in an international program for student participants, program directors and group leaders, and faculty instructors determined to be at excessive medical risk.
- G. Insurance
  - 1. In order to ensure that all faculty and students are covered, Global Studies purchases a group insurance policy on behalf of all participants. The cost is included in the program fee. Information on the insurance coverage is available [on the Global Studies/TnCIS website under “Student FAQs health insurance information”](#).
- H. Medical Treatment
  - 1. In case of medical emergency, Program Directors should take reasonable action on behalf of the student participant.
  - 2. All Program Directors are required to have the names, locations and contact information for medical facilities at all international locations. Center Staff or the designated Program Directors are required to always carry with them the participants’ emergency contact information and necessary medical information.
- I. Center Staff or the designated Program Directors 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.

- J. In case of medical emergency, Program Directors should take reasonable action on behalf of the student participant.
- K. All Program Directors are required to have the names, locations and contact information for medical facilities at all international locations. Center Staff or the designated Program Directors are required to always carry with them the participants' emergency contact information and necessary medical information.
- L. Center Staff or the designated Program Directors 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.
- M. Program Directors must provide information on available medical care in the host country; if available medical care is a cause for concern, participants must be informed.
- N. Participants are responsible for making sure that any necessary medications are lawful at the site of travel and are responsible for administering their own medications.
- O. Medical Payments
  - 1. All expenses for medical treatment abroad are the responsibility of the participant.
  - 2. The participant is also responsible for collecting all necessary documentation while abroad that is required for reimbursement upon return.

### III. Crisis Management

- A. All Program Directors and faculty receive crisis management training through orientation prior to departure from Global Studies/TnCIS.

- B. All participants must register with U.S. State Department Smart Travelers Enrollment Program(STEP) and Embassy.
- C. Each director and all faculty members are given a Crisis Management Chart which defines the lines of communication to use in the event of a crisis (Appendix R: Crisis Management Chart).

#### IV. Crisis Response

- A. During the orientation and training sessions, Program Directors and faculty members are given a review of how a crisis is to be handled (Appendix S: Crisis Management for Program Directors).
- B. At the earliest possible time, Program Directors must inform the Global Studies/TnCIS office of the incident and consult on all actions to be taken.
- C. Communication
  - i. Information to be Provided to TBR Institutions
  - ii. All member institutions will have a person on their campus to act as the point of contact for all emergencies associated with foreign travel (Appendix T: Institutional Crisis Management). This information must be updated at least annually.
  - iii. Information to be Provided to the Participant(s) Emergency Contact
    - a. The participant(s) emergency contact will be notified by the Global Studies staff or the Program Director in incidents when immediate authorization is required for medical treatment.
    - b. In all other situations, the emergency contact will be kept informed by the Global Studies/TnCIS office, in accordance with FERPA (Appendix U: Medical Surrogacy.)
    - c. Information to be Provided to the Public
      - i. All communication with the public is to be routed through Global Studies to the TBR Chief

## Communications Officer

iv. The Global Studies office will consult with appropriate parties in the U.S.including:

1. Emergency Contacts
2. Institutional representatives
3. TBR Crisis Management Team
4. Other agencies such as the student's medical provider in the U.S.
5. Any other appropriate offices.

### D. Evacuation of Program Participants

1. Program Directors must be aware of alternate means of transportation which can be used in case a local evacuationis required.

## V. Behavior, the Program Contract and Disciplinary Action

### A. Authority

1. Global Studies Staff and Program Directors 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 or dangerous to the program or individual participants.
2. 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.
3. 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 or non-credit programs abroad.

B. 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.

- C. All international 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 and include the information as part of the students' orientation session.
- D. Each participant must demonstrate that they have read, understand and agree to all points covered in the Rules of Conduct Contract (Appendix V: Rules of Conduct Contract.)
- E. Students from other institutions who participate in international programs, regardless of their classification, must adhere to the student conduct rules and regulations and all rules of the international program in which they are enrolled.
- F. Student Rights
  - 1. All programs follow TBR Policy 3.02.04.00 Student Rights and Freedoms.
- G. Confidentiality of Records
  - 1. Family Educational Rights and Privacy (FERPA) - 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, unless FERPA permits release of the information without consent.
  - 2. Global Studies Staff and Program Directors must follow student record confidentiality as outlined in TBR Guideline S-020.



- H. Global Studies programs have the right to take disciplinary action including sending participants home during an international educational program.
1. In case the Program Director recommends that a participant should be sent home from a program, the AVC Center for Global Innovation, Partnerships and Student Success must be consulted.
  2. Unless emergency conditions exist, which require immediate action, the Assistant Vice Chancellor will consult the Vice President for Student Affairs, or their designee, at the participant's home institution in order to come to a joint decision on whether or not to send the participant home.
  3. The final decision to send a participant home rests with TBR Global Studies.
  4. The student must bear all expenses related to his or her return to the United States and no refund for any fees will be made.
  5. Faculty and staff involved in international programs 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 Global Studies office.

#### I. Student Appeals

1. Any available student appeal is handled by the home institution.

#### I. Incident Report Form

1. Forms will be provided to the participant's home campus at the discretion of the AVC Center for Global Innovation, Partnerships and Student Success and kept on file in the Global Studies office.
2. When an incident occurs in which a student has behaved in an unacceptable manner as outlined in the Program Contract, a Report of Incident form is completed (Appendix W: Report of

Incident/Disciplinary Action). In the report, the Program Director or his/her designee will:

- a. Describe the incident, and include the specific rules violated listed in Exhibit X: Agreement to Provide Services and Exhibit V: Rules of Conduct Contract.
  - b. State any action to be taken or recommended. Disciplinary action may include, but is not limited to, the imposing of a curfew, no alcoholic beverages, and periodic checking in with the Program Director.
  - c. Allow the participant to respond to the allegations in writing on the form.
  - d. Have the participant sign the form stating that he/she has read and understands what has been written.
3. The Program Director is required to keep a running written record including time, place, what occurred and actions taken.
  4. The Program Director is responsible for collecting statements from witnesses, if applicable.

## 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

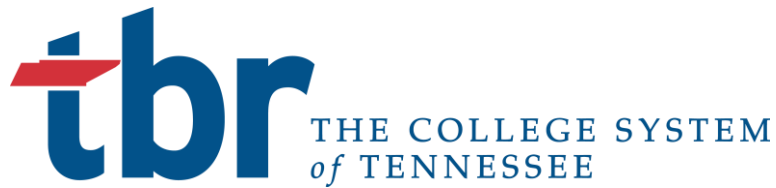
### Related Policies

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

[3.02.01.00 Student Due Process Procedure](#)

[3.02.03.00 Confidentiality of Student Records](#)

3.02.04.00 Student Rights and Freedoms



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**Presidents Quarterly Meeting  
August 6, 2025**

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**SUBJECT:** Revised Divisive Concepts Notice

**PRESENTER:** Brian Lapps, General Counsel

**LENGTH OF PRESENTATION:** 3 minutes

**ACTION REQUIRED:** None

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**Summary:**

Legislation passed during the 2025 session of the Tennessee General Assembly prohibiting activities relating to diversity, equity, and inclusion affects the notice colleges provide pursuant to the “Divisive Concepts Act.”

As a result of the 2025 legislation, please update the notice that colleges are required to post on the website and to provide new students and employees in orientation materials. See Tenn. Code Ann. § 49-7-1905(d). A tracked changes and a clean copy of the notice are attached.

## Divisive Concepts and Freedom of Expression

This notice is intended to comply with the Tennessee Higher Education Freedom of Expression and Transparency Act (the “Act”) and to reflect the Board of Regents’ and institutional commitment to freedom of speech and academic freedom.

### I. Definitions

A. **Divisive Concept** means a concept that:

1. One (1) race or sex is inherently superior or inferior to another race or sex;
2. An individual, by virtue of the individual's race or sex, is inherently privileged, racist, sexist, or oppressive, whether consciously or subconsciously;
3. An individual should be discriminated against or receive adverse treatment because of the individual's race or sex;
4. An individual's moral character is determined by the individual's race or sex;
5. An individual, by virtue of the individual's race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;
6. An individual should feel discomfort, guilt, anguish, or another form of psychological distress solely because of the individual's race or sex;
7. A meritocracy is inherently racist or sexist, or designed by a particular race or sex to oppress another race or sex;
8. This state or the United States is fundamentally or irredeemably racist or sexist;
9. Promotes or advocates the violent overthrow of the United States government;
10. Promotes division between, or resentment of, a race, sex, religion, creed, nonviolent political affiliation, social class, or class of people;
11. Ascribes character traits, values, moral or ethical codes, privileges, or beliefs to a race or sex, or to an individual because of the individual's race or sex;
12. The rule of law does not exist, but instead is a series of power relationships and struggles among racial or other groups;
13. All Americans are not created equal and are not endowed by their Creator with certain unalienable rights, including, life, liberty, and the pursuit of happiness;
14. Governments should deny to any person within the government's jurisdiction the equal protection of the law;
15. Includes race or sex stereotyping; or
16. Includes race or sex scapegoating.

B. **Faculty** means any person, whether or not the person is compensated by the institution, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. "Faculty" includes tenured and non-tenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. "Faculty"

does not include persons whose primary responsibilities are administrative or managerial.

- C. **Race or sex scapegoating** means assigning fault, blame, or bias to a race or sex, or to members of a race or sex, because of their race or sex, and includes any claim that, consciously or subconsciously, and by virtue of a person's race or sex, members of a race are inherently racist or inclined to oppress others, or that members of a sex are inherently sexist or inclined to oppress others.
- D. **Race or sex stereotyping** means ascribing character traits, values, moral and ethical codes, privileges, status, or beliefs to a race or sex, or to an individual because of the individual's race or sex.

## II. Freedom of Speech, Freedom of Expression, and Academic Freedom

- A. Nothing in this notice or the Act shall be interpreted to:
  - 1. Infringe on freedom of speech protected by the First Amendment to the United States Constitution, the Tennessee Constitution, or the Tennessee Campus Free Speech Protection Act, as explained in [Freedom of Speech and Expression : 1.03.02.60 | policies.tbr.edu](#);
  - 2. Infringe on the rights of academic freedom of faculty and other instructors as protected by the First Amendment to the United States Constitution, the Tennessee Constitution, or the Tennessee Campus Free Speech Protection Act, as explained in [Freedom of Speech and Expression : 1.03.02.60 | policies.tbr.edu](#);
  - 3. Require an employee to:
    - a. Violate any federal or state law, rule, or regulation; or
    - b. Fail to comply with any applicable academic accreditation requirement; or
  - ~~4. Prohibit an institution from training students or employees on the non-discrimination requirements of federal or state law.~~
  - ~~5-4. Prohibit an institution from promoting diversity, equity, and inclusion, provided that those efforts are consistent with State law.~~

## III. Prohibited Activity

- A. Neither the institution nor any employee shall penalize, discriminate against, or engage in any adverse treatment due to a student's or employee's refusal to support, believe, endorse, embrace, confess, act upon, or otherwise assent to one or more divisive concepts.
- B. Neither the institution nor any employee shall require a student or employee to endorse a specific ideology or political viewpoint to be eligible for hiring, tenure, promotion, or graduation.
- C. Neither the institution nor any employee shall ask the ideological or political viewpoint of an applicant for admission, student, job applicant, job candidate, or

candidate for promotion or tenure. This Section shall not be construed to prohibit classroom instruction or discussion, to prohibit any other teaching or pedagogical activity, to interfere with academic freedom, or to violate the Campus Free Speech Protection Act, as explained in [Freedom of Speech and Expression : 1.03.02.60 | policies.tbr.edu](https://policies.tbr.edu).

#### **IV. Investigation and Resolution of Complaints**

- A. A student or employee who believes that the institution or an employee has engaged in Prohibited Activity may file a complaint by submitting a complaint to [Submitting a Comment, Complaint or Request | Tennessee Board of Regents \(tbr.edu\)](https://policies.tbr.edu).

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9. Promotes or advocates the violent overthrow of the United States government;
10. Promotes division between, or resentment of, a race, sex, religion, creed, nonviolent political affiliation, social class, or class of people;
11. Ascribes character traits, values, moral or ethical codes, privileges, or beliefs to a race or sex, or to an individual because of the individual's race or sex;
12. The rule of law does not exist, but instead is a series of power relationships and struggles among racial or other groups;
13. All Americans are not created equal and are not endowed by their Creator with certain unalienable rights, including, life, liberty, and the pursuit of happiness;
14. Governments should deny to any person within the government's jurisdiction the equal protection of the law;
15. Includes race or sex stereotyping; or
16. Includes race or sex scapegoating.

#### **B. Faculty** means any person, whether or not the person is compensated by the institution, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. "Faculty" includes tenured and non-tenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. "Faculty"



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  - 3. Require an employee to:
    - a. Violate any federal or state law, rule, or regulation; or
    - b. Fail to comply with any applicable academic accreditation requirement; or
  - 4. Prohibit an institution from training students or employees on the non-discrimination requirements of federal or state law.

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- C. Neither the institution nor any employee shall ask the ideological or political viewpoint of an applicant for admission, student, job applicant, job candidate, or candidate for promotion or tenure. This Section shall not be construed to prohibit classroom instruction or discussion, to prohibit any other teaching or pedagogical

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