



## **Quarterly Board Meeting**

**December 1, 2022  
Roaden University Center, Room 282  
1:30 p.m.**

### **AGENDA**

- I. Call to Order
- II. Recognition of Students
- III. Approval of Minutes of October 6, 2022
- IV. President's Report
- V. Election of Vice Chair
- VI. Consent Agenda
  - A. TTU Policy 271 (General Graduate Degree Requirements)
  - B. TTU Policy 537 (Naming Buildings, Facilities and Organizational Units)
- VII. Audit & Business Committee Recommendations:
  - A. FY2022-23 Revised Budget/Organizational Chart
  - B. Tuition Transparency Act Report (T.C.A. § 49-7-1604)
- VIII. Board Secretary Report
- IX. Other Business
- X. Adjournment



## Agenda Item Summary

**Date:** December 1, 2022

**Agenda Item:** Recognition of Students

Review

Action

No action required

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**PRESENTERS:** Chair Harper

**PURPOSE & KEY POINTS:** Three student organization leaders will introduce themselves and share highlights about their student organizations. They each demonstrate solid leadership for their organizations as deemed by the Center for Student Engagement. Factors include overall growth, support/advocacy and diversity initiatives.

Darin McNeal, President, Black Student Union  
Addy Morgan, President, Delta Gamma Sorority  
Amber Varney, President, Gymnastics Club



## **BOARD OF TRUSTEES**

**October 6, 2022**

**Roaden University Center, Room 282**

### **MINUTES**

**Meeting streamed live via link found on this web page:**

<https://www.tntech.edu/board/board-and-board-committee-meetings.php>

#### **AGENDA ITEM 1 – CALL TO ORDER**

The Tennessee Tech Board of Trustees met on October 6, 2022, in Roaden University Center Room 282. Chair Trudy Harper called the meeting to order at 1:35 p.m.

Chair Harper asked Mr. Lee Wray, Secretary, to call the roll. The following members were present:

- Dan Allcott
- Tom Jones
- Rhedona Rose
- Johnny Stites
- Teresa Vanhooser
- Barry Wilmore
- Trudy Harper
  
- Savannah Griffin, virtual
- Fred Lowery, virtual
- Thomas Lynn, virtual

A quorum was physically present. Trustees Savannah Griffin, Fred Lowery, and Thomas Lynn participated electronically. Each confirmed that they could simultaneously hear and speak to the Board members, that they were alone, and that they received the materials in advance of the meeting. Tennessee Tech faculty, staff and members of the public were also in attendance.

**AGENDA ITEM 2 – RECOGNITION OF STUDENTS**

Chair Harper stated that this year we were honored to have four National Merit Finalists as members of the freshmen class. Being named a National Merit Finalist was one of the highest academic honors a high school senior can receive. This year's finalists were: Emma Fontenot, Frederick Heerd, Gunner Schierling, and Jackson Taylor. Emma and Jackson were present. Chair Harper asked the two students to introduce themselves, tell what high school they were from, identify their major, and tell why they chose Tech. Certificates were awarded and photos taken.

**AGENDA ITEM 3 – APPROVAL OF MINUTES**

Chair Harper asked for approval of the minutes of the June 23, 2022, Tennessee Tech Board of Trustees meeting. Chair Harper asked if there were questions or comments regarding the minutes. There being none, Mr. Jones moved to recommend approval of the June 23, 2022, Board of Trustees meeting minutes. Mr. Stites seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

**AGENDA ITEM 4 – PRESIDENT'S REPORT****Recruitment/Enrollment**

President Oldham stated that, fundamentally, two things were done to recruit over 2,000 freshmen this fall. One was that we made it personal. Where a student chose to attend a university was a personal decision for them. So, it was believed that it was important for us as an institution to make it personal for us as well. Everything that was done in terms to change our processes and procedures about recruiting and enrolling students was done with the lens of making it personal. If a student visited our campus, there was a high likelihood of being able to recruit that student to come to Tennessee Tech.

The second change made was that we worked really hard to give more certainty to the students and their families. Students and their families often struggle with uncertainty about where to attend college, where to live, what to eat, who to room with, what the costs were, how to pay for the costs, and what the financial obligations were. We converted to a system where applicants were notified early of admission. We quickly turned those applications into admits and notified students of their admittance. We made scholarship awards early in the process so they quickly knew what their scholarship offer was.

Last year we went to a guaranteed Presidential Scholars program that was based on high school GPA and ACT scores. With this program, it was easy for a student to quickly determine: I know what my high school grades were and what my ACT score was so here is what my scholarship offer is likely to be. We tried to remove the uncertainty, send offers out early so we made

awards on the fly. Scholarship awards will go out early this fall for next year so students and their families know well in advance what to expect. We found that made a difference in recruiting students.

By the time a student attended orientation in the summer, we were now able to hand them a good faith estimate of financial aid awarded total including federal financial aid scholarships. Then they knew clearly what the out-of-pocket balance expectation would be for them and they could plan accordingly. We were trying to eliminate uncertainty and remove any surprises. That also gave us time to work with those families to help alleviate some of the concerns in cases where there was still some hang-up or additional assistance needed.

We plan to continue to implement these two big changes.

### **Research**

This was a record research year and the tenure trend continued to climb. We had some challenges in the infrastructure that supported this growing enterprise, we have been working on these challenges intentionally and significantly, and we will continue to do so. The good news was that we continued to move in the right direction in terms of funded research activity. As important as funded research is on campus, this does not capture the entirety of the scholarly activity of faculty on campus. A lot of self-funded or unfunded research also goes on, that in many cases is just as significant and meaningful as funded research.

### **Fundraising**

This was also a record non-campaign year for fundraising: over \$20,000,000. Annual giving is much higher now than it was prior to 2015. A stairstep-type of progress over time – where you never return to pre-campaign levels but continue to build – should be the trend through fundraising campaigns and that was what we have seen. We have been laying the foundation and doing a feasibility study for the next comprehensive campaign. We feel confident in our ability to have another highly successful campaign effort.

### **Capital Projects**

President Oldham stated that the Ashraf Islam engineering building was coming out of the ground now. We also have major parking and transportation projects on campus as we continue to make the central park campus more pedestrian friendly and make Peachtree Street a pedestrian avenue.

Next up was the Johnson Hall renovation and Foster Hall demolition, ACME - the second engineering building, and the Tucker Stadium project. President Oldham stated that the JJ Oakley Innovation Center and Residence Hall was in final design as well. He stated that we have a significant number of projects that were either soon to be coming out of design or starting the design process.

### **Summary/Conclusion**

President Oldham stated that the task now was to go out and recruit another 2,000 plus

freshmen for next fall. We cannot lose focus. We must continue to build on our strengths and that was what we were committed to do.

As of now, applications for next fall's freshmen class are running significantly ahead of this time last year. Early indications are that we are keeping pace and we had an outstanding Preview Day on campus last Saturday when we had about 450 or 500 prospective students on campus. The level of commitment and interaction that faculty and staff provided was outstanding.

We also had the growing challenge of recruiting and retaining our best faculty and staff as has been discussed already at some length. With inflation roaring and the change in work expectations, particularly in the post-COVID era where remote work is more attractive to some individuals, we are in a different environment now in terms of hiring personnel. It means that we are not just recruiting locally or regionally, we are recruiting nationally in almost every area.

So, we are going to have to focus, be strategic, and look aggressively at our salary structures and other work environment issues that allow us to be competitive across the board. We have a lot to learn and a lot of work to do in that regard. We need to strategically add additional support staff as we grow enrollment. Student Affairs is not the only area needing additional support staff, but it is one that we need to give more attention to and make sure we are strategically growing support staff in a way that is consistent with the growing needs of the campus.

We are trying to address all of these needs as conscientiously and as strategically as possible. We have a great story but we are facing real challenges and we appreciate all of the Board's help, as always, along the way.

#### **AGENDA ITEM 5 – CERTIFICATION OF PRESIDENT'S RESPONSIBILITIES RELATED TO ATHLETICS**

Chair Harper stated that the next item on the agenda was certification of the President's responsibilities related to athletics. The Ohio Valley Conference requires the Chair of the Board to attest that the President is responsible for the administration of the athletics program. He has the support of the Board in operating a program of integrity and he may vote on behalf of the institution on the NCAA and OVC matters. Chair Harper stated that she was attesting to that by signing the required document.

#### **AGENDA ITEM 6 – CONSENT AGENDA – A. TTU POLICY 511.1 (FEES, CHARGES, REFUNDS AND ADJUSTMENTS) – B. TENURE UPON APPOINTMENT RECOMMENDATION**

Chair Harper stated that Policy 511.1 (Fees, Charges, Refunds and Adjustments) and the tenure upon appointment recommendation was placed on the consent agenda by the appropriate committee and if there was no objection, they would be voted on as a group. There being no objection, Mr. Jones moved to approve the consent agenda. Mr. Stites seconded the motion.

There being no additional discussion, Mr. Wray called a roll call vote. The motion passed unanimously.

**AGENDA ITEM 7 – EXECUTIVE COMMITTEE RECOMMENDATION – CONSIDERATION OF A PAY RAISE FOR THE PRESIDENT**

Chair Harper stated that the next item on the agenda was the report from the Executive Committee to include one action item from that committee: consideration of a pay raise for the President. Chair Harper turned the floor over to the Vice-chair, Ms. Vanhooser.

Vice-chair Vanhooser stated that based on the performance evaluation completed for President Oldham, she moved to propose a six percent salary increase retroactive to July 1, 2022. Mr. Jones seconded the motion. There being no additional discussion, Mr. Wray called a roll call vote. The motion passed unanimously.

**AGENDA ITEM 8 – ACADEMIC & STUDENT AFFAIRS COMMITTEE RECOMMENDATION – NEW ACADEMIC PROGRAM PROPOSAL (NAPP) FOR THE BACHELOR OF SCIENCE (B.S.) IN MUSIC**

Ms. Rose stated that based on the approval of the Academic & Student Affairs Committee, she moved the Board approve the new academic program proposal for a bachelor of science in music. Vice-chair Vanhooser seconded the motion. There being no additional discussion, Mr. Wray called a roll call vote. The motion passed unanimously.

**AGENDA ITEM 9 – AUDIT & BUSINESS COMMITTEE RECOMMENDATION**

**A. MASTER PLAN AMENDMENT SUMMARY**

Mr. Stites stated that based upon the recommendation of the Audit & Business Committee, he moved the Board approve the Master Plan Amendment. Mr. Lynn seconded the motion. There being no additional discussion, Mr. Wray called a roll call vote. The motion passed unanimously.

**B. LAND ACQUISITION SUMMARY**

Mr. Stites stated that based upon the recommendation of the Audit & Business Committee, he moved the Board approve the land acquisition from Tennessee Tech Foundation of property located at 174 Fourth Street, Crossville, TN. Mr. Lynn seconded the motion. There being no additional discussion, Mr. Wray called a roll call vote. The motion passed unanimously.

**C. CAPITAL BUDGET FY2023-24**

Mr. Stites stated that based upon the recommendation of the Audit & Business Committee, he

moved the Board approve the FY2023-24 revised Capital Budget request. Vice-chair Vanhooser seconded the motion. There being no additional discussion, Mr. Wray called a roll call vote. The motion passed unanimously.

**D. DISCLOSED PROJECT SUMMARY**

Mr. Stites stated that based upon the recommendation of the Audit & Business Committee, he moved the Board approve the third quarter FY2022-23 Disclosed Project for the Football Operations Center. Mr. Lynn seconded the motion. There being no additional discussion, Mr. Wray called a roll call vote. The motion passed unanimously.

**AGENDA ITEM 10 – BOARD SECRETARY REPORT**

Mr. Wray announced that a new ice cream shop had opened on the ground floor of the Roaden University Center. The ice cream shop was named *Poppy's Ice Cream Shop*, in honor of Millard Oakley who loved ice cream and who would often treat others to ice cream. President Oldham stated that Mr. Oakley's granddaughter, Kendall, called him Poppy. He also stated that Mr. Oakley was a great friend to Tennessee Tech and bigger than life in every possible way.

**AGENDA ITEM 11 – BOARD OF TRUSTEES MEETING DATES**

Mr. Wray stated that the next regular Board of Trustees meeting was set for Thursday, December 1. In 2023, meeting dates were scheduled as follows: March 9, June 22, September 28, and November 30.

**AGENDA ITEM 12 – ADJOURNMENT**

There being no further business, the Tennessee Tech Board of Trustees meeting adjourned at 2:16 p.m.

Approved,

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Lee Wray, Secretary





## Agenda Item Summary

**Date:** December 1, 2022

**Agenda Item:** Election of Vice Chair

Review

Action

No action required

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**PRESENTER(S):** Chair Harper

**PURPOSE & KEY POINTS:** Pursuant to Bylaw 1.5.A, review recommendation and approval of a vice chair to serve for a two years' term, December 1, 2022 – November 30, 2024.



## **ARTICLE 1: THE BOARD OF TRUSTEES**

### **1.1 AUTHORITY OF THE BOARD**

The management and governance of Tennessee Technological University is vested in the Board of Trustees, subject only to statutory limitations.

### **1.2 MEMBERSHIP**

**A.** The composition of the membership of the Board of Trustees (“Board”), the terms of office, and the conditions of membership are as provided in Tennessee Code Title 49, Chapter 8 and are incorporated by reference into these bylaws as if fully set forth herein, including all future amendments.

**B.** Members shall receive no compensation for their services, but shall be entitled to reimbursement for travel expenses incurred in the performance of their official duties in conformity with the comprehensive travel regulations as promulgated by the State of Tennessee Department of Finance and Administration and approved by the Attorney General and Reporter.

### **1.3 POWERS OF THE BOARD**

The Board has the power to:

- A.** Select and employ the chief executive officer (“President”) of Tennessee Technological University (“Tennessee Tech”) and to confirm the appointment of administrative personnel, faculty, and other employees and their salaries and terms of office,
- B.** Review and approve the mission of Tennessee Tech,
- C.** Approve curricula and requirements for diplomas and degrees,
- D.** Approve the operating budgets and set the fiscal policies, including tuition rates, for Tennessee Tech, subject to any statutory limitation on that power,
- E.** Establish policies and regulations regarding the campus life at Tennessee Tech, including, but not limited to, the conduct of students, student housing, parking, and safety,

- F.** Establish policies defining residency of students, subject to any statutory limitation,
- G.** Establish policies and regulations related to employees,
- H.** Grant tenure to eligible members of the faculty upon the positive recommendation of the President,
- I.** Assume general responsibility for the operation of Tennessee Tech, delegating to the President such powers and duties as are necessary and appropriate for the efficient administration of Tennessee Tech,
- J.** Receive donations of money, securities, and property from any source on behalf of Tennessee Tech and use such donations in accordance with the conditions set by the donor,
- K.** Purchase land subject to the terms and conditions of state regulations, to condemn land, and to erect buildings and equip them for Tennessee Tech subject to the requirements of the state building commission, the master plan approved by the Tennessee Higher Education Commission, and to the terms and conditions of legislative appropriations,
- L.** Delegate and provide for the further delegation of any and all its powers subject to limitations expressly set forth in law,
- M.** Exercise any power granted by statute, and
- N.** Exercise any other powers not otherwise prohibited by law that are necessary to govern Tennessee Tech.

#### **1.4 RESPONSIBILITIES OF THE BOARD**

Board members are required to:

- A.** Be free of any contractual, employment, or personal or familial financial interest in Tennessee Tech, to the extent required by statute, rule, or accrediting standards,
- B.** Be free from undue influence from political, religious, or other external bodies and protect Tennessee Tech from such influence,
- C.** Be transparent in all Board actions to the extent required by the law,
- D.** Not direct matters of administration or of executive action except through the President,

- E.** Represent the interest of the entire university rather than any single constituent part,
- F.** Not speak on behalf of Tennessee Tech unless authorized to do so by the Board or chair of the Board,
- G.** Participate in all Board meetings and events, absent good cause,
- H.** Stay informed, to the extent practical, about the educational and business affairs of Tennessee Tech.

### **1.5 OFFICERS OF THE BOARD**

- A.** The Board shall elect from its members a chair, vice chair, and other officers the Board deems appropriate. The officers shall serve a term of two (2) years.
- B.** The chair and vice chair may be elected to consecutive terms without limitation.
- C.** The chair shall preside when present at meetings of the Board and shall be the spokesperson for the Board unless otherwise directed by the Board. The chair shall perform such other duties as prescribed by the Board and by the bylaws.
  - 1.** In the absence of the chair, the vice chair shall preside at meetings of the Board and otherwise perform the duties of the chair.
  - 2.** In the absence of the chair and vice chair, the Board may temporarily appoint a member to preside.
  - 3.** A Board officer may voluntarily relinquish his/her officer position by submitting a letter of resignation to the Board's secretary with an effective date.
- D.** A Board officer serves at the pleasure of the Board. A Board officer may be removed from office by a two-thirds (2/3) vote of the Board members eligible to vote.
- E.** In cases where a Board member makes a motion to remove the chair and the motion is seconded, the chair shall immediately hand over the control of the meeting to the vice-chair. In the absence of the vice-chair, the Board may temporarily appoint a member to preside over the discussion and vote on the motion. If the motion is not successful, the chair will resume control of the meeting.
- F.** In the case of a vacancy or expired term, the Board shall elect a new officer at the next meeting of the Board.
- G.** The Board shall ratify or reject the President's appointment of a Board secretary.

## **ARTICLE 2: MEETINGS OF THE BOARD**

### **2.1 MEETINGS SUBJECT TO THE TENNESSEE OPEN MEETINGS ACT**

All Board meetings for which a quorum is required to make a decision or to deliberate toward a decision are open to the public, except as authorized by a statutory or judicially recognized exception to the Tennessee Open Meetings Act.

### **2.2 REGULAR MEETINGS**

- A.** The Board shall meet at least four (4) times each fiscal year.
- B.** The Board's secretary shall provide at least five (5) days' written notice of the regular meetings to all Board members. Notice may be provided by any reasonable means.

### **2.3 SPECIAL MEETINGS**

- A.** The chair, vice chair, President, or the Board's secretary, the latter upon the written request of three (3) or more of Board members eligible to vote, may call a special meeting, provided the call states the business to be considered.
- B.** If the business to be considered requires immediate action, a special meeting may be called with less than five (5) days' notice. Notice may be provided by any reasonable means in the circumstances.

### **2.4 AGENDAS**

- A.** The Board's secretary, upon advice from the President and the Board chair, shall prepare an agenda for every meeting.
- B.** If feasible, an agenda will accompany each notice of a regular or special meeting of the Board.

### **2.5 QUORUM**

Five voting members shall constitute a quorum for taking Board action.

### **2.6 MANNER OF TAKING ACTION**

- A.** All votes of the Board shall be by public vote as defined by Tennessee Code

Annotated Section 8-44-104(b), public ballot, or public roll call. No secret votes, secret ballots, or secret roll calls are allowed.

**B.** The action of a majority of the quorum of Board members eligible to vote and present at any meeting shall be the action of the Board, except as otherwise prescribed by the bylaws, Board policy, or statute.

**C.** The Board may permit any or all members to participate in a meeting by, or conduct the meeting through, use of any means of telephonic or electronic communication.

**1.** The meeting must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.

**2.** All participating members must be able to both hear all members and speak to all members during the meeting.

**3.** Any member participating by telephone or electronically shall identify the persons present in the location from which the member is participating.

**4.** Any member who participates in a meeting covered by this provision shall be deemed “present” at the meeting.

**5.** A public roll call vote is required on all matters.

**D.** A public roll call vote of the Board is required on all motions regarding budget approval, fees or tuition increases, capital expenditures, bylaw(s) or rule(s) revision, adoption, or repeal, or in any case required by law or deemed desirable in the judgment of the chair. Upon request of any member present, a public roll call vote may be called for on any matter, provided the member requests a public roll call vote before announcement of the public vote previously taken.

**E.** Any item selected by the chair or referred to the Board with unanimous support from a Board committee may be presented to the Board on a consent calendar at the recommendation of the committee chair.

**1.** The consent calendar shall be considered at the next regularly scheduled meeting of the Board and all items on the consent calendar shall be considered en bloc.

**2.** If two or more members so request, an item shall be removed from the consent calendar, provided the request is made in writing to the chair and secretary, not later than two hours prior to convening of the Board meeting at which the consent calendar will be considered. The secretary will notify the Board of the request as soon as practicable.

**3.** An item may be removed from the consent calendar at the discretion of the

chair at any time.

F. The Board may adjourn any regular or special meeting to any future date. If a quorum is not present, the members in attendance may adjourn any regular or special meeting until a quorum is present.

## **2.7 MINUTES**

The Board's secretary shall take minutes at each meeting of the Board and maintain approved minutes as the official record of such meeting.

## **ARTICLE 3: BOARD COMMITTEES**

Subject to statutory requirements, the Board may establish such committees as it deems appropriate or necessary and shall define by policy their duties, reporting requirements, and appointments of members.

## **ARTICLE 4: OFFICERS OF TENNESSEE TECH**

### **4.1 OFFICERS**

A. The officers of Tennessee Tech shall be its President, a Board's secretary appointed by the President, and such other officers as deemed necessary by the President to conduct Tennessee Tech and Board business and provide support to the Board. The officers shall have such authority and perform such duties as set forth in the law, in these bylaws, and as the Board or the President prescribes.

B. In the event of a vacancy or notice of an impending vacancy in the office of President, the Board shall appoint an interim President as provided by Board policy. In the event of a vacancy or notice of an impending vacancy in any office other than President, the President may appoint an individual to serve in an interim or permanent capacity, subject to the annual confirmation of the Board of the President's employment actions.

### **4.2 APPOINTMENT AND DUTIES OF THE PRESIDENT**

A. The Board shall appoint a President who shall be the executive and governing officer of Tennessee Tech.

B. The President shall have full authority over the administration of all affairs and operations of Tennessee Tech, subject to any statutory powers retained by the Board or specifically delegated by the Board to other Tennessee Tech officers.

**C.** The President is authorized, consistent with the law and Board policies, to appoint, determine compensation and duties of, promote, demote, suspend, or terminate other officers and employees of Tennessee Tech and shall report such actions to the Board annually for confirmation.

**D.** The President shall at least annually report to the Board all significant matters within the President's knowledge related to Tennessee Tech.

**E.** The President shall perform such other duties as assigned by the Board.

## **ARTICLE 5: MISCELLANEOUS PROVISIONS**

**5.1** Any determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

**5.2** The Board may temporarily suspend any bylaw by a two-thirds (2/3) vote of the voting members present at the regular or special meeting in which the bylaw is to be suspended.

**5.3** Any Board member may propose to alter, amend, restate, or repeal a bylaw by submitting a written request to the Secretary at any regular or special meeting. The Board will vote on any such request at the next regular or special meeting.

**5.4** Anyone who wishes to address the Board must submit a written request to the Board's secretary to be received at least fifteen days prior to the scheduled meeting of the Board, absent good cause. The request must include the requestor's contact information and the subject matter to be addressed.

**A.** The Board's secretary, in consultation with the chair, may either place the requested item on the agenda or notify the requestor in writing of the reason for rejecting the request. The secretary will, as soon as practicable, notify the other Board members of the request and the disposition of the matter.

**B.** The Board may limit a speaker's time for any such address.

Adopted: March 23, 2017

Revised: June 15, 2017; August 17, 2017





## Agenda Item Summary

**Date:** December 1, 2022

**Agenda Item:** TTU Policy 271 (General Graduate Admission Requirements)

**Review**

**Action**

**No action required**

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**PRESENTERS:** Provost Lori Bruce

**PURPOSE & KEY POINTS:** Policy 271, General Graduate Admission Requirements, is being presented to the Board of Trustees for approval of recommended revisions.

Policy 271 is scheduled for review every four years or whenever circumstances require review. As a result of feedback on the University's SACSCOC Fifth Year Interim Report, revisions are being recommended. The purpose of the revisions is to (i) streamline and clarify policy language, (ii) align the policy with SACSCOC standards, and (iii) modify the process for validating graduate coursework that has expired under graduation time limits.

The proposed revisions have received all necessary university approvals, including Graduate Studies Executive Committee, Academic Council, and University Assembly.

**Tennessee Technological University**

**Policy No. 271**

6.1



**General Graduate  
Degree  
Requirements**

Effective Date: July 1, 2017

**Policy No.: 271**

**Policy Name:** General Graduate Degree Requirements

**Date Revised:** January 1, ~~2020~~2023

**I. Purpose**

This policy describes graduate program requirements and procedures for Tennessee Tech academic units and graduate students.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Dean of the College of Graduate Studies, with recommendations for revision presented to the Graduate Studies Executive Committee, Academic Council, University Assembly, and the Board of Trustees.

**III. Definitions**

- A. Academic Course Levels
  - 1. UG - any course taken at the undergraduate level.
  - 2. GR - any course taken at the certificate, master's degree, and post-master's certificate level.
  - 3. ED - any course taken at the specialist degree level.
  - 4. DR –any course taken at the doctoral degree level.
- B. Academic Standing – designation of progress to degree based upon the Cumulative GPA.
- C. Attempted Hours – the total number of hours in all Graduate Courses taken that hold a Credit Hour value.
- D. Background ~~Course~~Courses – courses taken prior to or during enrollment in the current graduate program that are ~~listed on the graduate student's Program of Study~~not components of the program of study. These courses are not used to calculate the Graduate Program Cumulative GPA for awarding the final degree and/or certificate.-
- E. Comprehensive Exam – an assessment used to ensure a graduate student ~~has a~~graspcan demonstrate knowledge of a broad sample of ~~his/her~~their discipline, and/or ~~will~~to test a graduate student in ~~his/her~~their narrower selected areas of specialty within the discipline.
- F. Credit Hour – a numerical value assigned to each Graduate Course that can range from one (1) to nine (9) hours per the Graduate Course description.

6.1

- G. Cumulative GPA – an indicator of a graduate student’s total academic progress to date at Tennessee Tech, which is used in determining Academic Standing, and financial aid eligibility, and, when applicable, it A Cumulative GPA calculated prior to Spring 2015 will be inclusive of all graduate level ~~transfer credit prior to spring 2015. The~~ coursework including transfer credit.  
Cumulative GPA is determined by dividing the total Quality Points earned by the cumulative GPA Hours for all semesters.
- H. Current GPA – an indicator of a graduate student’s ~~current semester academic progress~~ academic performance in the current semester at Tennessee Tech. The Current GPA is determined by dividing the total Quality Points earned by the total GPA Hours in a semester.
- I. Earned Hours – the total number of Credit Hours of all Graduate Courses taken that hold a Credit Hour value and where Grades earned are assigned with Quality Points and/or where Grades are earned with an S- Satisfactory or SP – Satisfactory Progress.
- J. Good Academic Standing – a designation for a graduate student with a 3.0 Current GPA and Cumulative graduate GPA or higher.
- K. Grade – an alphabetical value assigned to a course as an indication of a graduate student’s final quality of work and/or progress, which may be derived from a combination of factors, as determined by the Graduate Course syllabus requirements.
- L. Grade Point Average (GPA) – ~~a measure~~ an indicator of a graduate student’s academic achievement at Tennessee Tech. ~~Only Graduate Courses in which a~~ The GPA is determined by calculating the Quality Points ~~value are used to calculate the GPA~~ earned by the credit hours earned.
- M. GPA Hours –the total number of all Graduate Credit Hours earned in Graduate Courses taken that hold a Credit Hour value and are assigned a Grade earned with a Quality Points value.
- N. Graduate Course – a course taken at the 5000, 6000, or 7000 level.
- ~~O. Graduate Program Cumulative GPA – an indicator of a graduate student’s total academic progress in his/her Program of Study used to determine eligibility to award his/her graduate program degree or certificate. The Graduate Program Cumulative GPA is determined by dividing the total Quality Points earned by the total hours for all degree related courses listed on the Program of Study.~~
- P.O. Mandatory or Pre-requisite Course – any course that is required or necessary as a prior condition before taking an advanced course or prior to enrollment in a graduate program. These courses are not used to calculate the Graduate ~~Program~~ Cumulative GPA for awarding the final degree or certificate.

~~Q.P.~~ ~~Non-degree Course—any course taken by a non-degree Student— a graduate student and not used/admitted to earn a graduate certificate or degree program.~~

~~R.Q.~~ ~~Program of Study – a written declaration that entails a narrative description and summary of course requirements for the graduate student’s certificate or each individual student’s plan to complete their Graduate degree program.~~

~~S.R.~~ ~~Quality Points (QP) –a numerical value assigned to the Grade earned for a Graduate Course. The Quality Point value assigned to each Grade is:~~

1. Four (4) QP – for a Grade of A
2. Three (3) QP – for a Grade of B
3. Two (2) QP – for a Grade of C
4. One (1) QP – for a Grade of D
5. Zero (0) QP – are assigned for a Grade of F – Failure, NF –Never Attended Fail, IF – Incomplete Fail, X – Absent from examination, U – Unsatisfactory, and WF – Withdrew Failing.

The following assigned Grades are excluded from Current GPA and Cumulative GPA calculations. I – Incomplete, AU – Audit, W – Withdrew Passing, S – Satisfactory, SP – Satisfactory Progress, NR – Not Reported and NP – No Progress.

#### IV. Policy

~~A.~~ ~~In accordance with SACSCOC Standard 9.2, a candidate for the master’s degree must complete at least 30 semester hours of credit for a master’s degree.~~

~~B.~~ ~~Specialist and doctoral requirements are defined at the department level.~~

~~A.C.~~ ~~Program requirements for certificates, master’s, post-master’s certificate, specialist, and doctoral programs are defined by the college and department offering the graduate program.~~

~~B.D.~~ ~~Some college and department graduate programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in this policy. It is the graduate student’s responsibility to be familiar with specific requirements found in his/her/their college and department program information.~~

~~C.E.~~ ~~All graduate programs will administer one or more Comprehensive Exam(s) as an indicator of degree progression as defined by the graduate program.~~

~~D.F.~~ ~~Tennessee Tech will evaluate a request for transfer credits as described in Tennessee Tech Policy 283 (Transfer Credit).~~

**E.G.** A graduate student must be in Good Academic Standing to maintain graduate student status. Some graduate programs may require a graduate student to have a higher Cumulative GPA to maintain graduate student status in that program. In order to graduate with a degree from Tennessee Tech, a student must have a minimum Cumulative GPA of 3.0. Some degree programs may require the student to have a higher Cumulative GPA to graduate.

**F.H. Graduate Courses**

1. Graduate students will earn graduate credit for a 4000/5000 level course based upon additional work defined by the course syllabus. A maximum of 9 credit hours of 5000 level coursework may be counted toward any graduate degree unless otherwise required by a specific program.
2. A course taken at the 4000 level may not be taken later at the 5000 level without written permission from the departmental chairperson, college dean, and the Dean of the College of Graduate Studies designee.
3. At least seventy percent (70%) of the Graduate Course credit to be counted toward a master's degree must be at the 6000 level or above unless otherwise required by a specific program (with the exception of those programs that fall under state-wide numbering schemes, specifically TNeCampus, MPS, MSN, DNP 5000 level courses.).
4. ~~A4.~~ A minimum of 6 credit hours at the 7000 level is required for a doctoral degree, however, at least fifteen (15) graduate Credit Hours must be taken at the 7000 level for a specialist degree, unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.
5. No Graduate Course below 6000 level will be counted toward a specialist degree unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.
6. ~~A non-degree~~ A graduate student subsequently admitted into a graduate program may submit graduate credit hours previously earned graduate credit hours at another institution to the program department for review. The department will determine, at their sole discretion, and in accordance with SACSCOC Accreditation Standard 9.2, the number the amount of credit hours it will accept towards such a degree.
7. ~~All graduate coursework is part of the graduate transcript and all Grades earned are part of the Cumulative GPA. This applies to all Graduate Courses completed, even if the Graduate Courses are not part of the degree requirements.~~

, however, in accordance with SACSCOC Accreditation Standard 9.5, at least one third of the credit hours required for a graduate degree or a post-baccalaureate professional degree must be earned through instruction offered by the degree granting institution.

~~8.~~ 7. A graduate student must achieve a Grade of at least “C” on all Graduate Courses taken, including those taken for non-degree purposes, Background Courses, Mandatory or Pre-requisite Courses, licensure, certification, endorsement, or personal enrichment.

~~A8. Tennessee Tech will grant credit toward a graduate student must achieve a Grade of at least “C” for all undergraduate courses listed on the Program of Study. All courses will appear at each respective Academic Course Level on the graduate student’s transcript. program for any Graduate Course in which a graduate student earns a Grade of A, B, C, S, or SP toward the final approved Program of Study, unless otherwise required by a specific program. Tennessee Tech, however, will not accept more than six (6) Credit Hours of “C” earned toward any graduate program.~~

~~9.~~ 8. A graduate student may appeal an assigned Grade through Tennessee Tech Policy 218 (Grade Appeals Policy).

~~10.~~ 9. Tennessee Tech reserves the right to change Graduate Course numbers and Graduate Course descriptions; or to decline to offer the Graduate Course as described when circumstances warrant such action.

~~11. Tennessee Tech will grant credit toward a graduate program for any Graduate Course in which a graduate student earns a Grade of A, B, C, S, or SP toward the final approved Program of Study, unless otherwise required by a specific program. Tennessee Tech, however, will not accept more than six (6) Credit Hours of “C” earned toward any graduate program.~~

~~12. A graduate student may appeal an assigned Grade through Tennessee Tech Policy 218 (Grade Appeals Policy).~~

- G10. At admission, the student designates a degree program and major area of study. The student may change the major area of study only if the department of the new major admits the student. The student will complete a change of major form or, if seeking a degree program from another college, will reapply for such degree.
11. Credit from another institution will not be included on the program of study until an official transcript has been received by the College of Graduate Studies.

**I. Probation and Dismissal**

1. Probation

- a) a) When a graduate student has a Cumulative GPA of less than 3.0 but not less than 2.0 at the end of a semester, he/shethey will be placed in probationary Academic Standing.
- b) b) Any graduate student placed in probationary Academic Standing at the end of a semester must return to Good Academic Standing by the end of the next enrolled semester.

2. Dismissal

a) A graduate student will be dismissed from his/hertheir graduate program if any one of the following conditions occurs:

- (i)(1) The graduate student's Current GPA or Cumulative GPA falls below 2.0.
- (ii)(2) The graduate student fails to achieve Good Academic Standing by the end of the next enrolled semester following a semester that the graduate student was placed in probationary Academic Standing.
- (iii)(3) The graduate student earns two Grades of "F", ~~or equivalent, in any course presented as part of the required graduate program hours.~~
- (iv)(4) The graduate student has two consecutive semesters of "NP - No Progress" in thesis or dissertation Graduate Courses.
- (v)(5) The graduate student fails to meet program-specific requirements.
- (vi)(6) The graduate student does not successfully pass all examinations for admission to candidacy as required by his/hertheir graduate program.



~~(vii) A graduate student fails to submit to the College of Graduate Studies the committee-signed certificate of approval page by the end of the following semester in which the graduate student successfully passed his/her defense.~~

b) A graduate student who has been dismissed for unsatisfactory performance may request reinstatement through the appeal procedures in Tennessee Tech Policy 281 (Graduate Student Dismissal, Reinstatement, and Appeal Procedures).

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**HJ. Course Repetition**

1. A course repetition is required for all Graduate Courses in which a Grade of D, U, X, IF, F, WF, FA or NF is earned. Both the original Grade and the Grade for the repetition will be counted in the Cumulative GPA.
2. Each graduate program in which Graduate Course repetition is permitted is limited to one (1) repetition per Graduate Course.
3. Unless defined otherwise by the program, a student must repeat any "C" grade earned beyond 6 credit hours of "C" on graduate level courses.
- 3.4. The cumulative Graduate Course repetition cannot exceed nine (9) Credit Hours in any graduate program.
- 4.5. Some Graduate Courses that share the same prefix and number are permitted to be taken more than once for credit and are not considered as repetition due to the change in Graduate Course material. These types of Graduate Courses are noted in Course Descriptions.

**HK. Grade of "I"**

1. An instructor may assign an "I" Grade when a graduate student's performance has been satisfactory but for reasons beyond the graduate student's control ~~he/she has~~they have not been able to complete the Graduate Course requirements within the allotted time.
2. When a Grade of "I" is assigned, the graduate student will not be required to register for the Graduate Course again but must complete the original course requirements with the original instructor, if applicable.
3. Upon approval from the instructor, the graduate student has up to one calendar year or until the time of graduation, whichever comes first, to remove the "I".
4. Completion of a Graduate Course with a Grade of "I" does not count toward enrollment hours.
5. The "I" is excluded from the calculation of the graduate ~~students~~student's Current GPA and Cumulative GPA until a Grade is earned.
6. If the "I" is not removed within the established time limits, it is automatically changed to a Grade of "IF".
7. The Grade of "IF" will remain on the student's academic record permanently and will be included in the Cumulative GPA.
8. JA student cannot graduate with an "I" on their record.

**L. Course Loads**

1. Nine (9) Credit Hours in the fall or spring semester ~~constitute~~constitutes a full load for a graduate student.

- ~~2.6.~~ During the summer semester, a full load is six (6) hours, taken in the 1st term, 2nd term, or a combination of both terms.
- ~~3.7.~~ The maximum permissible load is sixteen (16) hours per semester, inclusive of all credits earned at all institutions.
- ~~4.8.~~ Tennessee Tech Policy 274 (Graduate Assistantship), describes Graduate Course load limits for graduate assistants.
- ~~5.9.~~ Tennessee Tech Policy 240 (Full Course of Study Requirements for International Students), describes Graduate Course load minimums for international graduate students.

~~K. Time limits~~

M. Time limits

- 1. A graduate student in a master’s, post master’s, or specialist program must complete all requirements within six (6) consecutive years.
  - 2. A graduate student in a doctoral program must complete all requirements within eight (8) consecutive years.
  - ~~3.~~ 3. Time limits shall be computed from and include the first semester in which credit applied to the degree is earned at Tennessee Tech. the student is admitted and enrolled in a degree program.
  - ~~2.~~ 4. All Graduate Courses (both TTU and transfer credit) earned toward a graduate program must be taken within the applicable time limit unless they can. Courses that exceed the time limit must be validated pursuant to the course validation procedures.
  - ~~3.~~ A graduate student in a master’s, post master’s, or specialist program must complete all requirements within six (6) consecutive years.
  - ~~4.~~ A graduate student in a doctoral program must complete all requirements within eight (8) consecutive years.
- for currency. TTU courses will be reviewed for current content at the home department where the course is offered. Courses taken outside of TTU will be reviewed for current content at the discretion of the department. The department will notify the College of Graduate Studies (via the Course Validation form) regarding the results of course content review and validation. Validated courses will not have to be reviewed again during the remaining time limit associated with the degree program.

N. Second Master’s Degree

A graduate student holding an earned master's degree from Tennessee Tech or an accredited institution may qualify for a second master's degree by completion of graduate work approved by the graduate student's advisory committee, provided:

1. If the graduate student has previously earned a master's degree at Tennessee Tech, then a minimum of twenty-one (21) semester hours taken at Tennessee Tech must be completed for a ~~thesis~~ second master's degree with thesis option or twenty-four (24) semester hours if non-thesis.
2. If ~~the~~ graduate student has not previously earned a master's degree at Tennessee Tech, a minimum of twenty-four (24) semester hours taken at Tennessee Tech must be completed for a thesis second master's degree or twenty-seven (27) semester hours if non-thesis.
3. The graduate student successfully completes all requirements prescribed in the specified graduate program.

**L.O. Major**

1. A graduate student must declare a major as part of the graduate admissions process.
2. The graduate student may change the major area of study only if the department of the new major admits the graduate student. The graduate student is responsible for submitting the ~~request for change of major~~ Request For Change of Major form to the College of Graduate Studies.

**M. - P. Advisory Committee Formation, Qualifications, and Responsibilities**

All requirements related to advisory committee responsibility as defined in Tennessee Tech Policy 282 (Graduate Faculty Appointment and Responsibilities Policy) ~~Tennessee Tech Policy 282 (Graduate Faculty Appointment and Responsibilities Policy)~~ must be met, except as provided in this section;

1. Unless a ~~specific graduate program~~ specific graduate program has direct oversight by a standing advisory committee, all graduate programs must follow the committee formation requirements.
2. In consultation with their advisor, a graduate student is required to establish their advisory committee and should submit the Advisory Committee Form to the College of Graduate Studies by the completion of 15 semester hours.
- 2.3. The graduate student, in consultation with the departmental chairperson or graduate student's academic advisor, will determine the formation of the graduate student's advisory committee as part of the Program of Study.
  - a)c) A minimum of three (3) advisory committee members is required for a master's or specialist degree program.
  - b)d) A minimum of four (4) advisory committee members is required for a doctoral program in Education.
  - e)e) A minimum of five (5) advisory committee members is required for a doctoral ~~programs~~ program in Engineering and Environmental Sciences.
3. 4. The graduate student's advisory committee members shall represent each of the areas in which the graduate student expects to study, with two (2) members having background in the major area. The graduate student must have at least one (1) committee member with adequate background and research interests in the area in which the student has proposed a research objective.

- 4. ~~5.~~ A faculty member has the prerogative of accepting or relinquishing an appointment on a graduate student’s advisory committee.
- 5. ~~6.~~ Professionals who are not employed by Tennessee Tech may serve as a consultant on a graduate student’s committee if appointed pursuant to Policy 282 (Graduate Faculty Appointment and Responsibilities).
- 6. ~~7.~~ Approval Requirements;
  - a) ~~a)~~ a) Three (3) positive votes, or seventy-five percent positive votes, whichever is greater, is required from the advisory committee members of a graduate student pursuing a ~~master’s~~ or specialist degree.
  - b) ~~b)~~ b) A minimum eighty percent positive votes is required from the advisory committee members of a graduate student pursuing a doctoral degree in Engineering or Environmental Sciences.
  - e) ~~Unanimous~~ c) The advisory committee must vote ~~is required~~ unanimously positive for a graduate student pursuing a doctoral degree in Education.

~~7. The graduate student is responsible for submitting to the College of Graduate Studies any change of advisory committee.~~

**N. Program of Study**

- ~~1. The graduate student must file his/her proposed Program of Study, with the College of Graduate Studies
 
  - a) ~~before the end of the semester in which nine (9) Credit Hours will be earned as a graduate student in a master’s or post master’s program, or~~
  - b) ~~before the end of the semester in which fifteen (15) Credit Hours will be earned as a graduate student in a specialist or doctoral program.~~~~

~~Failure to submit the Program of Study will result in a registration hold.~~

- ~~2. All required Background Courses, Mandatory, or Pre-requisite Courses must appear on the graduate student’s Program of Study.~~
- ~~3. A graduate student who needs to add and/or delete any course(s) on his/her Program of Study due to non-academic performance reasons must submit a substitution form or, if needed, a revised Program of Study to the College of Graduate Studies.~~
- ~~4. A graduate student who needs to add and/or delete any course(s) on his/her Program of Study due to academic performance reasons must submit a substitution form or, if needed, a revised Program of Study, along with an advisory committee memo to the College of Graduate Studies stating the justification to add and/or remove the course(s) from the Program of Study.~~

- d) In the event a student does not meet the required number of votes for approval, the student may appeal to the dean of the college in which they are enrolled. The college dean may assign a subcommittee to review the appeal. However the decision from the dean of the college is final.

8. The graduate student is responsible for submitting to the College of Graduate Studies any change of advisory committee.

### **Q. Program of Study**

Following admission into a graduate degree program, a graduate student will work with their academic advisor and committee members to determine the specific courses needed to fulfill their degree requirements.

### **R. Admission to Candidacy**

Prior to requesting admission to candidacy, a graduate student must meet the applicable criteria;

1. Master's Degree and Post Master's Certificate:
  - a) a) Achieve full standing in his/her/their graduate program,
  - b) b) Complete nine (9) Credit Hours of Graduate Courses, and
  - c) Have a 3.0 Cumulative GPA, and
  - e) d) Must pass any examination that may be required by their graduate program.
2. Specialist Degree:
  - a) a) Achieve full standing in his/her/their graduate program,
  - b) b) Complete fifteen (15) Credit Hours of Graduate Courses,
  - e) c) Have a 3.0 Cumulative GPA, and
  - d) d) Must pass any examination that may be required by his/her/their graduate program.
3. Doctoral Degree:
  - a) a) A graduate student must complete approximately eighty percent of the graduate coursework in his/her/their Program of Study,
  - b) b) Have a 3.0 Cumulative GPA, and
  - e) c) Must pass all parts of the Comprehensive Exam.

Specific graduate programs may allow ~~the~~ graduate student a second attempt to pass any examination that may be required by ~~his/her~~ ~~graduate~~ ~~their~~ program. No more than two attempts to achieve admission to candidacy will be permitted.

**P. S. Thesis/Dissertation or Non-thesis Requirements and Procedures**

- 1.** 1. When a thesis is required in a graduate student's Program of Study, no fewer than six (6) Credit Hours of Graduate Course 6990 (master's thesis) will be counted towards the degree, unless otherwise specified by the department.
- 2.** 2. Required doctoral dissertation Credit Hours are set by the college that confers the doctorate degree.
- 3.** 3. Only Grades of SP-Satisfactory Progress and NP-No Progress shall be used to indicate a graduate student's progress in a thesis or dissertation Graduate Course.
- 4.** 4. Non-degree students are not eligible to register for a thesis or ~~dissertation~~ GraduatedissertationGraduate Course.

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- 5. ~~5.~~ A graduate student must register for at least one (1) Graduate Course appropriate to the graduate student’s degree objective in order to have access to computer equipment, laboratories, library, and other Tennessee Tech facilities and resources, even if the graduate student is working in absentia on research, a thesis, or dissertation.
- 6. ~~6.~~ A graduate student pursuing a thesis track master’s or dissertation doctorate program will be required to participate in a formal defense of ~~his/her~~their thesis or dissertation.
  - a) ~~Prior to scheduling the thesis/dissertation defense, the graduate student must submit the thesis or dissertation certificate of approval page to the College of Graduate Studies for format review and approval.~~
  - b)a) ~~\_\_\_\_\_~~ The graduate student is responsible for scheduling ~~his/her~~their thesis or dissertation defense with ~~his/her~~their advisory committee to allow enough time to submit the defense results to the College of Graduate Studies by the College of Graduate Studies calendar deadline to ensure graduation eligibility.
  - e)b) ~~\_\_\_\_\_~~ A graduate student’s thesis or dissertation defense is open to the public.
  - e)c) ~~\_\_\_\_\_~~ All of the graduate student’s advisory committee members are required to attend the thesis or dissertation defense.
  - e)d) ~~\_\_\_\_\_~~ Failure to submit the graduate student’s thesis or dissertation defense results to the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student’s ineligibility to graduate.
- 7. ~~7.~~ The College of Graduate Studies requires all graduate students to follow the ~~Guide to the Preparation of Theses and Dissertations.~~ Thesis and Dissertation guidelines provided by the College of Graduate Studies on the college’s website.
- 8. ~~The~~8. Prior to graduation, the College of Graduate Studies will review the graduate student’s thesis or dissertation for formatting to ensure the thesis or dissertation adheres to the ~~Guide to the Preparation of guidelines on~~ Theses and Dissertations. The College of Graduate Studies will not review the paper’s content, spelling, or accuracy of the ~~citation~~citations.

9. 9. Once the graduate student's signed advisory committee certificate of approval page has been submitted to the College of Graduate Studies, the graduate student must submit the thesis or dissertation into the electronic publication system ProQuest. The thesis or dissertation must be submitted by the deadline posted on the College of Graduate Studies calendar, absent good cause, or it will result in the graduate student's ineligibility to graduate.
10. 10. The graduate student's failure to complete the thesis or dissertation review and formatting process with the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.
11. 11. Most non-thesis graduate programs and some thesis graduate programs require that the graduate student successfully pass a Comprehensive Exam conducted by ~~his/her~~their advisory committee at or near the completion of ~~his/her~~their graduate program. Failure to submit the Comprehensive Exam results by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.
12. 12. Some non-thesis graduate programs have a capstone course or project course in which the final course completion is used in place of the Comprehensive Examination.

2. **T. Graduation**

1. Application for Graduation
  - a) a) In addition to satisfying all degree requirements, a candidate for a degree must file an application for graduation by the deadline posted on the ~~College of Graduate Studies calendar~~College of Graduate Studies calendar for the semester in which the degree is expected to be conferred.
  - b) -If a graduate student applies for graduation but fails to satisfy graduation requirements and/or withdraws from graduation, the graduate student must reapply for graduation.
  - c) A graduate student must be enrolled ~~for~~in a Graduate Course approved by the graduate advisor during the semester in which the degree is awarded unless all requirements have been completed by the last day to register for the following semester.
  - d) Degrees are conferred at the end of each semester.
2. Graduation Requirements

- a) All degree requirements as defined by this policy and by each specific program must be met by the deadlines posted on the College of Graduate Studies calendar in the semester for which the degree will be awarded.
  - b) Transcripts from other universities used as transfer credit on a Program of Study must be received no later than two (2) weeks ~~after~~before the graduate student’s commencement date.
3. Commencement/ PhD Hooding
- a) There will not be a commencement ceremony for those graduating in August. Graduate students who wish to participate in a ceremony will be ~~allowed~~invited to return to Tennessee Tech for the December commencement ceremony.
  - b) Graduate students may participate in only one commencement ceremony for each degree earned at Tennessee Tech.
  - c) Certificate and post-master’s certificate graduate students do not participate in commencement.
  - d) -No doctoral degree candidate is permitted to participate in commencement until all requirements for the degree are successfully completed.

~~V.~~ **V. Interpretation**

The Dean of the College of Graduate Studies or ~~his/her~~ designee has final authority to interpret the terms of ~~this policy~~this policy.

**VI. — Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(B)

**Approved:**

Graduate Studies- \_\_\_\_\_

\_\_\_\_\_ Executive Committee: — \_\_\_\_\_ November 1, 2016; July 1, 2019; November 1, 2022

Academic Council: \_\_\_\_\_ November 9, 2016; October 9, 2019; November 9, 2022

University Assembly: \_\_\_\_\_ November 16, 2016; November 20, 2019; November 16, 2022

Board of Trustees: \_\_\_\_\_ June 15, 2017; December 5, 2019; \_\_\_\_\_



**Tennessee Technological University**  
**Policy No. 271**

6.1



**General Graduate  
Degree  
Requirements**

Effective Date: July 1, 2017

**Policy No.: 271**

**Policy Name:** General Graduate Degree Requirements

**Date Revised:** January 1, 2023

**I. Purpose**

This policy describes graduate program requirements and procedures for Tennessee Tech academic units and graduate students.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Dean of the College of Graduate Studies, with recommendations for revision presented to the Graduate Studies Executive Committee, Academic Council, University Assembly, and the Board of Trustees.

**III. Definitions**

- A. Academic Course Levels
  - 1. UG - any course taken at the undergraduate level.
  - 2. GR - any course taken at the certificate, master's degree, and post-master's certificate level.
  - 3. ED - any course taken at the specialist degree level.
  - 4. DR –any course taken at the doctoral degree level.
- B. Academic Standing – designation of progress to degree based upon the Cumulative GPA.
- C. Attempted Hours – the total number of hours in all Graduate Courses taken that hold a Credit Hour value.
- D. Background Courses – courses taken prior to or during enrollment in the current graduate program that are not components of the program of study. These courses are not used to calculate the Graduate Program Cumulative GPA for awarding the final degree or certificate.
- E. Comprehensive Exam – an assessment used to ensure a graduate student can demonstrate knowledge of a broad sample of their discipline, and/or to test a graduate student in their narrower selected areas of specialty within the discipline.
- F. Credit Hour – a numerical value assigned to each Graduate Course that can range from one (1) to nine (9) hours per the Graduate Course description.

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- G. Cumulative GPA – an indicator of a graduate student’s total academic progress to date at Tennessee Tech, which is used in determining Academic Standing and financial aid eligibility. A Cumulative GPA calculated prior to Spring 2015 will be inclusive of all graduate level coursework including transfer credit. Cumulative GPA is determined by dividing the total Quality Points earned by the cumulative GPA Hours for all semesters.
- H. Current GPA – an indicator of a graduate student’s academic performance in the current semester at Tennessee Tech. The Current GPA is determined by dividing the total Quality Points earned by the total GPA Hours in a semester.
- I. Earned Hours – the total number of Credit Hours of all Graduate Courses taken that hold a Credit Hour value and where Grades earned are assigned with Quality Points and/or where Grades are earned with an S- Satisfactory or SP – Satisfactory Progress.
- J. Good Academic Standing – a designation for a graduate student with a 3.0 Current GPA and Cumulative graduate GPA or higher.
- K. Grade – an alphabetical value assigned to a course as an indication of a graduate student’s final quality of work and/or progress, which may be derived from a combination of factors, as determined by the Graduate Course syllabus requirements.
- L. Grade Point Average (GPA) – an indicator of a graduate student’s academic achievement at Tennessee Tech. The GPA is determined by calculating the Quality Points earned by the credit hours earned.
- M. GPA Hours –the total number of all Graduate Credit Hours earned in Graduate Courses taken that hold a Credit Hour value and are assigned a Grade earned with a Quality Points value.
- N. Graduate Course – a course taken at the 5000, 6000, or 7000 level.
- O. Mandatory or Pre-requisite Course – any course that is required or necessary as a prior condition before taking an advanced course or prior to enrollment in a graduate program. These courses are not used to calculate the Graduate Cumulative GPA for awarding the final degree or certificate.
- P. Non-degree Student– a graduate student not admitted to a graduate degree program.
- Q. Program of Study – each individual student’s plan to complete their Graduate degree program.
- R. Quality Points (QP) –a numerical value assigned to the Grade earned for a Graduate Course. The Quality Point value assigned to each Grade is:
  - 1. Four (4) QP – for a Grade of A
  - 2. Three (3) QP – for a Grade of B
  - 3. Two (2) QP – for a Grade of C

4. One (1) QP – for a Grade of D
5. Zero (0) QP – are assigned for a Grade of F – Failure, NF – Never Attended Fail, IF – Incomplete Fail, X – Absent from examination, U – Unsatisfactory, and WF – Withdrew Failing.

The following assigned Grades are excluded from Current GPA and Cumulative GPA calculations. I – Incomplete, AU – Audit, W – Withdrew Passing, S – Satisfactory, SP – Satisfactory Progress, NR – Not Reported and NP – No Progress.

#### **IV. Policy**

- A.** In accordance with SACSCOC Standard 9.2, a candidate for the master's degree must complete at least 30 semester hours of credit for a master's degree.
- B.** Specialist and doctoral requirements are defined at the department level.
- C.** Program requirements for certificates, master's, post-master's certificate, specialist, and doctoral programs are defined by the college and department offering the graduate program.
- D.** Some college and department graduate programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in this policy. It is the graduate student's responsibility to be familiar with specific requirements found in their college and department program information.
- E.** All graduate programs will administer one or more Comprehensive Exam(s) as an indicator of degree progression as defined by the graduate program.
- F.** Tennessee Tech will evaluate a request for transfer credits as described in Tennessee Tech Policy 283 (Transfer Credit).
- G.** A graduate student must be in Good Academic Standing to maintain graduate student status. Some graduate programs may require a graduate student to have a higher Cumulative GPA to maintain graduate student status in that program. In order to graduate with a degree from Tennessee Tech, a student must have a minimum Cumulative GPA of 3.0. Some degree programs may require the student to have a higher Cumulative GPA to graduate.

#### **H. Graduate Courses**

1. Graduate students will earn graduate credit for a 4000/5000 level course based upon additional work defined by the course syllabus. A maximum of 9 credit hours of 5000 level coursework may be counted toward any graduate degree unless otherwise required by a specific program.
2. A course taken at the 4000 level may not be taken later at the 5000 level without written permission from the departmental chairperson, college dean, and the Dean of the College of Graduate Studies designee.



3. At least seventy percent (70%) of the Graduate Course credit to be counted toward a master's degree must be at the 6000 level or above unless otherwise required by a specific program (with the exception of those programs that fall under state-wide numbering schemes, specifically TNeCampus, MPS, MSN, DNP 5000 level courses.).
4. A minimum of 6 credit hours at the 7000 level is required for a doctoral degree, however, at least fifteen (15) graduate Credit Hours must be taken at the 7000 level for a specialist degree, unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.
5. No Graduate Course below 6000 level will be counted toward a specialist degree unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.
6. A graduate student admitted into a graduate program may submit graduate credit hours previously earned at another institution to the program department for review. The department will determine, at its sole discretion, the amount of credit hours it will accept, however, in accordance with SACSCOC Accreditation Standard 9.5, at least one third of the credit hours required for a graduate degree or a post-baccalaureate professional degree must be earned through instruction offered by the degree granting institution.
7. A graduate student must achieve a Grade of at least "C" on all Graduate Courses taken, including those taken for non-degree purposes, Background Courses, Mandatory or Pre-requisite Courses, licensure, certification, endorsement, or personal enrichment. 8. Tennessee Tech will grant credit toward a graduate program for any Graduate Course in which a graduate student earns a Grade of A, B, C, S, or SP toward the final approved Program of Study, unless otherwise required by a specific program. Tennessee Tech, however, will not accept more than six (6) Credit Hours of "C" earned toward any graduate program.
8. A graduate student may appeal an assigned Grade through Tennessee Tech Policy 218 (Grade Appeals Policy).
9. Tennessee Tech reserves the right to change Graduate Course numbers and Graduate Course descriptions or to decline to offer the Graduate Course as described when circumstances warrant such action.

10. At admission, the student designates a degree program and major area of study. The student may change the major area of study only if the department of the new major admits the student. The student will complete a change of major form or, if seeking a degree program from another college, will reapply for such degree.
11. Credit from another institution will not be included on the program of study until an official transcript has been received by the College of Graduate Studies.

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## **I. Probation and Dismissal**

### 1. Probation

- a) When a graduate student has a Cumulative GPA of less than 3.0 but not less than 2.0 at the end of a semester, they will be placed in probationary Academic Standing.
- b) Any graduate student placed in probationary Academic Standing at the end of a semester must return to Good Academic Standing by the end of the next enrolled semester.

### 2. Dismissal

- a) A graduate student will be dismissed from their graduate program if any one of the following conditions occurs:
  - (1) The graduate student's Current GPA or Cumulative GPA falls below 2.0.
  - (2) The graduate student fails to achieve Good Academic Standing by the end of the next enrolled semester following a semester that the graduate student was placed in probationary Academic Standing.
  - (3) The graduate student earns two Grades of "F".
  - (4) The graduate student has two consecutive semesters of "NP - No Progress" in thesis or dissertation Graduate Courses.
  - (5) The graduate student fails to meet program-specific requirements.
  - (6) The graduate student does not successfully pass all examinations for admission to candidacy as required by their graduate program.
- b) A graduate student who has been dismissed for unsatisfactory performance may request reinstatement through the appeal procedures in Tennessee Tech Policy 281(Graduate Student Dismissal, Reinstatement, and Appeal Procedures).

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**J. Course Repetition**

1. A course repetition is required for all Graduate Courses in which a Grade of D, U, X, IF, F, WF, FA or NF is earned. Both the original Grade and the Grade for the repetition will be counted in the Cumulative GPA.
2. Each graduate program in which Graduate Course repetition is permitted is limited to one (1) repetition per Graduate Course.
3. Unless defined otherwise by the program, a student must repeat any "C" grade earned beyond 6 credit hours of "C" on graduate level courses.
4. The cumulative Graduate Course repetition cannot exceed nine (9) Credit Hours in any graduate program.
5. Some Graduate Courses that share the same prefix and number are permitted to be taken more than once for credit and are not considered as repetition due to the change in Graduate Course material. These types of Graduate Courses are noted in Course Descriptions.

**K. Grade of "I"**

1. An instructor may assign an "I" Grade when a graduate student's performance has been satisfactory but for reasons beyond the graduate student's control they have not been able to complete the Graduate Course requirements within the allotted time.
2. When a Grade of "I" is assigned, the graduate student will not be required to register for the Graduate Course again but must complete the original course requirements with the original instructor, if applicable.
3. Upon approval from the instructor, the graduate student has up to one calendar year or until the time of graduation, whichever comes first, to remove the "I".
4. Completion of a Graduate Course with a Grade of "I" does not count toward enrollment hours.
5. The "I" is excluded from the calculation of the graduate student's Current GPA and Cumulative GPA until a Grade is earned.
6. If the "I" is not removed within the established time limits, it is automatically changed to a Grade of "IF".
7. The Grade of "IF" will remain on the student's academic record permanently and will be included in the Cumulative GPA.
8. A student cannot graduate with an "I" on their record.

**L. Course Loads**

1. Nine (9) Credit Hours in the fall or spring semester constitutes a full load for a graduate student.

2. During the summer semester, a full load is six (6) hours, taken in the 1st term, 2nd term, or a combination of both terms.
3. The maximum permissible load is sixteen (16) hours per semester, inclusive of all credits earned at all institutions.
4. Tennessee Tech Policy 274 (Graduate Assistantship) describes Graduate Course load limits for graduate assistants.
5. Tennessee Tech Policy 240 (Full Course of Study Requirements for International Students) describes Graduate Course load minimums for international graduate students.

#### **M. Time limits**

1. A graduate student in a master's, post master's, or specialist program must complete all requirements within six (6) consecutive years.
2. A graduate student in a doctoral program must complete all requirements within eight (8) consecutive years.
3. Time limits shall be computed from and include the first semester in which the student is admitted and enrolled in a degree program.
4. All Graduate Courses (both TTU and transfer credit) earned toward a graduate program must be taken within the applicable time limit. Courses that exceed the time limit must be validated for currency. TTU courses will be reviewed for current content at the home department where the course is offered. Courses taken outside of TTU will be reviewed for current content at the discretion of the department. The department will notify the College of Graduate Studies (via the Course Validation form) regarding the results of course content review and validation. Validated courses will not have to be reviewed again during the remaining time limit associated with the degree program.

#### **N. Second Master's Degree**

A graduate student holding an earned master's degree from Tennessee Tech or an accredited institution may qualify for a second master's degree by completion of graduate work approved by the graduate student's advisory committee, provided:

1. If the graduate student has previously earned a master's degree at Tennessee Tech, then a minimum of twenty-one (21) semester hours taken at Tennessee Tech must be completed for a second master's degree with thesis option or twenty-four (24) semester hours if non-thesis.

2. If a graduate student has not previously earned a master’s degree at Tennessee Tech, a minimum of twenty-four (24) semester hours taken at Tennessee Tech must be completed for a thesis second master’s degree or twenty-seven (27) semester hours if non-thesis.
3. The graduate student successfully completes all requirements prescribed in the specified graduate program.

**O. Major**

1. A graduate student must declare a major as part of the graduate admissions process.
2. The graduate student may change the major area of study only if the department of the new major admits the graduate student. The graduate student is responsible for submitting the Request For Change of Major form to the College of Graduate Studies.

**P. Advisory Committee Formation, Qualifications, and Responsibilities**

All requirements related to advisory committee responsibility as defined in Tennessee Tech Policy 282 (Graduate Faculty Appointment and Responsibilities Policy) must be met, except as provided in this section;

1. Unless a specific graduate program has direct oversight by a standing advisory committee, all graduate programs must follow the committee formation requirements.
2. In consultation with their advisor, a graduate student is required to establish their advisory committee and should submit the Advisory Committee Form to the College of Graduate Studies by the completion of 15 semester hours.
3. The graduate student, in consultation with the departmental chairperson or graduate student’s academic advisor, will determine the formation of the graduate student’s advisory committee as part of the Program of Study.
  - c) A minimum of three (3) advisory committee members is required for a master’s or specialist degree program.
  - d) A minimum of four (4) advisory committee members is required for a doctoral program in Education.
  - e) A minimum of five (5) advisory committee members is required for a doctoral program in Engineering and Environmental Sciences.
4. The graduate student’s advisory committee members shall represent each of the areas in which the graduate student expects to study, with two (2) members having background in the major area. The graduate student must have at least one (1) committee member with adequate background and

research interests in the area in which the student has proposed a research objective.

5. A faculty member has the prerogative of accepting or relinquishing an appointment on a graduate student's advisory committee.
6. Professionals who are not employed by Tennessee Tech may serve as a consultant on a graduate student's committee if appointed pursuant to Policy 282 (Graduate Faculty Appointment and Responsibilities).
7. Approval Requirements;
  - a) Three (3) positive votes, or seventy-five percent positive votes, whichever is greater, is required from the advisory committee members of a graduate student pursuing a master's or specialist degree.
  - b) A minimum eighty percent positive votes is required from the advisory committee members of a graduate student pursuing a doctoral degree in Engineering or Environmental Sciences.
  - c) The advisory committee must vote unanimously positive for a graduate student pursuing a doctoral degree in Education.
  - d) In the event a student does not meet the required number of votes for approval, the student may appeal to the dean of the college in which they are enrolled. The college dean may assign a subcommittee to review the appeal. However the decision from the dean of the college is final.
8. The graduate student is responsible for submitting to the College of Graduate Studies any change of advisory committee.

**Q. Program of Study**

Following admission into a graduate degree program, a graduate student will work with their academic advisor and committee members to determine the specific courses needed to fulfill their degree requirements.

**R. Admission to Candidacy**

Prior to requesting admission to candidacy, a graduate student must meet the applicable criteria;

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1. Master's Degree and Post Master's Certificate:

- a) Achieve full standing in their graduate program,
- b) Complete nine (9) Credit Hours of Graduate Courses,
- c) Have a 3.0 Cumulative GPA, and
- d) Must pass any examination that may be required by their graduate program.

2. Specialist Degree:

- a) Achieve full standing in their graduate program,
- b) Complete fifteen (15) Credit Hours of Graduate Courses,
- c) Have a 3.0 Cumulative GPA, and
- d) Must pass any examination that may be required by their graduate program.

3. Doctoral Degree:

- a) A graduate student must complete approximately eighty percent of the graduate coursework in their Program of Study,
- b) Have a 3.0 Cumulative GPA, and
- c) Must pass all parts of the Comprehensive Exam.

Specific graduate programs may allow a graduate student a second attempt to pass any examination that may be required by their program. No more than two attempts to achieve admission to candidacy will be permitted.

**S. Thesis/Dissertation or Non-thesis Requirements and Procedures**

- 1. When a thesis is required in a graduate student's Program of Study, no fewer than six (6) Credit Hours of Graduate Course 6990 (master's thesis) will be counted towards the degree, unless otherwise specified by the department.
- 2. Required doctoral dissertation Credit Hours are set by the college that confers the doctorate degree.
- 3. Only Grades of SP-Satisfactory Progress and NP-No Progress shall be used to indicate a graduate student's progress in a thesis or dissertation Graduate Course.
- 4. Non-degree students are not eligible to register for a thesis or dissertation Graduate Course.

5. A graduate student must register for at least one (1) Graduate Course appropriate to the graduate student's degree objective in order to have access to computer equipment, laboratories, library, and other Tennessee Tech facilities and resources, even if the graduate student is working in absentia on research, a thesis, or dissertation.
6. A graduate student pursuing a thesis track master's or dissertation doctorate program will be required to participate in a formal defense of their thesis or dissertation.
  - a) The graduate student is responsible for scheduling their thesis or dissertation defense with their advisory committee to allow enough time to submit the defense results to the College of Graduate Studies by the College of Graduate Studies calendar deadline to ensure graduation eligibility.
  - b) A graduate student's thesis or dissertation defense is open to the public.
  - c) All of the graduate student's advisory committee members are required to attend the thesis or dissertation defense.
  - d) Failure to submit the graduate student's thesis or dissertation defense results to the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.
7. The College of Graduate Studies requires all graduate students to follow the Thesis and Dissertation guidelines provided by the College of Graduate Studies on the college's website.
8. Prior to graduation, the College of Graduate Studies will review the graduate student's thesis or dissertation for formatting to ensure the thesis or dissertation adheres to the guidelines on Theses and Dissertations. The College of Graduate Studies will not review the paper's content, spelling, or accuracy of the citations.
9. Once the graduate student's signed advisory committee certificate of approval page has been submitted to the College of Graduate Studies, the graduate student must submit the thesis or dissertation into the electronic publication system ProQuest. The thesis or dissertation must be submitted by the deadline posted on the College of Graduate Studies calendar, absent good cause, or it will result in the graduate student's ineligibility to graduate.



10. The graduate student's failure to complete the thesis or dissertation review and formatting process with the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.
11. Most non-thesis graduate programs and some thesis graduate programs require that the graduate student successfully pass a Comprehensive Exam conducted by their advisory committee at or near the completion of their graduate program. Failure to submit the Comprehensive Exam results by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.
12. Some non-thesis graduate programs have a capstone course or project course in which the final course completion is used in place of the Comprehensive Examination.

#### **T. Graduation**

1. Application for Graduation
  - a) In addition to satisfying all degree requirements, a candidate for a degree must file an application for graduation by the deadline posted on the College of Graduate Studies calendar for the semester in which the degree is expected to be conferred.
  - b) If a graduate student applies for graduation but fails to satisfy graduation requirements and/or withdraws from graduation, the graduate student must reapply for graduation.
  - c) A graduate student must be enrolled in a Graduate Course approved by the graduate advisor during the semester in which the degree is awarded unless all requirements have been completed by the last day to register for the following semester.
  - d) Degrees are conferred at the end of each semester.
2. Graduation Requirements
  - a) All degree requirements as defined by this policy and by each specific program must be met by the deadlines posted on the College of Graduate Studies calendar in the semester for which the degree will be awarded.
  - b) Transcripts from other universities used as transfer credit on a Program of Study must be received no later than two (2) weeks before the graduate student's commencement date.
3. Commencement/ PhD Hooding

- a) There will not be a commencement ceremony for those graduating in August. Graduate students who wish to participate in a ceremony will be invited to return to Tennessee Tech for the December commencement ceremony.
- b) Graduate students may participate in only one commencement ceremony for each degree earned at Tennessee Tech.
- c) Certificate and post-master’s certificate graduate students do not participate in commencement.
- d) No doctoral degree candidate is permitted to participate in commencement until all requirements for the degree are successfully completed.

**V. Interpretation**

The Dean of the College of Graduate Studies or designee has final authority to interpret the terms of this policy.

**VI. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(B)

**Approved:**

Graduate Studies

Executive Committee: November 1, 2016; July 1, 2019; November 1, 2022

Academic Council: November 9, 2016; October 9, 2019; November 9, 2022

University Assembly: November 16, 2016; November 20, 2019; November 16, 2022

Board of Trustees: June 15, 2017; December 5, 2019;



## Agenda Item Summary

**Date:** December 1, 2022

**Agenda Item:** TTU Policy 537 (Naming Buildings, Facilities and Organizational Units)

Review

Action

No action required

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**PRESENTERS:** Dr. Claire Stinson, Vice President for Planning & Finance

**PURPOSE & KEY POINTS:** Revision to policy to address when an existing named building is demolished and replaced with a new building or demolished and not replaced with a new building.

**Tennessee Tech University**  
**Policy No. 537**

6.1

The seal of Tennessee Technological University is a circular emblem. It features a central shield with a caduceus (a staff with two snakes entwined around it) and a book. The shield is set against a background of a large, stylized letter 'T'. The outer ring of the seal contains the text "TENNESSEE TECHNOLOGICAL UNIVERSITY" at the top and "1915" at the bottom.

**Naming  
Buildings,  
Facilities and  
Organizational  
Units**

Effective Date: January 1, 2020

**Policy No:** 537

**Policy Name:** Naming Buildings, Facilities and Organizational Units

**Revised Date:** January 1, 2021; January 1, 2023

**I. Purpose**

The purpose of this policy is to establish the criteria and process for naming of Tennessee Tech Buildings, Facilities, and Organizational Units.

**II. Review**

This policy will be reviewed every two (2) years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Business and Fiscal Affairs in consultation with the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly and Board of Trustees.

**III. Scope**

The scope of this policy is limited to Tennessee Tech Facilities that are owned by the State of Tennessee and Organizational Units controlled by Tennessee Tech. The policy does not extend to facilities leased by Tennessee Tech or owned by the TTU Foundation.

**IV. Definitions**

- A. Buildings: complete building structures residing on or contained within Tennessee Tech’s campus
- B. Building Components: lab, classroom, conference room, office space, etc. contained within a building.
- C. Facilities: all physical areas not contained within the Buildings definition including, but not limited to, parking lots, streets, grassy areas, water features, athletic fields, etc.
- D. Organizational Units: units on campus with a defined mission including Colleges, Schools, Departments, Centers, etc.

**V. Policy**

- A. The naming of Buildings, Facilities, and Organizational Units of Tennessee Tech for individuals or groups who have made significant contributions to society or to Tennessee Tech is an honored tradition of higher education.
- B. The prerogative and privilege of the naming of Buildings, Facilities, and Organizational Units of Tennessee Tech is vested in the Board of Trustees.

6.1

- C. The Board of Trustees delegates the authority to name identifiable building components of Buildings and Facilities to the President, subject to the criteria and process set forth below.
- D. In general, a naming opportunity is reserved for individuals and groups who must have made a significant contribution to the field of education, government, science, or human betterment.
  - 1. To preserve the integrity of the naming process at Tennessee Tech, this honor must be reserved for individuals of recognized accomplishment and character; no Building, Facility, or Organizational Unit may bear the name of an individual convicted of a felony.
  - 2. No current employee of Tennessee Tech shall be eligible for consideration.
  - 3. With respect to naming opportunities on Tennessee Tech’s campus, special consideration shall be given to:
    - a. The historical significance of the contribution of the individual or group to Tennessee Tech;
    - b. Individuals that signify an association with either the history of the university or the nation or with the advancement of knowledge and learning that will remain memorable long beyond the lifetime of those who propose the name; and
    - c. Any financial contribution of the individual or group to the institution as outlined in the TTU Foundation’s Naming Guidelines document.
  - 4. In all cases, naming rights are considered to be in effect for the duration of the effective and typical useful life of the physical building, space, or unit, and not in perpetuity. For named Organizational Units, the naming will remain until such time that the Organizational Unit is dissolved.
    - a. When an existing named building is demolished and replaced with a new building, the Board of Trustees may elect to commemorate the originally named individual(s) in an appropriate manner upon the recommendation by the President.
    - a.b. When an existing named building is demolished and not replaced with a new building, the Board of Trustees may elect to commemorate the originally named individual(s) at another appropriate location on campus upon the recommendation by the President.
  - 5. The Board of Trustees may remove a name associated with any physical building, space or unit at any time if the naming financial commitment

remains unfulfilled or it is in the best interests of Tennessee Tech or of the donor to do so.

6. At the request of a namesake, the President has authority to remove an individual's name from a facility after providing notice to the Board of Trustees.

6.1

#### **E. Process**

1. Tennessee Tech's President shall charge a committee to consider and make recommendations for the naming.
2. The committee may be comprised of students, faculty, staff, and administrative representatives. Other representatives of the campus community may serve on the committee, as deemed appropriate by the President.
3. The committee shall consider all suggested naming opportunities that satisfy the criteria cited in this policy. Any individual or group associated with Tennessee Tech may suggest a name for consideration by the committee.
4. The committee shall submit a report to the President, which shall include a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.
5. The President shall submit his/her recommendation, the committee's report, and any additional supporting information to the Board of Trustees for appropriate action, if any.
6. Tennessee Tech will not publicize the recommendation for naming until the Board of Trustees has acted on the recommendation.

#### **F. Building Plaques**

1. Tennessee Tech may affix a building plaque to a new or newly renovated building or facility.
2. All building plaques must comply with Board of Trustee guidelines adopted pursuant to this policy and State Building Commission policy on building plaques.

#### **G. Dedication Ceremony and Plaque**

1. Upon approval of the naming by the Board of Trustees, Tennessee Tech may plan and conduct an appropriate dedication ceremony and/or erect a dedication plaque or comparable marking.
2. Tennessee Tech may use a dedication plaque that is separate from the building plaque required by state laws and regulations.
3. In addition to the individual or group for whom the Building, Component, Facility, or Organizational Unit is named, the dedication plaque should identify Tennessee Tech’s President and the Chair of the Board of Trustees at the time the naming was approved.

**VI. Approval of exceptions**

1. The Chair of the Board of Trustees or his/her designee has the authority to approve exceptions in instances of unusual circumstances.
2. All such actions should be properly documented and shared with all Trustees at the next Board meeting.

**VII. Interpretation**

The Chair of the Board of Trustees or his/her designee in consultation with the President has the final authority to interpret the terms of this policy.

**VIII. Citation of Authority for Policy**

T.C.A. § 49-8-203(a) (4)

**Approved by:**

Administrative Council: November 6, 2019; November 4, 2020

University Assembly: November 20, 2019; November 18, 2020

Board of Trustees: December 5, 2019; December 1, 2020;

President on November 11, 2022 pursuant to Policy 101, Section VII.A.



**Tennessee Tech University**  
**Policy No. 537**

6.1

The seal of Tennessee Technological University is a circular emblem. It features a central shield with a caduceus (a staff with two snakes entwined around it) and a book. The shield is set against a background of a building facade. The words "TENNESSEE TECHNOLOGICAL UNIVERSITY" are written in a circular path around the shield, and the year "1915" is at the bottom.

**Naming  
Buildings,  
Facilities and  
Organizational  
Units**

Effective Date: January 1, 2020

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- C.** The Board of Trustees delegates the authority to name identifiable building components of Buildings and Facilities to the President, subject to the criteria and process set forth below.
- D.** In general, a naming opportunity is reserved for individuals and groups who must have made a significant contribution to the field of education, government, science, or human betterment.
- 1.** To preserve the integrity of the naming process at Tennessee Tech, this honor must be reserved for individuals of recognized accomplishment and character; no Building, Facility, or Organizational Unit may bear the name of an individual convicted of a felony.
  - 2.** No current employee of Tennessee Tech shall be eligible for consideration.
  - 3.** With respect to naming opportunities on Tennessee Tech’s campus, special consideration shall be given to:
    - a.** The historical significance of the contribution of the individual or group to Tennessee Tech;
    - b.** Individuals that signify an association with either the history of the university or the nation or with the advancement of knowledge and learning that will remain memorable long beyond the lifetime of those who propose the name; and
    - c.** Any financial contribution of the individual or group to the institution as outlined in the TTU Foundation’s Naming Guidelines document.
  - 4.** In all cases, naming rights are considered to be in effect for the duration of the effective and typical useful life of the physical building, space, or unit, and not in perpetuity. For named Organizational Units, the naming will remain until such time that the Organizational Unit is dissolved.
    - a.** When an existing named building is demolished and replaced with a new building, the Board of Trustees may elect to commemorate the originally named individual(s) in an appropriate manner upon the recommendation by the President.
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  - 5.** The Board of Trustees may remove a name associated with any physical building, space or unit at any time if the naming financial commitment

**6.1**

remains unfulfilled or it is in the best interests of Tennessee Tech or of the donor to do so.

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#### **E. Process**

1. Tennessee Tech's President shall charge a committee to consider and make recommendations for the naming.
2. The committee may be comprised of students, faculty, staff, and administrative representatives. Other representatives of the campus community may serve on the committee, as deemed appropriate by the President.
3. The committee shall consider all suggested naming opportunities that satisfy the criteria cited in this policy. Any individual or group associated with Tennessee Tech may suggest a name for consideration by the committee.
4. The committee shall submit a report to the President, which shall include a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.
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2. Tennessee Tech may use a dedication plaque that is separate from the building plaque required by state laws and regulations.
3. In addition to the individual or group for whom the Building, Component, Facility, or Organizational Unit is named, the dedication plaque should identify Tennessee Tech’s President and the Chair of the Board of Trustees at the time the naming was approved.

**VI. Approval of exceptions**

1. The Chair of the Board of Trustees or his/her designee has the authority to approve exceptions in instances of unusual circumstances.
2. All such actions should be properly documented and shared with all Trustees at the next Board meeting.

**VII. Interpretation**

The Chair of the Board of Trustees or his/her designee in consultation with the President has the final authority to interpret the terms of this policy.

**VIII. Citation of Authority for Policy**

T.C.A. § 49-8-203(a) (4)

**Approved by:**

Administrative Council: November 6, 2019; November 4, 2020

University Assembly: November 20, 2019; November 18, 2020

Board of Trustees: December 5, 2019; December 1, 2020;

President on November 11, 2022 pursuant to Policy 101, Section VII.A.



## Agenda Item Summary

7.1

**Date:** December 2, 2021

**Agenda Item:** FY2022-23 Revised Budget/Organizational Chart

Review

Action

No action required

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**PRESENTERS:** Dr. Claire Stinson, Vice President for Planning & Finance

**PURPOSE & KEY POINTS:** Review recommendation and approval of Tennessee Tech’s 2022-23 Revised Budget and Organizational Chart.

Revised Budget reflects revenue based on fall semester actual enrollments. Special fees unspent from FY2021-22 and other encumbrances from FY2021-22 are included in the revised budget as one-time expense budget increase.

The revised budget includes budget line items for Educational & General (E & G) revenues and expenses for the University’s major operations and Auxiliary Enterprise revenues and expenses. This budget also includes mandatory transfers which are resources set aside to service debt for the fiscal year. Non-mandatory transfers included in the budget are resources transferred to reserves and plant funds at the University’s discretion.

## Definitions for Budget Cycles, Revenue Categories, Expense Categories

**Actuals FY2021-22:** This data reflects how the FY2021-22 ended. This data is used for preparation of the University's financial statements. Unspent resources at end-of-year are either included in the beginning fund balance of the Revised Budget or, in the case of special fees and research related obligations, re-budgeted into the departments.

**Proposed Budget FY2022-23:** The Proposed Budget is our original budget (operating plan) to begin the new fiscal year. This budget includes only recurring revenue and expense items. The Proposed Budget revenues are based on estimated fall semester enrollments and generally include any new State appropriations the University expects to receive. New cost increases that create ongoing obligations are included in the Proposed Budget.

**Revised Budget FY2022-23:** This budget is the first revision to our Proposed Budget. The Revised Budget reflects revenue estimates based on actual fall enrollments. Expense budgets are increased for any unspent resources (carryforwards) from the prior fiscal year, FY2021-22.

**Educational & General (E&G) Revenues:** These are unrestricted resources that can be used for anything within the mission of the University.

**E&G Expenses by Budget Category:** Expenses are shown by functional classification. These categories show how expenses are budgeted for the different functions of the University.

**E&G Expenses by Natural Classification:** Expenses are shown by type of expenses, e.g., salaries and wages, fringe benefits, travel, etc.

**Auxiliary Budget Summary:** Budgets for activities such as housing, foodservices, recreation center, that must operate at a profit or at least breakeven point.

**Mandatory Transfers:** Transfers for annual debt service obligations.

**Non-Mandatory Transfers:** Transfers for University funded capital projects (Unexpended Plant) and renewal and replacement funds for major maintenance and equipment replacement including technology hardware and software.

**E&G Revenues - Actuals FY2021-22, Proposed Budget FY2022-23, & Revised Budget FY2022-23**

	Actuals FY2021-22	Proposed Budget FY2022-23	Revised Budget FY2022-23
Tuition and Fees	\$ 100,912,809	\$ 100,785,900	\$ 100,544,000
State Appropriations	\$ 64,531,413	\$ 78,863,600	\$ 79,920,600
Contracts and IDC	\$ 2,620,562	\$ 1,409,300	\$ 1,559,300
Sales and Services Educational	\$ 791,032	\$ 933,700	\$ 917,500
Other Activities (incl Athletic Student Fee)	\$ 16,030,857	\$ 10,455,400	\$ 10,472,500
<b>Total Revenues</b>	<b>\$ 184,886,673</b>	<b>\$ 192,447,900</b>	<b>\$ 193,413,900</b>

**E&G Expenses by Budget Category - Actuals FY2021-22, Proposed Budget FY2022-23, & Revised Budget FY2022-23**

	Actuals FY2021-22	Proposed Budget FY2022-23	Revised Budget FY2022-23
Instruction	\$ 74,401,456	\$ 86,981,400	\$ 87,781,500
Research	\$ 2,274,583	\$ 2,750,800	\$ 6,972,900
Public Service	\$ 2,042,070	\$ 2,056,600	\$ 3,297,200
Academic Service	\$ 12,936,251	\$ 14,308,000	\$ 17,641,500
Student Services	\$ 21,390,410	\$ 22,823,600	\$ 23,825,400
Institutional Support	\$ 16,895,889	\$ 19,915,000	\$ 18,128,200
Oper. & Maint. of Plant	\$ 14,855,807	\$ 16,319,900	\$ 18,274,500
Scholarships & Fellowships	\$ 16,000,095	\$ 17,536,300	\$ 19,154,100
<b>Total Expenses</b>	<b>\$ 160,796,561</b>	<b>\$ 182,691,600</b>	<b>\$ 195,075,300</b>

**E&G Expenses by Natural Classification - Actuals FY2021-22, Proposed Budget FY2022-23, & Revised Budget FY2022-23**

	Actuals FY2021-22	Proposed Budget FY2022-23	Revised Budget FY2022-23
Salaries and Wages	\$ 80,452,871	\$ 85,226,469	\$ 87,736,836
Fringe Benefits	\$ 33,210,644	\$ 37,031,366	\$ 33,379,955
Travel	\$ 1,835,680	\$ 1,584,615	\$ 2,075,850
Operating & Utilities	\$ 27,098,850	\$ 40,394,442	\$ 51,385,055
Scholarships & Fellowships	\$ 16,563,879	\$ 18,093,623	\$ 19,682,220
Capital	\$ 1,634,637	\$ 361,094	\$ 815,104
<b>Total Expenses</b>	<b>\$ 160,796,561</b>	<b>\$ 182,691,609</b>	<b>\$ 195,075,020</b>

**E&G Unrestricted Budget Summary - Actuals FY2021-22, Proposed Budget FY2022-23, & Revised Budget FY2022-23**

	Actuals FY2021-22	Proposed Budget FY2022-23	Revised Budget FY2022-23
Beginning Fund Balance	\$ 29,185,267	\$ 8,426,847	\$ 23,687,377
E&G Revenues	\$ 184,886,673	\$ 192,447,900	\$ 193,413,900
E&G Expenses	\$ (160,796,561)	\$ (182,691,600)	\$ (195,075,300)
Mandatory Transfers	\$ (3,533,810)	\$ (3,668,700)	\$ (3,668,700)
Non-mandatory Transfers	\$ (26,054,072)	\$ (5,715,300)	\$ (10,703,100)
<b>Ending Fund Balance</b>	<b>\$ 23,687,497</b>	<b>\$ 8,799,147</b>	<b>\$ 7,654,177</b>

**Auxiliary Budget Summary - Actuals FY2021-22, Proposed Budget FY2022-23, & Revised Budget FY2022-23**

	Actuals FY2021-22	Proposed Budget FY2022-23	Revised Budget FY2022-23
Beginning Fund Balance	\$ 1,509,166	\$ 1,509,166	\$ 1,347,548
Aux Revenues	\$ 20,592,510	\$ 18,577,600	\$ 19,246,300
Aux Expenses	\$ (8,347,854)	\$ (8,719,100)	\$ (8,922,400)
Mandatory Transfers	\$ (6,032,150)	\$ (6,557,400)	\$ (7,062,900)
Non-mandatory Transfers	\$ (6,374,129)	\$ (3,354,200)	\$ (2,927,800)
<b>Ending Fund Balance</b>	<b>\$ 1,347,543</b>	<b>\$ 1,456,066</b>	<b>\$ 1,680,748</b>

**TOTAL Budget Summary - Actuals FY2021-22, Proposed Budget FY2022-23, & Revised Budget FY2022-23**

	Actuals FY2021-22	Proposed Budget FY2022-23	Revised Budget FY2022-23
Beginning Fund Balance	\$ 30,694,433	\$ 9,936,013	\$ 25,034,925
Total Revenues	\$ 205,479,183	\$ 211,025,500	\$ 212,660,200
Total Expenses	\$ (169,144,415)	\$ (191,410,700)	\$ (203,997,700)
Mandatory Transfers	\$ (9,565,960)	\$ (10,226,100)	\$ (10,731,600)
Non-mandatory Transfers	\$ (32,428,201)	\$ (9,069,500)	\$ (13,630,900)
<b>Ending Fund Balance</b>	<b>\$ 25,035,040</b>	<b>\$ 10,255,213</b>	<b>\$ 9,334,925</b>

7.1



**Breakdown of E&G Fund Balance - Actuals FY2021-22, Proposed Budget FY2022-23, & Revised Budget FY2022-23**

	<b>Actuals FY2021-22</b>	
	<b>Beginning Fund Balance</b>	<b>Ending Fund Balance</b>
Allocation for Encumbrances	\$ 1,470,875	\$ 1,158,441
Allocation for Working Capital	\$ 3,863,414	\$ 3,786,177
Special Allocations*	\$ 23,850,975	\$ 18,742,873
Unallocated Balance	\$ -	\$ -
<b>Total E&amp;G Fund Balance</b>	<b>\$ 29,185,264</b>	<b>\$ 23,687,491</b>
*2% to 5% Reserve of E&G Revenues	\$ 20,245,349	\$ 15,432,524
*Student Activity Fee	\$ -	\$ -
*Technology Access Fee	\$ 1,723,100	\$ 2,499,662
*Specialized Academic Fee	\$ 1,882,526	\$ 810,687
Total Special Allocations	\$ 23,850,975	\$ 18,742,873

	<b>Proposed Budget FY2022-23</b>	
	<b>Beginning Fund Balance</b>	<b>Ending Fund Balance</b>
Allocation for Encumbrances	\$ -	\$ -
Allocation for Working Capital	\$ 3,863,417	\$ 3,863,417
Special Allocations*	\$ 4,563,430	\$ 4,935,954
Unallocated Balance (due to rounding)	\$ -	\$ -
<b>Total E&amp;G Fund Balance</b>	<b>\$ 8,426,847</b>	<b>\$ 8,799,371</b>
*2% to 5% Reserve of E&G Revenues	\$ 4,563,430	\$ 4,935,954
*Student Activity Fee	\$ -	\$ -
*Technology Access Fee	\$ -	\$ -
*Specialized Academic Fee	\$ -	\$ -
Total Special Allocations	\$ 4,563,430	\$ 4,935,954

	<b>Revised Budget FY2022-23</b>	
	<b>Beginning Fund Balance</b>	<b>Ending Fund Balance</b>
Allocation for Encumbrances	\$ 1,158,441	\$ -
Allocation for Working Capital	\$ 3,786,177	\$ 3,786,177
Special Allocations*	\$ 18,742,760	\$ 3,868,278
Unallocated Balance (due to rounding)	\$ -	\$ -
<b>Total E&amp;G Fund Balance</b>	<b>\$ 23,687,378</b>	<b>\$ 7,654,455</b>
*2% to 5% Reserve of E&G Revenues	\$ 15,432,411	\$ 3,868,278
*Student Activity Fee	\$ -	\$ -
*Technology Access Fee	\$ 2,499,662	\$ -
*Specialized Academic Fee	\$ 810,687	\$ -
Total Special Allocations	\$ 18,742,760	\$ 3,868,278

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E&G Transfers - Actuals FY2021-22, Proposed Budget FY2022-23, & Revised Budget FY2022-23

	Actuals FY2021-22	Proposed Budget FY2022-23	Revised Budget FY2022-23
<b><u>Debt Service-Mandatory</u></b>			
Debt Service Perf Contract	\$ 486,649	\$ 491,074	\$ 491,074
Debt Service Fitness Center	\$ 1,604,409	\$ 1,670,000	\$ 1,670,000
Debt Service Parking	\$ 815,816	\$ 860,935	\$ 860,935
Debt Service Lab Science Bldg	\$ 626,936	\$ 646,673	\$ 646,673
Debt Service Univ Center	\$ -	\$ -	\$ -
Debt Service Eblen Center	\$ -	\$ -	\$ -
<b>Total Debt Service Transfers</b>	<b>\$ 3,533,810</b>	<b>\$ 3,668,682</b>	<b>\$ 3,668,682</b>
<b><u>Unexpended Plant</u></b>			
Debt Service Fitness Center	\$ 316,126	\$ 198,480	\$ 198,480
Debt Service Univ Center	\$ 84,979	\$ 89,460	\$ 89,460
Debt Service Eblen Center	\$ 186,955	\$ 196,810	\$ 196,810
Facilities Development (fee)	\$ 240,352	\$ 253,615	\$ 173,365
Landscaping	\$ 380,000	\$ 325,000	\$ 325,000
Parking and Transportation	\$ 293,734	\$ 311,315	\$ 385,693
Various Academic Buildings	\$ 11,414,577	\$ 345,890	\$ 345,890
Extraordinary Maintenance	\$ 715,000	\$ 560,000	\$ 560,000
RUC Office Renovation	\$ 145,000		
Loafing Barn	\$ 500,000		
Engineering Lab Upgrade	\$ 490,000		
Wind Tunnel		\$ -	\$ 3,500,000
Craft Center Maintenance		\$ -	\$ 2,840,000
Small Projects	\$ 781,035	\$ 90,000	\$ 304,928
<b>Total Unexp Plant Transfers</b>	<b>\$ 15,547,758</b>	<b>\$ 2,370,570</b>	<b>\$ 8,919,626</b>
<b><u>Renewal and Replacement</u></b>			
IT Computer Equipment	\$ 752,110	\$ 577,110	\$ 577,110
Electronic Upgrades	\$ 786,547	\$ 350,000	\$ 350,000
Equipment - Departments	\$ 407,947	\$ 642,180	\$ 504,537
ERP Replacement	\$ 341,382	\$ 341,382	\$ 351,736
Athletics	\$ 682,015		
Anticipated Early Graduation Reserves	\$ 1,133,986	\$ 1,133,986	\$ -
	\$ 6,402,327	\$ 300,000	\$ -
<b>Total R&amp;R Transfers</b>	<b>\$ 10,506,314</b>	<b>\$ 3,344,658</b>	<b>\$ 1,783,383</b>
<b>GRAND TOTAL All Transfers</b>	<b>\$ 29,587,882</b>	<b>\$ 9,383,910</b>	<b>\$ 14,371,691</b>

7.1

**Reserves - Revised Budget FY2022-23 (bal. at 6-30-22)**

		<u>Unexpended Plant</u>
Land Purchases	\$	2,622,958
Engineering building bid over budget plus required match	\$	12,000,000
Innovation Residence Hall	\$	13,161,988
Residence halls roofing	\$	2,547,540
Parking and paving	\$	4,794,342
Repairs/replacement of athletic facilities fields	\$	5,160,011
Construction of new west stadium	\$	6,900,000
Repairs/major maintenance to academic buildings	\$	6,694,509
Updating student spaces - Roden University Center	\$	2,689,962
Small projects	\$	2,152,761
	\$	<u>58,724,071</u>
		<u>Renewal and Replacement</u>
Auxiliary - Housing	\$	14,541,338
Auxiliary - Other	\$	7,564,217
Computer Center	\$	4,172,136
Technology Update	\$	2,230,587
Telecommunication	\$	721,269
Printing & Photo Services	\$	209,476
Motor Pool	\$	418,323
Craft Center R&R	\$	630,916
Athletics	\$	816,635
Strat. Invest. Main & Beauty	\$	1,540,368
Anticipated Early Grad Change	\$	2,267,972
HERFF	\$	15,791,853
ERP Replacement	\$	6,708,127
Departmental R&R	\$	138,350
University Reserve	\$	8,765,879
<b>Total R&amp;R</b>	\$	<u>66,517,446</u>
<b>GRAND TOTAL All Reserves</b>	<b>\$</b>	<b><u>125,241,517</u></b>

## Budget Summary and Budget Analysis

The complete Budget Summary and Budget Analysis documents can be viewed on the Budget, Planning, Reporting and Analysis website:

Direct Link to document – **Summary**:

[https://www.tntech.edu/businessoffice/pdf/budget/Final-October-Summary-Book\\_FY2022-2023.pdf](https://www.tntech.edu/businessoffice/pdf/budget/Final-October-Summary-Book_FY2022-2023.pdf)

Direct Link to document – **Analysis**:

[https://www.tntech.edu/businessoffice/pdf/budget/Final-October-Analysis-Book\\_FY2022-2023.pdf](https://www.tntech.edu/businessoffice/pdf/budget/Final-October-Analysis-Book_FY2022-2023.pdf)

**Historical Budget documents (FY2011 through FY2022):**

Budget **Summary** and **Analysis**: <https://www.tntech.edu/businessoffice/bpra/budgetary-info.php>



## **Office of the President**

**TENNESSEE TECH**

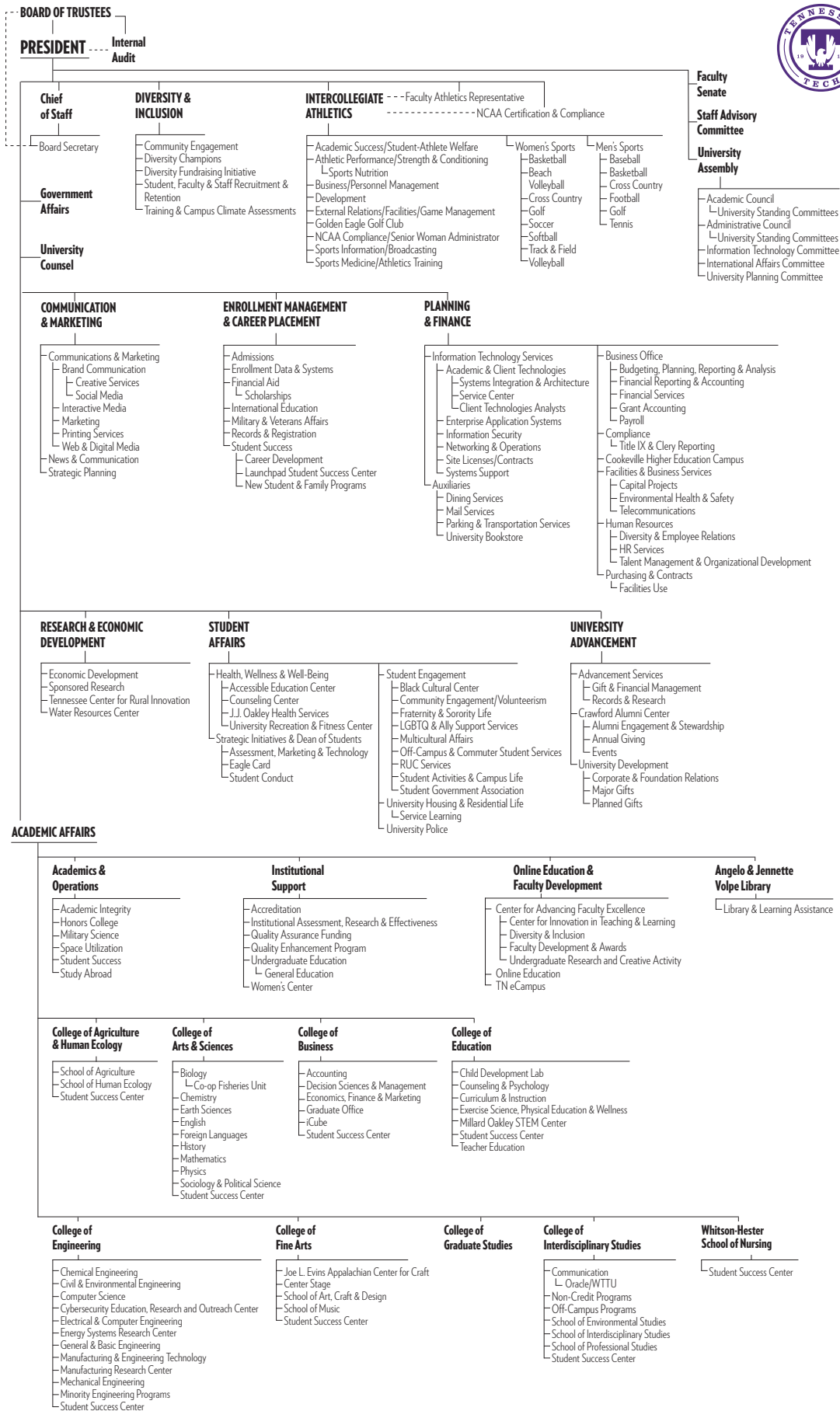
October 24, 2022

Submitting on behalf of Tennessee Tech University (TTU) a crosswalk of organizational changes/updates with a proposed implementation date of January 1, 2023, as follows:

### **Academic Affairs**

- Add Child Development Lab to College of Education
- Add Center Stage to College of Fine Arts

Dr. Philip B. Oldham, President



7.1



## Agenda Item Summary

7.1

**Date:** December 1, 2022

**Agenda Item:** Tuition Transparency Act Report (T.C.A. § 49-7-1604)

Review

Action

No action required

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**PRESENTERS:** Dr. Claire Stinson, Vice President for Planning & Finance

**PURPOSE & KEY POINTS:** By February 1 of each year, the Board is required to provide a report to the General Assembly with information regarding expenditures of revenues derived from any tuition and fees increase in the previous full academic year. The report must include how revenues were used, the effect on student financial aid, and the effect on the average total cost of attendance per student.

**State of Tennessee  
2018 Public Acts, Chapter 614  
T.C.A § 49-7-1604**

By February 1 of each year, each governing board shall provide a report to the office of legislative budget analysis, for distribution to the general assembly, with information regarding expenditures of revenues derived from any tuition and fees increase in the previous full academic year. The report shall include how revenues were used, the effect on student financial aid, and the effect on the average total cost of attendance per student.

**7.1**

**Report Based on FY 2021-22 Financial Data**

<b>Tuition increase of 1.99% = \$1,290,560</b>	
<b>Effect on Average Cost of Attendance per student = \$90 per semester</b>	
<b>Effect on Student Financial Aid = None</b>	
<b>Use of Revenues</b>	<b>Dollars</b>
Elimination of Specialized Academic Course Fees (SACF) attached to courses in College of Arts & Sciences, College of Ag & Human Ecology, College of Education and College of Fine Arts. Revenues from tuition increase were used to support budgets for programs effected by the fee elimination.	\$1,290,560

<b>Mandatory Fees increase of 0.31% = \$30,286</b>	
<b>Effect on Average Cost of Attendance per student = \$2 per semester</b>	
<b>Effect on Student Financial Aid = None</b>	
Revenue was used to provide students with enhanced mental health and wellness support.	\$30,286





# State of Tennessee

## PUBLIC CHAPTER NO. 614

### SENATE BILL NO. 1665

By Dickerson, Gresham, Yarbro

Substituted for: House Bill No. 1684

By Smith, Ragan, Daniel, Moody, Hardaway, Terry, Towns

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 11; Title 49, Chapter 7; Title 49, Chapter 8 and Title 49, Chapter 9, relative to higher education.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 7, is amended by adding the following language as a new part:

#### 49-7-1601.

This part shall be known and may be cited as the "Tuition Transparency and Accountability Act."

#### 49-7-1602.

As used in this part:

(1) "Board" means the trustees of the University of Tennessee or a state university board, as applicable;

(2) "Cost of attendance" means the combined cost of tuition, mandatory fees, room and board, books, and other educational expenses as determined by the financial aid office of the postsecondary institution;

(3) "Predictive cost estimate" means a non-binding estimated cost of attending an undergraduate program at the postsecondary institution based on a student's chosen field of study over a four-year period. A predictive cost estimate may include, but is not limited to, potential tuition and mandatory fee increases, projected increases in tuition based on a student's chosen field of study, and historical trend data; and

(4) "Tuition and mandatory fees" means the charges imposed to attend the relevant institution of higher education as an in-state undergraduate student and all fees required as a condition of enrollment as determined by the board. "Tuition and mandatory fees" does not include fees charged to out-of-state students by institutions of higher education, room and board, or other non-mandatory fees and charges.

#### 49-7-1603.

(a) At least fifteen (15) days prior to holding a meeting to adopt an increase in tuition and mandatory fees, a board shall give public notice of the proposed tuition and mandatory fee increase as an action item on the board's meeting agenda. Individuals shall be permitted to provide comments during the fifteen-day period. The public notice of the proposed tuition and mandatory fee increase shall, at a minimum, include:

(1) An explanation for the proposed tuition and mandatory fee increase;

(2) A statement specifying the purposes for which revenue derived from the tuition and mandatory fee increase will be used; and

7.1

SB 1665

(3) A description of the efforts to mitigate the effect of the tuition and mandatory fee increase on students.

(b)(1) By January 1, 2019, each board shall develop a list of factors that shall be considered when developing recommendations to increase tuition and mandatory fees. The factors shall include, at a minimum, the level of state support; total cost of attendance; and efforts to mitigate the financial effect on students.

(2) Each state university and each campus in the University of Tennessee system shall post on its website a summary of the recommendations pursuant to subdivision (b)(1).

**49-7-1604.**

By February 1 of each year, each governing board shall provide a report to the office of legislative budget analysis, for distribution to the general assembly, with information regarding expenditures of revenues derived from any tuition and fees increase in the previous full academic year. The report shall include how revenues were used, the effect on student financial aid, and the effect on the average total cost of attendance per student.

**49-7-1605.**

Beginning August 1, 2019, each state university and each campus in the University of Tennessee system shall provide, with a student's letter of acceptance, a predictive cost estimate for students applying for undergraduate degree programs for the 2020-2021 academic year and for academic years thereafter.

SECTION 2. This act shall take effect July 1, 2018, the public welfare requiring it.

7.1

SENATE BILL NO. 1665

PASSED: March 19, 2018

  
RANDY McNALLY  
SPEAKER OF THE SENATE

  
BETH HARWELL, SPEAKER  
HOUSE OF REPRESENTATIVES

APPROVED this 2<sup>nd</sup> day of April 2018

  
BILL HASLAM, GOVERNOR