

The following policies for senior exit exams have been approved by
College of Business Faculty on September 8, 2017

COB ETS Policy

- A student who is getting a Bachelor of Science in Business Administration (B.S.B.A.) degree from Tennessee Technological University is required to take the ETS test online at a designated time and place during the term in which he or she is enrolled in the BMGT 4930 Business Strategy class.
- Any ODS-approved accommodations request will have to be submitted to the Dean's office before the first scheduled ETS test during the term in which the student is enrolled in BMGT 4930.
- The student will earn an ETS Grade which will make up 10% of the final course grade for BMGT 4930 using the following formula:

$$\text{ETS SCORE} - 80 = \text{ETS GRADE (\%)} \\ \text{(The ETS grade cannot be higher than 100\%)}$$

- This test can only be taken once. Regardless of the number of times a student may retake the BMGT 4930 course, the first ETS grade earned by the student during the first attempt to complete the BMGT 4930 course will be applied to that student's grade point total during all future BMGT 4930 course re-enrollments.
- Any student who is required to take the ETS test but fails to do so as scheduled will earn a "0" for that part of the BMGT 4930 course grade.
- **This Policy is a College of Business Policy and not a BMGT 4930 Course Policy.** BMGT 4930 is simply a vehicle for administering the ETS test. With that stated, the instructor(s) of BMGT 4930 do not have discretion to change this Policy.

COB CCTST Policy

- A student who is getting a Bachelor of Science in Business Administration (B.S.B.A.) degree from Tennessee Technological University is required to take the CCTST test online at a designated time and place during the term in which he or she is enrolled in the BMGT 4930 Business Strategy class.
- This test can only be taken once.
- Any ODS-approved accommodations request will have to be submitted to the Dean's office before the first scheduled CCTST test during the term in which the student is enrolled in BMGT 4930.
- Failure to take the test as scheduled will result in the student failing to meet the course requirements and a grade of "Incomplete." TTU policy for incomplete grades will apply. The requirement necessary for the student to satisfactorily complete the course is for the student to take the CCTST test during the next term (including the summer term) when the CCTST is scheduled to be administered.
- **This Policy is a College of Business Policy and not a BMGT 4930 Course Policy.** BMGT 4930 is simply a vehicle for administering the CCTST test. With that stated, the instructor(s) of BMGT 4930 do not have discretion to change this Policy.
- A student enrolled in BMGT 4930 and who is **not** getting a Bachelor of Science in Business Administration degree OR who is not required to take CCTST according to TTU Guidelines must submit a form signed by the student's academic advisor stating that the student: 1) will be taking the CCTST outside of the College of Business OR 2) is not required to take CCTST according to University Policy. This exemption form must be filed with the Dean's office before the first scheduled CCTST test during the term in which the student is enrolled in BMGT 4930. The BMGT 4930 instructor will be informed by the Dean's office about those who have properly filed these exemption forms, and the students concerned will be marked as having satisfied this part of the course requirements.