

3.5.2

Educational Programs: Undergraduate: Institutional credits for a degree

At least 25 percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree. (See the Commission policy "Collaborative Academic Arrangements.")

Judgment

Compliance Partial Compliance Non-Compliance Not Applicable

Narrative

Tennessee Technological University (TTU) maintains the requirement that 25 percent of the credit hours applied to degree requirements must be taken at TTU.

Degree Program Requirements

TTU's requirements may be found in the Undergraduate Catalog [1] and in TTU Policy 260 on requirements for a baccalaureate degree and graduation [2], which provides the following explanation of the residence requirement: "To meet the residence requirements, a student must complete at least 25 percent of the credit for the degree requirements including a minimum of 24 of the last 30 semester hours of 3000 and 4000 level requirements at Tennessee Technological University." TTU does not currently offer undergraduate degrees through joint, cooperative, or consortial arrangements in which less than 25 percent of the credit hours are earned directly within the University. Joint, cooperative, and consortial arrangements are discussed further in Comprehensive Standard 3.4.7. In all instances, TTU course credit is clearly designated as such on the transcript.

This policy adheres to the requirements of the Tennessee Board of Regents: Tennessee Board of Regents Policies and Guidelines Manual, Undergraduate Degree Policy 2:01:00:00 [3].

The Graduation Worksheet [4] and the Requirements Remaining for Degree sheet [5] permit Graduation Office personnel to verify that this requirement has been met or that the student has yet to meet the requirement. All candidates for an undergraduate degree are expected to file a written application for graduation [6] in the Office of Records and Registration prior to the last two semesters of their anticipated graduation dates. It is expected that students apply for graduation by the following dates: last day of summer semester for fall graduation, last day of fall semester for spring graduation, and last day of spring semester for summer graduation. The Graduation Office then sends the worksheet and the Requirements Remaining for Degree sheet to the student and to the student's advisor. The advisor reviews the remaining requirements with the student to ensure he or she takes the courses needed to complete the graduation requirement. All requirements for graduation, including official transcripts of transfer work, must then be filed in the Graduation Office no later than two days prior to commencement with the exception of transfer work in progress. All transcripts must be received no later than two weeks after the commencement date; otherwise the student graduates the following semester. A sample of redacted transcripts of undergraduate degrees is provided as evidence of the auditing process [7a] [7b] [7c] [7d] [7e] [7f] [7g] [7h] [7i].

The Graduation Office manually verifies all graduates have met the requirements necessary to earn a degree; however, the Graduation Office is beginning to implement an electronic verification of degree requirements for students following the 2011 Undergraduate Catalog and later catalogs.

Conclusion

The University's requirement that at least 25 percent of the credit hours applied toward TTU degrees

adheres to TBR requirements and is published in the TTU Undergraduate Catalog. The Graduation Office has degree-audit procedures and documentation demonstrating that this minimum is attained for each TTU degree issued. Therefore, the University is in compliance with Comprehensive Standard 3.5.2.

Sources

-  [1] 2014_2015 Undergraduate Catalog_Page 37_Item 6 Residence
-  [2] TTU Policy 260_Requirements for a Baccalaureate Degree and Graduation_Section F2b
-  [3] General Education Requirements and Degree Requirements
-  [4] Graduation Worksheet
-  [5] Requirements Remaining for Degree Worksheet
-  [6] Application for Graduation
-  [7a] Transcript Sample_BS Education
-  [7b] Transcript Sample_BS Mathematics
-  [7c] Transcript Sample_BS Mechanical Engineering
-  [7d] Transcript Sample_BS Nursing
-  [7e] Transcript Sample_BS Professional Studies
-  [7f] Transcript Sample_BS Agriculture
-  [7g] Transcript Sample_BS Human Ecology
-  [7h] Transcript Sample_BS Interdisciplinary Studies
-  [7i] Transcript Sample_BS Business Administration