

4.3

Publication of policies

The institution makes available to students and the public current academic calendars, grading policies, and refund policies.

Judgment

Compliance Partial Compliance Non-Compliance Not Applicable

Narrative

Tennessee Technological University (TTU) makes information on academic calendars, grading policies, and refund policies available to students and the public through published policies, various university and unit websites, undergraduate and graduate catalogs, sections in the Faculty Handbook and Student Handbook, and course syllabi.

Academic Calendars

TTU's academic calendar is created based on the Tennessee Board of Regent's (TBR's) Academic Calendar and Student Registration: A-19 academic guidelines [1] and TTU's Academic Calendar Policy 267 [2]. The University's website header and footer both have a calendar link [3], which provides the academic calendar in html format and an administrative calendar as a PDF version for the academic year. In addition, the Office of the Registrar has the academic calendar and final exam schedules for multiple semesters available on its website [4].

The University calendar for the current year is published as part of the Undergraduate Catalog and the Graduate Catalog [5] [6]. These publications are no longer offered in printed format; however, both are available on the Web and in pdf format from the "Academics" menu on the home page. The calendar lists the beginning and ending dates of the term, holidays, final exam periods, and commencement. The University calendar link is included to provide additional information for both editions of the catalog, and the Graduate Catalog also has a link pertaining to dates specific to graduate students.

Grading Policies

TTU Grading and Examination Policy (Policy 264) [7] provides a comprehensive explanation of grades, quality point averages (also known as "grade point averages"), and examination procedures for students, staff, faculty and administration, and is published on the Policy Central website. According to the Faculty Handbook [8], faculty are required to provide a grading policy statement either in writing (within a course syllabus) to enrolled students during the first class period or on the Web before the first class period.

The general grading policies are available as follows:

- The policy is available in the Undergraduate Catalog [5] under the Academic Regulations and Registration heading. Areas pertaining to grading are attendance and withdrawal, examination and term grades, grades and quality points, pass/fail option, and repetition of courses.
- The policy is available in the Graduate Catalog [6] under the Registration and Enrollment Requirements heading. Areas pertaining to grading are grading, grading system, quality points, quality point average, grade of "I," and course repetition policy.

Refund Policies

Refunds are processed in accordance with provisions outlined in the TBR Guideline B-060, Section XIV [9] and the TTU Policy 511.1 Student Fee Adjustments, Refunds, and Appeals [10]. The TBR Guideline may be viewed online at the TBR website and the University refund policy 511.1 [10] is available on the Policy Central website. Restatement of these refund policies, supported by additional detailed information and clarifying comments, is available both on the TTU Bursar Web page at [11] and in the Student Handbook [12]. The Bursar website provides the refund information for each of the following categories:

- Fees and Tuition
- Residence Hall Rent
- Residence Hall Deposits
- Meal Plan
- Credit Balances

Further references to the Bursar web page link are included in the online Undergraduate and Graduate catalogs and at other pertinent locations throughout the TTU website.

Official refund deadline dates are included in the University calendar [3].











Procedures related to potential refunds are addressed in policy statements with appropriate Web links:








- Disbursement of Excess Aid [13] on the Bursar web page and in TTU Policy 511.1 [10]
- Direct Deposit of Refunds [14] on the Bursar Office web page and in TTU Policy 511.1 [10]
- Withdrawal from Classes in the Student Handbook [15] and TTU Policy 312 Withdrawal Procedure [16]
- Refund Appeal in TTU Policy 511.1 [10] and Student Request Form [17] on the website of the Bursar Office

Conclusion

TTU publishes all policies related to academic calendars, grading policies, and refund policies through various Web pages of the University, including Policy Central, the Office of the Registrar, Bursar Office, the Undergraduate and Graduate catalogs, Faculty Handbook, Student Handbook, and other pertinent Web pages. Therefore, TTU is in compliance with Federal Requirement 4.3.

Sources

-  [01] Academic Calendar and Student Registration
-  [02] Policy 267 Academic Calendar
-  [03] University Calendars
-  [04] Office of the Registrar
-  [05] 2014_2015 Undergraduate Catalog
-  [06] 2014_2015 Graduate Catalog
-  [07] Policy 264 Grading and Examination Policy
-  [08] Faculty Handbook Statement on Course Syllabi
-  [09] TBR Guideline B-060 Fees
-  [10] TTU Policy 511.1 Student Fee Adjustments_Refunds_and_Appeals

-  [11] Refund Policies in the Bursar Office
-  [12] Refund Policies on the Student Handbook
-  [13] Disbursement of Excess Aid
-  [14] Direct Deposit of Refunds
-  [15] Withdrawal Procedure in Student Handbook
-  [16] Policy 312 Withdrawal Procedure
-  [17] Refund Appeal