



**Quarterly Board Meeting**  
**December 5, 2019**  
**Roaden University Center, Room 282**  
**1:30 p.m.**

**AGENDA**

- I. Call to Order and Roll Call
- II. Spotlight on Student and Faculty Excellence
- III. Approval of Minutes
- IV. Rulemaking Hearing
  - A. Tennessee Technological University Rule 0240-09-01 Student Conduct
  - B. Tennessee Technological University Rule 0240-09-03 Parking, Traffic, and Safety Enforcement
  - C. Tennessee Technological University Rule 0240-09-05 Access to Public Records
- V. Approval of Policies Related to Rules
  - A. TTU Policy 302 (Student Conduct)
  - B. TTU Policy 415 (General Parking and Transportation Policy)
  - C. TTU Policy 110 (Access to Public Records)
- VI. President's Report
- VII. Executive Committee Report
  - Appointment of Interim Vice President for Student Affairs
- VIII. Audit & Business Committee Report and Recommendations
  - A. Report
    - 1. Performance Pay Outcomes
    - 2. Discussion of Full-time/Part-time Tuition Model
    - 3. Consolidated Financial Index

4. Report of Audit Activity
5. Approval of 2020 Audit Plan
- B. Consent Agenda
  1. TTU Policy 530 (Debt Management)
  2. TTU Policy 531 (Tennessee State School Bond Intercept)
  3. TTU Policy 537 (Naming Buildings, Facilities and Organizational Units)
- C. Regular Agenda
  1. Approval of 2019-20 October Revised Budget/Organizational Chart
  2. Approval of Revised Mandatory Fee Structure
  3. Approval of Out-of-state Tuition Rate
  4. Tuition Transparency Act Report (T.C.A § 49-7-1604)
- IX. Academic & Student Affairs Committee Report and Recommendations
  - A. Report
    - Letter of Notification for Bachelor of Science in Fine Arts
  - B. Consent Agenda
    1. TTU Policy 204 (Faculty Appointments)
    2. TTU Policy 225 (New Academic Programs)
    3. TTU Policy 271 (General Graduate Degree Requirements)
    4. TTU Policy 1200 (Undergraduate Admission Requirements)
- X. Other Business
- XI. Adjournment



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Spotlight on Student and Faculty Excellence

Review

Action

No action required

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**PRESENTER:** Chair Harper

**PURPOSE & KEY POINTS:** From rock classification, mineral identification and other geological knowledge being thrown around, members of Tennessee Tech's GeoConclave team excelled at the 36<sup>th</sup> annual GeoConclave held the weekend of Sept. 27-29. The team won first place in the overall competition and second place in the Rock Bowl. Tech has participated in the GeoConclave for 36 years and the Tech team has won the overall championship trophy 19 times.

The event, held in Harrison Bay State Park outside of Chattanooga, also featured teams from Austin Peay State University, University of Tennessee Martin, University of Tennessee Knoxville, and University of Memphis.



## **Board of Trustees Meeting**

**September 24, 2019**

**Roaden University Center, Room 282**

### **MINUTES**

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

The Tennessee Tech Board of Trustees met in regular session on September 24, 2019, in the Roaden University Center, Room 282. Chair Trudy Harper called the meeting to order at 1:08 p.m.

Chair Harper asked Kae Carpenter, Secretary, to call the roll. The following members were present:

- Mason Hilliard
- Tom Jones
- Sally Pardue
- Rhedona Rose
- Johnny Stites
- Teresa Vanhooser
- Barry Wilmore
- Trudy Harper

A quorum was physically in attendance.

Tennessee Tech faculty, staff, and members of the public were also in attendance.

## **AGENDA ITEM 2—SPOTLIGHT ON STUDENT AND FACULTY EXCELLENCE**

Chair Harper introduced Dr. Janet Isbell, who worked with the Freedom School during the summer at Jere Whitson Elementary School and stated that the program had made a positive difference in the lives of 30 first through fifth grade students in Cookeville.

Dr. Isbell introduced the Freedom School Director, Dr. Amber Spears, from the College of Education, and Lindsay Graystead, a graduate student in the College of Education. She stated that the Freedom School was a summer literacy and cultural enrichment program for children who were disadvantaged by poverty. She stated that the program had 29 participants and stated that next year she hoped to have 40 participants. She stated this was a Children's Defense Fund program, and one of more than 200 sites across the country.

Dr. Isbell stated that the program focused on a rich multicultural curriculum in literacy as well as family involvement and provided two meals per day for the students. She stated the program also trained college students to work with both the children and the families. She stated the program also included social action and civic engagement where the children chose a local social action project that they completed themselves and they also participated with the Freedom School in a national social action project. She stated the project taught the love of books, the love of learning, and helped the children realize that they can make a difference in the world.

Dr. Spears stated, among other things, that at the end of the program each child was able to take 50 books home for his/her own personal library.

Ms. Graystead stated that the students completed cultural enrichment activities such as ukulele lessons, learning how to make yogurt, or participating in Reader's Theater. She stated that the students, who were allowed to choose a local social action project, decided to repaint an old wooden ship on their playground in bright, rainbow colors so all the children would not argue about what color to paint it. She stated that this showed the students what impact they could have on their community and in their lives.

Dr. Isbell stated that last year the program had a budget of \$40,000 and the budget was provided by grants and donations. She stated that next year's budget would be \$46,000, which would provide about \$1,300 per child.

## **PRELIMINARY REMARKS BY THE CHAIR**

Chair Harper stated that she wanted to welcome Dr. Sally Pardue and Mason Hilliard as new trustees.

Chair Harper introduced Senator Paul Bailey and Representative Ryan Williams and welcomed them to the Board meeting.

Chair Harper thanked Johnny Stites and Rhedona Rose for accepting the roles of chairs of, respectively, the Audit & Business Committee and the Academic & Student Affairs Committee.

Chair Harper stated that Dr. Geist was the inaugural faculty representative and she stated that Dr. Geist embraced her responsibilities and duties fully. She stated that Dr. Geist was relentless in educating the Board on the world of academia and expressed the passions and goals of the faculty. She stated that the Board was blessed to have her as part of the Board and her students would also be blessed.

Dr. Oldham added his congratulations and thanks to Dr. Geist.

Chair Harper presented Dr. Geist with a plaque expressing appreciation for her service.

Chair Harper stated that Tom Jones, as the inaugural Chair of the Board of Trustees, was able to dedicate his time to the Board when he was also CEO of his own company. She stated that Mr. Jones set a tone of professionalism, efficiency, and candor and reminded the Board to stay student-focused. She stated that Mr. Jones started the tradition of beginning each Board meeting with a focus on excellence in faculty and students. She stated that Mr. Jones' leadership will continue to benefit future students.

Dr. Oldham stated that there was no better timing for Mr. Jones to be chairman of the Board. He stated that Mr. Jones was a great friend and supporter of Tennessee Tech.

Chair Harper presented Mr. Jones with a plaque expressing appreciation for his service.

### **AGENDA ITEM 3—APPROVAL OF MINUTES**

Mr. Jones moved to approve the June 20, 2019, meeting minutes and the August 2, 2019, meeting minutes. Ms. Vanhooser seconded the motion. After an opportunity for further discussion and there being none, the motion carried unanimously.

### **AGENDA ITEM 4—PRESIDENT'S REPORT**

President Oldham thanked Senator Paul Bailey and Representative Ryan Williams for their support for the work of Tennessee Tech.

President Oldham stated that Chair Harper stated at a previous meeting that Tennessee Tech must always act as a major university. He stated that he agreed with this statement because he hoped Tennessee Tech would continue to echo this statement. He stated that he was proud to say Governor Lee would be in Cookeville to speak at the College of Business Celebration Dinner, he appreciated the Governor's support of higher education, and he looked forward to collaborating with the Governor in his rural initiative.

President Oldham stated that Tennessee Tech's financial position was good. He stated if all continued as expected, there would be more information about a salary increase at the December meeting, which would be the eighth consecutive salary increase. He stated that it would remain a priority to reward the faculty and staff for the work they did.

President Oldham stated that US News and World Report rankings were released and Tennessee Tech was ranked among the top 400 national universities. He stated that Tennessee Tech was one of three public universities in the state of Tennessee that had a numerical national ranking and ranked 135 among public universities.

President Oldham stated that among Tennessee public universities, Tennessee Tech ranked second in the state student retention. He stated that Tennessee Tech was consistently above 75 percent for first-year retention. He stated that the goal was to reach 82 percent for first-year retention by 2025.

President Oldham stated that the national standard for graduation rates was to report a six-year rate, which is considered one and a half times the norm. He stated that Tennessee Tech's six-year rate was at 54-55 percent, which was an all-time high. He stated that the five-year graduation rate was also increasing and was not much different from the six-year rate. He stated that the four-year graduation rate was at a record high for Tennessee Tech at 37 percent. He stated that the goal for 2025 was to pass 50 percent for a four-year graduation rate. He stated that this was important because for every year Tennessee Tech reduced a student's time spent in school, that would equal approximately a \$75,000 to \$80,000 benefit to that student. He stated that the average cost was about \$20,000 to \$25,000 per year that would be saved. He stated that the student would also be entering the workforce earlier, and the average starting salary for a Tennessee Tech graduate was roughly \$56,000 per year. He stated that this equaled about a \$75,000 to \$80,000 difference for the student and his/her family. He stated that Tennessee Tech would continue to push the four-year graduation rate because the students benefit from it.

President Oldham stated that Tennessee Tech was also seeing a significant increase of students graduating in three years.

President Oldham stated that among Tennessee public universities, Tennessee Tech had the second highest ACT range, the second highest graduation rate, and the second highest number of classes with less than 20 students. He stated that Tennessee Tech was the lowest in terms of typical debt. He stated that 47 percent of Tennessee Tech students graduate debt-free, and that the typical debt was roughly \$16,500, which was among the lowest of public universities. He stated that in comparison to median starting salaries of graduates, Tennessee Tech was among the highest with about \$55,200 per year. He stated that Tennessee Tech was graduating students on time, saving students money, and graduating students with the least amount of debt.

President Oldham stated that Tennessee Tech graduated over 2,500 students last year, and in order to maintain a stable enrollment, Tennessee Tech needed to enroll 2,500 freshmen. He stated this was accomplished, as Tennessee Tech brought in roughly 1,700 freshman and 800 transfer students last year. He stated that the enrollment census headcount was 10,140, which was slightly lower than last year's enrollment.

President Oldham stated that Tennessee Tech officially surpassed the \$60 million Tennessee Tech Tomorrow campaign goal. He stated this was two years ahead of schedule and there would be a celebration, An Evening of Thanks, on October 17<sup>th</sup> to officially end the campaign. He stated Tennessee Tech would continue to raise money for special focus areas, such as the new engineering building and scholarships.

President Oldham stated that Tennessee Tech had set a record for sponsored research activity the past year, receiving over \$20.2 million in grants and contracts. He stated this represented an 18 percent increase over the previous record high.

President Oldham stated that Tennessee Tech graduated 26 PhD students, which was another record high and that Tennessee Tech was on track to increase that number in the future.

President Oldham stated that the Tennessee Higher Education Commission gave final approval for two new academic programs, an online Master's in Engineering Management and a campus PhD program in Counseling and Supervision.

President Oldham stated that a design team was being selected for the new engineering building, which would be the first new engineering building built on Tennessee Tech's campus in 50 years. He stated that the design team would be selected within the next few weeks by the State Building Commission after taking into consideration recommendations made by the campus.



President Oldham stated the Fitness Center was nearly complete, and while the exact completion date could not be determined, late Spring 2020 was a likely timeframe for completion.

President Oldham stated that the completion date for the new Lab Sciences building would come in stages. He stated that the lecture hall facility would be completed by Fall 2020. He stated that the rest of the building would be completed sometime in late October 2020.

President Oldham stated that landscaping continued to improve. He stated that there was a new signage plan to improve campus signs.

President Oldham stated that the Grand Challenge “Rural Reimagined” was making progress. He stated that there were about 15 courses built into the curriculum related to Rural Reimagined. He stated there were about 300 students actively involved in meaningful ways.

President Oldham shared that the primary focus for this year was enrollment, recruitment retention, and overall student success. He stated one initiative, the Fall Preview Day, would take place Saturday, October 5<sup>th</sup>. He stated there were currently 800 students and a total of 2,000 family members preregistered for the event.

President Oldham stated the goals he had for Tennessee Tech included the following:

- Enrollment of greater than 12,000 students;
- Minority enrollment goal of 22 percent;
- Freshman-to-sophomore retention rate of 82 percent;
- Four-year graduation rate of 50 percent;
- Continued growth of online programs;
- Strengthening career development to ensure students were on the path for a successful career;
- Continued push in sponsored research with a goal of \$40,000,000 in sponsored research by 2025; and
- Recognition throughout Tennessee as the champion and center for excellence regarding the future of rural Tennessee communities.

He stated that the goals were ambitious but achievable. He stated it would take effort from everyone. He thanked the Board for its support and encouragement.

Mr. Jones asked President Oldham what worried him about Tennessee Tech.

President Oldham stated that he was concerned about moving fast enough. He stated he was certain Tennessee Tech would be able to be a great university, but it would take effort from the entire Tech community to continue to push forward and be willing to stay focused on what needed to happen next. He stated the worst thing that could happen would be Tech would be satisfied with its current state and not move forward.

Ms. Rose asked whether a student who took six months or a year for a school-sponsored internship increases his/her time to graduation.

President Oldham stated the six-year graduation rate was a federal metric. He stated that the number was determined by looking at how many freshmen entered the university as a cohort in one year and how many of those same students graduated four, five, or six years later. He stated this was used to compare universities. He stated that many students do participate in internships or co-op opportunities that delayed their graduation. He stated that internships would continue to be encouraged and for internal purposes, the Board could remove those students who left for significant reasons, such as an internships, from a cohort to determine what the graduation rate would be.

Mr. Jones stated that the five-year graduation rate should be the most important goal because students should be studying abroad, going on internships, etc. He stated that the five-year student may be a better-rounded student than a four-year student. He stated that looking at the graduation rate, the fifth-year rate was increasing dramatically, and the sixth-year graduation rate would likely increase as well. He stated that there was a large gap between the fourth-year and fifth-year graduation rates because of other programs like co-ops and internships that extended a student's time to graduation.

President Oldham stated that roughly 50 percent of students would change their major at least once, as well as experience other life events that could contribute to graduating later. He stated that, overall, the graduation rate was moving in the right direction and this was one part of the story. He stated that the other part of the story was additional opportunities that provide good experience for students.

Chair Jones stated he wished there was a conversion from undergraduate to graduate students. He stated this is another area that could be focused on.

President Oldham stated that many faculty and institutions actually discouraged students from staying at the same institution for all their degrees, but in some cases it would be the right thing to do. He stated that there was room to grow in that regard and opportunity for Tennessee Tech undergraduates to remain at the university. He stated that the right mix of graduate programs must also be highlighted to attract those students. He stated that the

graduate enrollment had not increased much, but PhD enrollment had increased over the past two years.

Ms. Rose stated that tracking the number of students who were five-year students because of internships would be of interest. She stated that tracking how many students who participated in internships or co-ops now have a job in their field of study could be beneficial to review, as well.

President Oldham stated strategic planning placed emphasis on internships and co-ops. He stated that he was trying to explore having more companies sponsor on-campus internships for students. He stated this would be a good opportunity for both the company and students.

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

Chair Harper stated that the Certification of President’s Responsibilities Related to Athletics required the Chair of the Board to sign the letter and present the signed document to the Ohio Valley Conference. The Certification attested that the President was responsible for the administration of the athletics program, had the support of the Board in operating a program of integrity, and he could vote on behalf of Tennessee Tech on NCAA and OVC matters.

#### **AGENDA ITEM 6.A – EXECUTIVE COMMITTEE REPORT, APPOINTMENT OF INTERIM VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT**

Chair Harper stated the Executive Committee met on August 21, 2019, to approve the appointment of Dr. Francis Otuoyne to the position of Interim Vice President for Research and Economic Development. She stated that Dr. Otuoyne was assuming the responsibility for the research effort at a time where Tennessee Tech was looking at its research policies and efforts and she thanked him for taking on this role.

**AGENDA ITEM 6.B—EXECUTIVE COMMITTEE REPORT, REPORT ON COMPLETION OF PRESIDENT’S PERFORMANCE REVIEW**

Chair Harper stated that the Board completed its annual evaluation of the President’s performance. She stated that there was no recommendation on a salary increase for the President because President Oldham asked that this be delayed until Tennessee Tech made a salary increase recommendation for other employees. She stated that she expected the Board would discuss the matter in December.

**AGENDA ITEM 7—ACADEMIC & STUDENT AFFAIRS COMMITTEE REPORT**

Ms. Rose stated there were three staff updates in the morning meeting. She stated the first presentation was from Provost Bruce who gave an update on ongoing initiatives and activities related to student success and professional development. Provost Bruce discussed development workshops and briefed the Committee on what was happening with the Center for Advancing Faculty Excellence. Ms. Rose stated that Provost Bruce also discussed the establishment for the Provost Advisory Committee and the input she was receiving from that committee. She stated that Provost Bruce also shared that she had been nominated and was participating in THEC’s Leadership Innovation Fellows program.

Ms. Rose stated Dr. Johnson provided an enrollment update. She stated that Tennessee Tech’s undergraduate numbers were slightly down and graduate numbers were slightly up. She stated that Dr. Johnson discussed some of the freshman recruitment activities and student messaging and marketing for recruitment opportunities.

Ms. Rose stated that Mr. Burnett talked about diversity initiatives and the establishment of a new position of Chief Diversity Officer and a Director of Multicultural Affairs. She stated that Mr. Burnett discussed the fundraising campaign for scholarships for diverse and underrepresented groups, which had raised \$1,100,000 with a goal of \$2,000,000. She stated that he also mentioned the establishment of an admissions position specifically focused on diverse populations.

**AGENDA ITEM 8.A—AUDIT & BUSINESS COMMITTEE REPORT**

Mr. Stites stated the Audit & Business Committee reviewed and discussed the FY2019 Employee Performance Evaluation analysis for both faculty and staff. He stated that Dr. Leslie Crickenberger presented a three-year trend of average scores and performance increases for faculty and staff. He stated that the Board should recognize performance and

pay for performance. He stated the Committee saw a trend indicating progress in rewarding high performance.

Mr. Stites stated the Committee also received an update on the five-year strategic financial plan. He stated that progress had been made over the past year to reinstate the operating fund balance, establish an investment pool, and allocate resources toward new programs.

**AGENDA ITEM 8.B—AUDIT & BUSINESS COMMITTEE RECOMMENDATIONS –NAMING OF FACILITIES**

Upon recommendation of the Committee, Mr. Stites moved to name the Learning Resource Center “The Horace M. Jeffers Learning Resource Center”, the Alumni Building the “Varsity Building”, and the Lab Science Lecture Hall the “Stonecipher Lecture Hall.”

With an opportunity for further discussion and there being none, the motion carried unanimously.

**AGENDA ITEM 9—OTHER BUSINESS**

Chair Harper stated that a Board informational session about auxiliary and ancillary entities was scheduled for November 12<sup>th</sup>, from 8:30 a.m. to 10:30 a.m.

**AGENDA ITEM 10—ADJOURNMENT**

With there being no other business, the meeting adjourned at 2:19 p.m.

Approved,

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Kae Carpenter, Secretary



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Tennessee Technological University Rule 0240-09-01 Student Conduct

Review

Action

No action required

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**PRESENTER(S):** Dr. Williams

**PURPOSE & KEY POINTS:**

The Student Conduct Rule is revised to add language that complies with the Student Due Process Protection Act of 2018 and to change the standard for finding a violation from "clear and convincing evidence" to "a preponderance of the evidence." In addition, some terms related to prohibited conduct and disciplinary holds on records are clarified and a provision related to the application of the student conduct rule to prospective students' pre-attendance conduct is added. The remaining revisions are technical in nature and correct typographical or grammatical issues.

Rules of  
Tennessee Technological University

CHAPTER 0240-09-01  
Student Conduct

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0240-09-01-.01 Scope

- (1) This rule and related policies apply both to Student or Registered Student Organization prohibited conduct on and off Tennessee Tech Property. In the case of prohibited conduct that occurs off Tennessee Tech Property, Tennessee Tech will take into account whether the prohibited conduct adversely affects the interests of Tennessee Tech, including, but not limited to, prohibited conduct that:
  - (a) Occurs in connection with a Tennessee Tech Activity, including, but not limited to, a study abroad program, clinical, internship, service learning placement, or similar program; or
  - (b) Involves another member of the Tennessee Tech community; or
  - (c) Poses a credible, serious threat to the health and safety of the Tennessee Tech community or Tennessee Tech Property.
- (2) Tennessee Tech will take into consideration the following standards when deciding whether misconduct is associated with a Registered Student Organization:
  - (a) The prohibited conduct is endorsed by the organization or any of its officers. "Endorsed by" includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct;
  - (b) The prohibited conduct took place during the course of an activity paid for by the organization or paid by members of the organization to support the activity or conduct in question;
  - (c) The prohibited conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event;
  - (d) The prohibited conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the organization;
  - (e) One (1) or more officers of the organization had prior knowledge or reasonably should have known the prohibited conduct would likely take place.
- (3) This rule does not apply to academic misconduct.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.02 Definitions

- (1) "Student" – any individual who is admitted, enrolled, or registered for credit courses at Tennessee Tech or who may no longer be enrolled or registered for credit courses, but engaged in prohibited conduct while the individual was a Student at Tennessee Tech. For the purposes of this rule, "admitted" means in attendance at Tennessee Tech on either the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier.
- (2) "Registered Student Organization" ("RSO") – Any organization comprised primarily of currently enrolled Students that have successfully completed the registration process and otherwise complied with Tennessee Tech policies and requirements related to student organizations.
- (3) "Tennessee Tech Property" – all land, buildings, facilities, grounds, structures, or any other property including but not limited to movable objects owned, leased, used, maintained, or operated by Tennessee Tech. For purposes of this rule, Tennessee Tech Property includes all streets, alleys, sidewalks, and public ways abutting such property. Tennessee Tech Property also includes computers and network systems owned, maintained, or controlled by Tennessee Tech or funded by Tennessee Tech.
- (4) "Tennessee Tech Activity" – any activity on or off Tennessee Tech Property that is initiated, aided, authorized, sponsored, or supervised by Tennessee Tech.
- (5) "University Official" – an employee or agent of Tennessee Tech, including but not limited to Tennessee Tech police, faculty members and staff acting in the performance of his/her/its duties as well as Student employees (e.g., event staff, resident assistants, graduate or teaching assistants, etc.).

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.03 General Provisions

- (1) Each Student or RSO shall be responsible for his/her/its conduct from the time of admission to Tennessee Tech through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms.
- (2) A Student or RSO is responsible for his/her/its guests or visitors and may be held accountable for the behavior of his/her/its guests or visitors on Tennessee Tech Property or in the handling or use of Tennessee Tech Property.
- (3) Any Student that chooses to take a leave of absence or withdraw from Tennessee Tech during any academic period prior to graduation with a pending disciplinary matter will be subject to a disciplinary hold placed on the Student's account preventing reenrollment until resolution of the conduct in question.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.04 Prohibited Conduct

- (1) Prohibited conduct includes, but is not limited to the following:
  - (a) ~~Physical Violence: Violence of any nature within the scope of this rule other than for self-defense. This includes fighting; battery; the use of a weapon; restraining or transporting someone against his/her/its will; or any action that constitutes a true threat or endangers the physical health or safety of any person or causes reasonable apprehension of such harm; Harm to Others: Causing physical harm to any person; endangering the health, safety, or welfare of any person; engaging in conduct that causes a reasonable person to fear harm to his/her health, safety, or welfare; or making an oral or written statement that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals;~~
  - (b) Engaging in oral or written speech that is obscene; is defamatory; consists of fighting words; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;



- ~~(b)~~ (c) Any conduct that falls within the terms of T.C.A. § 39-17-308 (Harassment) or T.C.A. § 39-17-315 (Stalking) or "student-on-student harassment," which means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law, and that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to educational opportunity or benefit;
- ~~(c)~~ (d) Discrimination: Any conduct that falls within the terms of any Tennessee Tech policy related to discrimination and harassment;
- ~~(d)~~ (e) Sexual Misconduct: The act of domestic violence, dating violence, sexual assault, and stalking as defined by Tennessee Tech policy;
- ~~(e)~~ (f) Hazing: Any conduct that falls within T.C.A. § 49-47-123 (a)(1), including, but not limited to, an intentional or reckless act on or off Tennessee Tech Property by one (1) Student acting alone or with others that is directed against any other Student, that endangers the mental or physical health or safety of that Student or that induces or coerces a Student to endanger the Student's mental or physical health or safety;
- ~~(f)~~ (g) Retaliation: Interfering with any aspect of a disciplinary matter or disciplinary hearing, including, but not limited to threatening or intimidating a complainant or witnesses or attempting to do the same;
- ~~(g)~~ (h) Disruptive Behavior: Any individual or group behavior that unreasonably disrupts the academic environment (e.g. interferes with teaching, classroom operations, research, etc.) or unreasonably interferes with operations, events, or programs on Tennessee Tech Property or during a Tennessee Tech Activity;
- ~~(h)~~ (i) Obstruction of or Interference with Activities on Tennessee Tech Property or Facilities: Any substantial interference with or substantial obstruction of any Tennessee Tech program, event, or facility including the following:
1. Any unauthorized occupancy of facilities owned or controlled by Tennessee Tech or blockage of access to or from such facilities;
  2. Interference with the right of any Tennessee Tech member or other authorized person to gain access to any activity, program, event, or facilities sponsored or controlled by Tennessee Tech;
  3. Any obstruction or delay of a public safety officer, security officer, firefighter, EMT, or any University Official;
  4. Participation in a demonstration that substantially impedes Tennessee Tech operations; or
  5. Obstruction of the free flow of pedestrian or vehicular traffic on Tennessee Tech Property or at a Tennessee Tech Activity;
- ~~(i)~~ (j) Failure to Comply: Refusing or ignoring directions of a University Official acting in the performance of his/her/~~its~~ duties;
- ~~(j)~~ (k) Falsification: Providing information that is materially false to, or withholding necessary information from, any University Official acting in the performance of his/her/~~its~~ duties;
- ~~(k)~~ (l) Fraud: Deception, forgery, or alteration, including, but not limited to, the unauthorized use of Tennessee Tech documents, records, identification, computers, parking permits, identity theft, or any other similar actions prohibited by law;
- ~~(l)~~ (m) Theft: Unauthorized possession of Tennessee Tech Property or personal property of a member of the Tennessee Tech community;
- ~~(m)~~ (n) Misuse or Damage of Property: Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to Tennessee Tech or

a member of the Tennessee Tech community including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, Tennessee Tech keys, library materials and/or safety devices;

- ~~(n)~~ ~~(o)~~ (n) (o) Trespassing or Unauthorized Entry: Unauthorized access or attempting to gain access to any Tennessee Tech Property;
- ~~(e)~~ ~~(p)~~ (e) (p) Weapons: Possession or carrying, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any Tennessee Tech building or bus, campus, grounds, recreation area, athletic field, or any other property owned, operated, or while in use by Tennessee Tech as prohibited by state law. No Student shall use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person;
- ~~(p)~~ ~~(q)~~ (p) (q) Hazardous Materials: Possession, ignition, or detonation of explosives, fireworks, flammable materials, ammunition, gasoline or other hazardous liquids, chemicals or hazardous materials, and any other material or item of like kind representing a potential danger to the Tennessee Tech community;
- ~~(g)~~ ~~(r)~~ (g) (r) Substance Abuse: The unlawful manufacture, distribution, possession, use or abuse of any controlled substance, illegal drug or alcohol on Tennessee Tech Property or as part of any activity sponsored by Tennessee Tech in violation of state or federal law or related Tennessee Tech policies;
- ~~(r)~~ ~~(s)~~ (r) (s) Paraphernalia: The use or possession of equipment, products, or materials that are used or intended for use in the unlawful manufacture, growth, use, or distribution of any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia;
- ~~(s)~~ ~~(t)~~ (s) (t) Parking or Traffic Violations: In addition to the penalties described in Tennessee Tech rules or policies related to traffic, parking, and safety and elsewhere in this rule, the possession or use of a motor vehicle on Tennessee Tech Property may be limited or revoked for any of the following:

  1. Possession or use of alcoholic beverages or drugs while operating a vehicle;
  2. Irresponsible operation of a vehicle;
  3. Leaving the scene of an accident;
  4. Failure to report an accident involving personal injury or property damage;
  5. Excessive violations of policies to include excessive parking citations;
  6. Falsifying vehicle registration or gaining such registration under false pretense; or
  7. Possession, use, or sale of fraudulent parking permits;
- ~~(t)~~ ~~(u)~~ (t) (u) Violation of Information Technology Acceptable Use: Violation of any provision related to Tennessee Tech information technology facilities and resources as defined in related state or federal laws or Tennessee Tech policies;
- ~~(u)~~ ~~(v)~~ (u) (v) Unauthorized Use of Personal Recording Devices: Use of electronic or other devices to make a photographic, audio, or video record of any person without his/her/~~his~~ prior knowledge or consent in a violation of Tennessee Tech policies;
- ~~(v)~~ ~~(w)~~ (v) (w) Invasion of Privacy: Making, or causing to be made, unauthorized video/audio recordings or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms, as well as any

storing, sharing, and/or distributing of such unauthorized recordings/images by any means;

- ~~(w)~~ (x) Violation of Student Housing Policy: Violation of any provision outlined in Tennessee Tech rules, policies and procedures related to housing;
- ~~(x)~~ (y) Gambling: Unlawful gambling in any form;
- ~~(y)~~ (z) Financial Irresponsibility: Failure to meet financial responsibilities to Tennessee Tech including, but not limited to, knowingly passing a worthless check or money order in payment to Tennessee Tech;
- ~~(z)~~ (aa) Unacceptable Conduct in Disciplinary Proceedings: Conduct at any stage of a disciplinary proceeding or investigation that is contemptuous, threatening, or disorderly, including, but not limited to:
1. Failure to obey the directives of a disciplinary body or University Official in the performance of ~~its~~/his/her/its duties;
  2. Falsification, distortion, or misrepresentation of information during a disciplinary proceeding;
  3. Disruption or interference with the orderly conduct of a disciplinary proceeding;
  4. Attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, a disciplinary proceeding; or
  5. Harassment, intimidation, or retaliation ~~ing~~ against any participant in the Tennessee Tech disciplinary process;
- ~~(aa)~~ (bb) Attempting to Violate the Student Conduct rule or related policies;
- ~~(bb)~~ (cc) Aiding/Abetting a Violation: Any attempt to commit any of the offenses identified as prohibited conduct, or the aiding/abetting of the commission of any of the offenses listed as such. An attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission. Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to Tennessee Tech;
- ~~(cc)~~ (dd) Violation of Policies: Any violation of the general policies of Tennessee Tech as published in Tennessee Tech publications including, but not limited to, policies or procedures published on Tennessee Tech's web site;
- ~~(dd)~~ (ee) Violations of State or Federal Laws: Any violation of state or federal laws, rules, regulations, etc. proscribing conduct or establishing offenses;
- ~~(ee)~~ (ff) Violation of Imposed Disciplinary Sanctions: Violation of a disciplinary sanction officially imposed during a Tennessee Tech hearing proceeding.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

#### 0240-09-01-.05 Disciplinary Sanctions

- (1) Upon a determination by preponderance of the ~~clear and convincing~~ evidence (unless otherwise required by federal or state law, rule, or regulation) that a Student or RSO has engaged in prohibited conduct, the following disciplinary sanctions may be imposed, either singly or in combination, by the Dean of Students and/or a Tennessee Tech Judicial council:
  - (a) Informal Warning: An oral or written warning to the Student or RSO found responsible for a violation when the circumstances and severity of actions do not warrant the development of an official record;

- (b) Official Warning: A written notice to the Student or RSO found responsible for a violation. The warning will serve as official notification that continuation or repetition of specified conduct will be cause for further disciplinary action;
- (c) No Contact Order: An order of no contact with any individuals who are complainants, victims, or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical, or social contact, or allowing others to make any similar contacts on a Student's behalf. An order of no contact can also be issued as an interim measure prior to the completion of the disciplinary process;
- (d) Restitution: A measure intended to compensate for the loss, damage, or injury caused by the Student or an RSO. This action may take the form of appropriate service, monetary compensation, or material replacement;
- (e) Restriction of Privileges: A restriction upon a Student or RSO's privileges for a period of time. These restrictions may include, but are not limited to denial of the following:
  - 1. The ability to represent Tennessee Tech at any event;
  - 2. Use of Tennessee Tech facilities;
  - 3. Parking privileges;
  - 4. Participation in, election to, or appointment as a member or officer of Student Government or any RSO; or
  - 5. Application for use of Tennessee Tech funds;
- (f) Educational Action: A measure intended to educate the Student or members of the RSO on the responsibilities to refrain from prohibited conduct and learn from the violation. Educational actions include, but are not limited to:
  - 1. Attendance at educational activities or substance education workshops;
  - 2. Completion of a prescribed number of community service hours;
  - 3. Participation in a counseling assessment; or
  - 4. Attendance at community education classes;
- (g) Parental or Legal Guardian Notification: Pursuant to T.C.A. § 49-7-146, Tennessee Tech is required to notify a parent or legal guardian of a Student under age twenty-one (21) if the Student "has committed a disciplinary violation with respect to the use or possession of alcohol, or a controlled substance, or a controlled substance analogue that is a violation of any federal, state, or local law, or any rule or policy of [Tennessee Tech], except as prohibited by the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g)." Tennessee Tech will provide such notice if:
  - 1. The student admits responsibility for engaging in the prohibited conduct; or
  - 2. There is a final finding of responsibility pursuant to Tennessee Tech disciplinary procedures;
- (h) Disciplinary Probation: Continued enrollment of a Student or recognition of an RSO on probation may be conditioned upon adherence to Tennessee Tech rules and policies related to student conduct. Probation may include restrictions of privileges or any other appropriate conditions. Any conduct in further violation of Tennessee Tech rules and policies related to student conduct while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action up to and including expulsion or withdrawal of recognition;
- (i) Housing Probation: Continued residence in Tennessee Tech student housing may be conditioned upon adherence to Tennessee Tech rules and policies related to student conduct as well as

Tennessee Tech housing policies and requirements. Probation may include restrictions upon the activities of the resident, including any other appropriate conditions;

- (j) Interim Measures: The Dean of Students or designee may impose temporary measures prior to the beginning of a formal student conduct process. If Tennessee Tech imposes an interim measure, the Student or RSO may contest the measure following the procedures in 0240-09-01-.07 Disciplinary Procedures, Section 8. (Procedures Related to Interim Action). Interim measures may become permanent depending on the outcome of the formal disciplinary hearing. Interim measures may include, but are not limited to:
  - 1. No contact orders;
  - 2. Removal from or reassignment of housing;
  - 3. Removal from or reassignment of on campus work study or work assignments;
  - 4. Removal from or reassignment of a specific class or academic activity;
  - 5. Restriction of access to specified buildings or Tennessee Tech Property;
  - 6. Restriction of privileges; or
  - 7. Other types of temporary measures;
- (k) Interim Suspension:
  - 1. Interim suspension is the immediate removal of a Student from Tennessee Tech Property, including but not limited to, facilities, programs, privileges, classes, and premises pending a formal disciplinary hearing.
  - 2. The Dean of Students or designee may impose an interim suspension if, after an individualized assessment, the Dean of Students or designee determines that the Student's behavior poses a significant risk to the health or safety of others that cannot be eliminated by other interim measures.
  - 3. The Dean of Students or designee may also impose an interim suspension when a Student is determined to constitute an immediate threat to Tennessee Tech Property or a substantial disruption to classroom and/or Tennessee Tech operations.
  - 4. A Student placed on interim suspension status must obtain advance permission from the Dean of Students or designee to be present on Tennessee Tech Property. The Dean of Students or designee will grant such permission only in cases where the Student has identified a legitimately necessary reason for his/her/its presence on campus.
  - 5. If Tennessee Tech imposes an interim suspension, the Student may contest the matter following the procedures in 0240-09-01-.07 Disciplinary Procedures, Section 8. (Procedures Related to Interim Action);
- (l) Revocation of Registered Student Organization Status: A designated period of time in which an RSO is not recognized by Tennessee Tech and does not receive designated privileges as defined by Tennessee Tech policies related to student organizations;
- (m) Suspension of Housing Contract: The separation of a Student or members of an RSO from facilities maintained by Residential Life for a temporary or definite period of time, after which the Student or RSO is eligible to return or may be conditionally allowed to return. Subsequent policy violations may result in cancellation of the housing contract(s);
- (n) Cancellation of Housing Contract: A permanent separation of the Student or RSO from facilities maintained by Residential Life. A Student or RSO dismissed from these facilities is not eligible for

readmission into any Residential Life facilities maintained by Tennessee Tech;

- (o) Suspension: The separation of a Student or RSO from Tennessee Tech for a specified period of time. Suspension may be accompanied by special conditions for readmission. All Students suspended from Tennessee Tech will be issued a no trespass directive barring them from Tennessee Tech Property and all Tennessee Tech Activities. A suspended Student must submit a written request to the Dean of Students or designee at least three (3) business days, absent good cause, in advance to request permission to be present on Tennessee Tech Property or at a Tennessee Tech Activity. This request must specifically identify the nature of the official business that the suspended Student wishes to conduct as well as the locations that the Student wishes to visit;
- (p) Expulsion: A permanent separation from Tennessee Tech. The imposition of this sanction is a permanent bar to the Student's admission to, or an RSO's recognition at, Tennessee Tech. Any Student that receives this sanction will be issued a no trespass directive barring him/her from Tennessee Tech Property and all Tennessee Tech Activities;
- (q) Withholding Degree: The awarding of a degree may be withheld until all disciplinary processes are complete and all sanctions, if any, are satisfactorily completed;
- (r) Revocation of Degree: Revocation of a degree in cases when a Student has engaged in serious misconduct while enrolled, but not discovered until after graduation;
- (s) Revocation of Admission: Revocation of admission when a person previously admitted to Tennessee Tech has engaged in serious misconduct prior to the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier.
- (t) Any alternate sanction deemed necessary and appropriate to address the prohibited conduct.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

#### 0240-09-01-.06 Disciplinary Holds on Records

- (1) Tennessee Tech may place a ~~registration~~ hold on a Student record when the Student has:
  - (a) Withdrawn from Tennessee Tech and a disciplinary meeting and/or proceeding is pending,
  - (b) Not responded to the Dean of Students Office's request for a meeting or a hearing, or
  - (c) Been suspended or expelled.
- (2) A disciplinary hold may remain on a student's record until final resolution of a disciplinary meeting and/or disciplinary proceeding.
- ~~(2)~~ (3) Tennessee Tech will not confer a degree when a Student has a pending disciplinary meeting and/or disciplinary proceeding.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

#### 0240-09-01-.07 Disciplinary Procedures

- (1) Responsibility for Administration
  - (a) The Dean of Students' Office is responsible for matters that are within the scope of this rule and related policies. The Provost's Office is responsible for matters that fall within Tennessee Tech rules and policies related to student academic misconduct. In situations where the conduct could fall within both areas of responsibility, the two (2) Offices will confer, decide which rule or policies will apply to the matter, and advise the Student in writing of their decision.
  - (b) Complaints related to discrimination, harassment, and sexual misconduct will be investigated in

accordance with applicable Tennessee Tech policies. If Tennessee Tech determines that a discrimination, harassment, or sexual misconduct violation occurred, the Student will be subject to the disciplinary procedures outlined in this rule and related policies.

- (c) Other than the matters listed in 0240-09-01-.07 Section (1)(b), reports of acts and incidents involving Students or RSOs should be referred to the Dean of Students' Office for investigation.

(2) Notice and Due Process Rights Related to Preliminary Meetings

- (a) A Student or RSO accused of any violation of this rule or related policies will receive written notice of the alleged violation. Tennessee Tech will deliver this notice by sending an email to the Student's or RSO's official Tennessee Tech email account. The notice will be effective on the date Tennessee Tech sends the email notification to the Student's or RSO's official Tennessee Tech email account. The notification letter will include a written statement of the alleged violation and description of the alleged behavior including time, date, and place of occurrence if such information is available. The Student or RSO will also receive information regarding due process rights, which includes:
- (b) Tennessee Tech will send the preliminary meeting notification letter at least forty-eight (48) hours prior to the preliminary meeting, absent good cause.
- (c) The preliminary meeting notification letter will include, at a minimum:
  - 1. The right to present his/her/its case to the appropriate disciplinary authority; The time, place, and date of the preliminary meeting;
  - 2. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the preliminary meeting; A written statement of the alleged violation and description of the alleged behavior including time, date, and place of occurrence if such information is available;
  - 3. The right to identify witnesses who can speak on his/her/its behalf; and Notice of the right to be accompanied by an advisor of choice, including an attorney, provided the Student or RSO consents to sign a release of necessary education records to the advisor;
  - 4. The right to review and address any information that is used by Tennessee Tech in a disciplinary proceeding. Notice that the advisor may not speak on behalf of the Student or RSO in the disciplinary meeting; and
  - 5. Notice of the right to address any information that Tennessee Tech is relying on as a basis for the preliminary meeting.
- (d) Upon receipt of the preliminary meeting notification letter, the Student or RSO must contact the Dean of Students' Office within forty-eight (48) hours to schedule a preliminary meeting. Failure to do so will result in a disciplinary hold placed on the Student's account or in the case of an RSO, suspension of privileges.

(3) Preliminary Meeting

- (a) During the preliminary meeting with the Dean of Students, the Student or RSO will have the opportunity to contest the alleged violation and present information.
- (b) The Student or RSO has the right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the preliminary meeting.
- (c) The Dean of Students may interview potential witnesses or victims necessary to conduct a thorough investigation of the alleged violation.
- (d) Following the preliminary meeting and investigation of the complaint, the Dean of Students will

determine if sufficient information exists for the disciplinary process to continue.

1. If the Dean of Students concludes a violation did not occur, the conduct matter will be closed.
2. If the Dean of Students determines there is sufficient information to proceed with the disciplinary process, the Student or RSO will have a hearing regarding the alleged violation.
3. If the Dean of Students determines the alleged misconduct does not warrant consideration of suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have a hearing with the Dean of Students following the procedures in Section 6 (Hearings Before the Dean of Students).

(4) Hearing Options in Cases of Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration

- (a) If the Dean of Students determines the alleged misconduct could result in ~~warrant consideration of~~ suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:
  1. Contest the alleged violation(s) under the Uniform Administrative ~~Procedures~~ Act (UAPA) in accordance with provisions outlined in the Uniform Administrative Procedures Act, ~~Tennessee Code Annotated~~ T.C.A. § 4-5-301 et seq. and related rules; or,
  2. Waive a hearing pursuant to the UAPA and choose a hearing before the Dean of Students; or,
  3. Waive a UAPA hearing and choose a hearing before the Judicial Council.

(5) Notice and Due Process Rights Related to Disciplinary Proceedings

- (a) Unless a Student or RSO waives in writing his/her/its right to a disciplinary proceeding, a Student or RSO accused of any violation of this rule or related policies will be given written notice of the alleged violation. Tennessee Tech will deliver this notice by sending an email to the Student's or RSO's official Tennessee Tech email account. The notice will be effective on the date Tennessee Tech sends the email notification to the Student's or RSO's official Tennessee Tech email account.
- (b) For proceedings that could result in suspension, expulsion or revocation of degree or credential of a Student or revocation of registration of an RSO, or that involve allegations of sexual misconduct, Tennessee Tech will send a notification letter at least seventy-two (72) hours prior to the disciplinary proceeding.
- (c) The notification letter will include, at a minimum:
  1. The time, place, and date of the disciplinary proceeding;
  2. The names of witnesses Tennessee Tech expects to present at the disciplinary proceeding and the names of witnesses Tennessee Tech may present if the need arises;
  3. An explanation of the Student's or RSO's right to request a copy of the investigative file, which will be redacted as required by federal and state law;
  4. An explanation of the Student's or RSO's right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that Tennessee Tech has in its possession, custody, or control and may use to support claims or defenses, unless use would be solely for impeachment. All such documents will be redacted as required by federal and state law.
  5. A written statement of the alleged violation and description of the alleged behavior including time, date, and place of occurrence if such information is available;
  6. Notice of the right to present his/her/its case to the appropriate disciplinary authority;



7. Notice of the right to be accompanied by an advisor of choice, including an attorney, provided the Student or RSO consents to sign a release of necessary education records to the advisor;
8. Notice that the advisor may not speak on behalf of the Student or RSO in the disciplinary meeting;
9. Notice of the right to call witnesses who can speak on his/her/its behalf; and
10. Notice of the right to address any information that is used by Tennessee Tech in a disciplinary proceeding;

~~(5)~~(6) Hearings before the Dean of Students

(a) The Dean of Students will follow the procedures described in this section.

1. The hearing shall be conducted consistent with the following Student or RSO rights:
  - (i) The right to receive the notices described in 0240-09-01-.07 Section 2 (Notice and Due Process Rights Related to Preliminary Meetings) and 0240-09-01-.07 Section 5 (Notice and Due Process Rights Related to Disciplinary Proceedings) prior to the hearing;
  - (ii) The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice;
  - (iii) The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student in the hearing. An advisor may:
    - (I) Address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing; and
    - (II) Request a recess to confer in private with the Student or RSO.
  - (iv) The right to speak on his/her/its behalf, to call witnesses, to question all witnesses, to present evidence, to challenge the admissibility of evidence; and
  - (v) The right to remain silent in a hearing.
2. Formal rules of evidence shall not be applicable. The Dean of Students may exclude evidence which, in his/her sole judgment, is immaterial, irrelevant, unduly repetitious, unduly prejudicial, etc.
3. The Dean of Students shall determine responsibility using the preponderance of the evidence ~~clear and convincing~~ standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
4. The Dean of Students shall issue a written decision that includes his/her findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
5. The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account ~~and via the contact address on record.~~
6. Any sanction imposed as a result of a hearing before the Dean of Students will be effective immediately upon notification to the Student or RSO.

~~(6)~~(7) Hearings before the Judicial Council

(a) The Judicial Council is comprised of six (6) faculty members, two (2) administrators, and six (6)

Students. The Dean of Students serves as an ex-officio member. Faculty members of the Judicial Council are appointed for a two (2) year term by the Tennessee Tech president. Student members of the Judicial Council are appointed for a one (1) year term by the President of the Student Government Association.

- (b) The Chairperson shall be elected by the Judicial Council membership on an annual basis.
- (c) A minimum of seven (7) members of the Judicial Council are required to hear a disciplinary case, composed of at least three (3) Students and four (4) faculty members, unless otherwise agreed by the parties.
- (d) The Dean of Students will train and advise all members of the Judicial Council regarding Tennessee Tech hearing procedures on an annual basis or as necessary.
- (e) The hearing shall be conducted consistent with the following Student or RSO rights:
  - 1. The right to receive the notices described in 0240-09-01-.07 Section 2 (Notice and Due Process Rights Related to Preliminary Meetings) and 0240-09-01-.07 Section 5 (Notice and Due Process Rights Related to Disciplinary Proceedings) prior to the hearing.
  - 2. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice.
  - 3. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student in the hearing. An advisor may:
    - (i) Address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing; and
    - (ii) Request a recess to confer in private with the Student or RSO.
  - 4. The right to speak on his/her/its behalf, to call witnesses, to question all witnesses, to present evidence, to challenge the admissibility of evidence; and
  - 5. The right to remain silent in a hearing; and
  - 6. The right to challenge the seating of any Judicial Council member for bias, prejudice, interest, or any other good cause. The dismissal of a challenged hearing board member will be determined at the discretion of the Judicial Council chairperson. If the chairperson is challenged, s/he may be excused by a majority vote of the Judicial Council.
- (f) All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing.
- (g) Formal rules of evidence shall not be applicable. The Judicial Council may exclude evidence which, in its judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.
- (h) The Judicial Council shall determine responsibility using the preponderance of the evidence ~~clear and convincing~~ standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
- (i) The Judicial Council shall issue a written decision that includes its findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
- (j) The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account ~~and via the contact address on record.~~
- (k) Any sanction imposed as a result of a Tennessee Tech hearing will be effective immediately upon notification to the Student or RSO.

~~(7)~~(8) Procedures Related to Interim Measures or Interim Suspensions

- (a) When the Dean of Students determines that interim measures or an interim suspension are required for the health and safety of the Tennessee Tech community and/or property, the Student or RSO will be given an opportunity for an informal hearing with the Dean of Students to contest the interim measure;
- (b) The informal hearing will be held within five (5) calendar days, absent good cause;
- (c) The information presented at the hearing will be limited to that which is relevant to the basis asserted for imposition of the interim measures; and
- (d) The Student or RSO will be entitled to formal hearing in accordance with the procedures described in 0240-09-01-.07 Section 2 (Notice and Due Process Rights Related to Preliminary Meetings) and 0240-09-01-.07 Section 5 (Notice and Due Process Rights Related to Disciplinary Proceedings) before a permanent measure is imposed.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.08 Appeals

- (1) A Student or RSO may appeal a sanction imposed by the Dean of Students or Judicial Council following the procedures in this section.
- (2) The Student Conduct Appeal Committee will hear all appeals.
  - (a) The Student Conduct Appeal Committee is comprised of one (1) faculty member, one (1) administrator, and one (1) Student.
  - (b) A pool of eligible committee members will be identified by the Dean of Students annually to ensure a quorum can be achieved throughout the year.
- (3) A Student or RSO must file a written appeal with the Dean of Students within ten (10) calendar days from the date of the decision letter, absent good cause.
- (4) The bases for an appeal are as follows:
  - (a) New information, not available at the time of the original hearing, has become available and would substantially alter the outcome of the hearing;
  - (b) Tennessee Tech failed to conduct the disciplinary process in accordance with its procedures in such a way as to disadvantage the Student or RSO; or
  - (c) The sanction is disproportionate to the violation.
- (5) The Student Conduct Appeal Committee will consider the appeal based on the record and statements submitted by the Student or RSO and the Dean of Students. The Student Conduct Appeal Committee may request the Student or RSO and the Dean of Students to appear before the Student Conduct Appeal Committee to clarify any questions regarding the appeal record or statements.
- (6) The Student Conduct Appeal Committee will make its decision within ten (10) business days of receipt of all relevant information. This period may be extended in circumstances where it is not possible to establish a quorum (e.g. holidays, breaks, etc.).
- (7) The Student Conduct Appeal Committee may take the following action(s) upon consideration of the merit of the appeal:
  - (a) Affirm the original decision;

- (b) Reverse the original decision;
  - (c) Reduce the sanction prescribed in the original decision; and/or
  - (d) Remand the matter to the original hearing body for reconsideration.
- (8) The standard of proof required to overturn a finding of a violation shall be preponderance of the ~~clear and convincing~~ evidence and the Student or RSO bears the burden of proof.
- (9) A Student or RSO may file a written appeal of the Student Conduct Appeal Committee's decision with the Vice President for Student Affairs. The Student or RSO must file a written appeal with the Vice President for Student Affairs' office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student or RSO believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the Vice President for Student Affairs will issue a written decision within five (5) business days of receipt of the appeal and all relevant material.
- (10) The Vice President for Student Affairs' decision is final, except in cases where a Student has been expelled or the Student's degree has been revoked. In those cases, the Student may appeal the Vice President for Student Affairs' decision to the President. The Student must file a written appeal with the President's office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the President will issue a written decision as soon as reasonably possible.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-09-01-.09 Conflicts of Interest

- (1) Consistent with the Student Due Process Protection Act, T.C.A. § 49-7-1704, student disciplinary proceedings must include protection for respondents and complainants analogous to, and no less protective than the conflict of interest provisions of T.C.A. § 4-5-303.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-7-1704.

0240-09-01-.10 Application of Rule to Prospective Students

- (1) A prospective student's admission to Tennessee Tech may be rescinded for pre-attendance conduct that is prohibited by this rule.
- (2) Tennessee Tech will publish a process for appeal of such a rescission of Tennessee Tech's web site.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

Rules of  
Tennessee Technological University

Chapter 0240-09-01  
Student Conduct

Amendments

Table of Contents is amended by adding 0240-09-01-.09 Conflicts of Interest and 0240-09-01-.10 Application of Rule to Prospective Students to the Table of Contents and shall read as follows:

- 0240-09-01.01 Scope
- 0240-09-01.02 Definitions
- 0240-09-01.03 General Provisions
- 0240-09-01.04 Prohibited Conduct
- 0240-09-01.05 Disciplinary Sanctions
- 0240-09-01.06 Disciplinary Holds on Records
- 0240-09-01.07 Disciplinary Procedures
- 0240-09-01.08 Appeals
- 0240-09-01.09 Conflicts of Interest
- 0240-09-01.10 Application of Rule to Prospective Students

Rules of  
Tennessee Technological University

Chapter 0240-09-01  
Student Conduct

Amendments

Rule 0240-09-01-.04 Prohibited Conduct is amended by deleting subparagraph (1)(a) in its entirety and substituting a new definition entitled (a) Harm to Others and adding a new subparagraph (b). The definitions of prohibited conduct were re-lettered accordingly, so that as amended, 0240-09-01-.04 shall read as follows:

0240-09-01-.04 Prohibited Conduct

- (1) Prohibited conduct includes, but is not limited to the following:
- (a) Harm to Others: Causing physical harm to any person; endangering the health, safety, or welfare of any person; engaging in conduct that causes a reasonable person to fear harm to his/her health, safety, or welfare; or making an oral or written statement that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals;
  - (b) Engaging in oral or written speech that is obscene; is defamatory; consists of fighting words; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
  - (c) Any conduct that falls within the terms of T.C.A. § 39-17-308 (Harassment) or T.C.A. § 39-17-315 (Stalking) or “student-on-student harassment,” which means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law, and that is so severe, pervasive, and objectively offensive that it effectively bars the victim’s access to educational opportunity or benefit;
  - (d) Discrimination: Any conduct that falls within the terms of any Tennessee Tech policy related to discrimination and harassment;
  - (e) Sexual Misconduct: The act of domestic violence, dating violence, sexual assault, and stalking as defined by Tennessee Tech policy;
  - (f) Hazing: Any conduct that falls within T.C.A. § 49-7-123 (a)(1), including, but not limited to, an intentional or reckless act on or off Tennessee Tech Property by one (1) Student acting alone or with others that is directed against any other Student, that endangers the mental or physical health or safety of that Student or that induces or coerces a Student to endanger the Student’s mental or physical health or safety;
  - (g) Retaliation: Interfering with any aspect of a disciplinary matter or disciplinary hearing, including, but not limited to threatening or intimidating a complainant or witnesses or attempting to do the same;
  - (h) Disruptive Behavior: Any individual or group behavior that unreasonably disrupts the academic environment (e.g. interferes with teaching, classroom operations, research, etc.) or unreasonably interferes with operations, events, or programs on Tennessee Tech Property or during a Tennessee Tech Activity;
  - (i) Obstruction of or Interference with Activities on Tennessee Tech Property or Facilities: Any

substantial interference with or substantial obstruction of any Tennessee Tech program, event, or facility including the following:

1. Any unauthorized occupancy of facilities owned or controlled by Tennessee Tech or blockage of access to or from such facilities;
  2. Interference with the right of any Tennessee Tech member or other authorized person to gain access to any activity, program, event, or facilities sponsored or controlled by Tennessee Tech;
  3. Any obstruction or delay of a public safety officer, security officer, firefighter, EMT, or any University Official;
  4. Participation in a demonstration that substantially impedes Tennessee Tech operations; or
  5. Obstruction of the free flow of pedestrian or vehicular traffic on Tennessee Tech Property or at a Tennessee Tech Activity;
- (j) Failure to Comply: Refusing or ignoring directions of a University Official acting in the performance of his/her duties;
- (k) Falsification: Providing information that is materially false to, or withholding necessary information from, any University Official acting in the performance of his/her duties;
- (l) Fraud: Deception, forgery, or alteration, including, but not limited to, the unauthorized use of Tennessee Tech documents, records, identification, computers, parking permits, identity theft, or any other similar actions prohibited by law;
- (m) Theft: Unauthorized possession of Tennessee Tech Property or personal property of a member of the Tennessee Tech community;
- (n) Misuse or Damage of Property: Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to Tennessee Tech or a member of the Tennessee Tech community including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, Tennessee Tech keys, library materials and/or safety devices;
- (o) Trespassing or Unauthorized Entry: Unauthorized access or attempting to gain access to any Tennessee Tech Property;
- (p) Weapons: Possession or carrying, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any Tennessee Tech building or bus, campus, grounds, recreation area, athletic field, or any other property owned, operated, or while in use by Tennessee Tech as prohibited by state law. No Student shall use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person;
- (q) Hazardous Materials: Possession, ignition, or detonation of explosives, fireworks, flammable materials, ammunition, gasoline or other hazardous liquids, chemicals or hazardous materials, and any other material or item of like kind representing a potential danger to the Tennessee Tech community;
- (r) Substance Abuse: The unlawful manufacture, distribution, possession, use or abuse of any

controlled substance, illegal drug or alcohol on Tennessee Tech Property or as part of any activity sponsored by Tennessee Tech in violation of state or federal law or related Tennessee Tech policies;

- (s) Paraphernalia: The use or possession of equipment, products, or materials that are used or intended for use in the unlawful manufacture, growth, use, or distribution of any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia;
- (t) Parking or Traffic Violations: In addition to the penalties described in Tennessee Tech rules or policies related to traffic, parking, and safety and elsewhere in this rule, the possession or use of a motor vehicle on Tennessee Tech Property may be limited or revoked for any of the following:
  - 1. Possession or use of alcoholic beverages or drugs while operating a vehicle;
  - 2. Irresponsible operation of a vehicle;
  - 3. Leaving the scene of an accident;
  - 4. Failure to report an accident involving personal injury or property damage;
  - 5. Excessive violations of policies to include excessive parking citations;
  - 6. Falsifying vehicle registration or gaining such registration under false pretense; or
  - 7. Possession, use, or sale of fraudulent parking permits;
- (u) Violation of Information Technology Acceptable Use: Violation of any provision related to Tennessee Tech information technology facilities and resources as defined in related state or federal laws or Tennessee Tech policies;
- (v) Unauthorized Use of Personal Recording Devices: Use of electronic or other devices to make a photographic, audio, or video record of any person without his/her prior knowledge or consent in a violation of Tennessee Tech policies;
- (w) Invasion of Privacy: Making, or causing to be made, unauthorized video/audio recordings or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms, as well as any storing, sharing, and/or distributing of such unauthorized recordings/images by any means;
- (x) Violation of Student Housing Policy: Violation of any provision outlined in Tennessee Tech rules, policies and procedures related to housing;
- (y) Gambling: Unlawful gambling in any form;
- (z) Financial Irresponsibility: Failure to meet financial responsibilities to Tennessee Tech including, but not limited to, knowingly passing a worthless check or money order in payment to Tennessee Tech;
- (aa) Unacceptable Conduct in Disciplinary Proceedings: Conduct at any stage of a disciplinary proceeding or investigation that is contemptuous, threatening, or disorderly, including, but not limited to:



1. Failure to obey the directives of a disciplinary body or University Official in the performance of his/her/its duties;
2. Falsification, distortion, or misrepresentation of information during a disciplinary proceeding;
3. Disruption or interference with the orderly conduct of a disciplinary proceeding;
4. Attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, a disciplinary proceeding; or
5. Harassment, intimidation, or retaliation against any participant in the Tennessee Tech disciplinary process;

(bb) Attempting to Violate the Student Conduct rule or related policies;

(cc) Aiding/Abetting a Violation: Any attempt to commit any of the offenses identified as prohibited conduct, or the aiding/abetting of the commission of any of the offenses listed as such. An attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission. Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to Tennessee Tech;

(dd) Violation of Policies: Any violation of the general policies of Tennessee Tech as published in Tennessee Tech publications including, but not limited to, policies or procedures published on Tennessee Tech's web site;

(ee) Violation of State or Federal Laws: Any violation of state or federal laws, rules, regulations, etc. proscribing conduct or establishing offenses;

(ff) Violation of Imposed Disciplinary Sanctions: Violation of a disciplinary sanction officially imposed during a Tennessee Tech hearing proceeding.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

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Tennessee Technological University

Chapter 0240-09-01  
Student Conduct

Amendments

Rule 0240-09-01-.05 Disciplinary Sanctions is amended by deleting the words "clear and convincing" in Section (1) and replacing with the words "preponderance of the," so that as amended, 0240-09-01-.05 shall read as follows:

0240-09-01-.05 Disciplinary Sanctions

- (1) Upon a determination by preponderance of the evidence (unless otherwise required by federal or state law, rule, or regulation) that a Student or RSO has engaged in prohibited conduct, the following disciplinary sanctions may be imposed, either singly or in combination, by the Dean of Students and/or a Tennessee Tech Judicial council:
  - (a) Informal Warning: An oral or written warning to the Student or RSO found responsible for a violation when the circumstances and severity of actions do not warrant the development of an official record;
  - (b) Official Warning: A written notice to the Student or RSO found responsible for a violation. The warning will serve as official notification that continuation or repetition of specified conduct will be cause for further disciplinary action;
  - (c) No Contact Order: An order of no contact with any individuals who are complainants, victims, or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical, or social contact, or allowing others to make any similar contacts on a Student's behalf. An order of no contact can also be issued as an interim measure prior to the completion of the disciplinary process;
  - (d) Restitution: A measure intended to compensate for the loss, damage, or injury caused by the Student or an RSO. This action may take the form of appropriate service, monetary compensation, or material replacement;
  - (e) Restriction of Privileges: A restriction upon a Student or RSO's privileges for a period of time. These restrictions may include, but are not limited to denial of the following:
    1. The ability to represent Tennessee Tech at any event;
    2. Use of Tennessee Tech facilities;
    3. Parking privileges;
    4. Participation in, election to, or appointment as a member or officer of Student Government or any RSO; or
    5. Application for use of Tennessee Tech funds;
  - (f) Educational Action: A measure intended to educate the Student or members of the RSO on the responsibilities to refrain from prohibited conduct and learn from the violation. Educational actions include, but are not limited to:
    1. Attendance at educational activities or substance education workshops;

2. Completion of a prescribed number of community service hours;
  3. Participation in a counseling assessment; or
  4. Attendance at community education classes;
- (g) Parental or Legal Guardian Notification: Pursuant to T.C.A. § 49-7-146, Tennessee Tech is required to notify a parent or legal guardian of a Student under age twenty-one (21) if the Student “has committed a disciplinary violation with respect to the use or possession of alcohol, or a controlled substance, or a controlled substance analogue that is a violation of any federal, state, or local law, or any rule or policy of [Tennessee Tech], except as prohibited by the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g).” Tennessee Tech will provide such notice if:
1. The student admits responsibility for engaging in the prohibited conduct; or
  2. There is a final finding of responsibility pursuant to Tennessee Tech disciplinary procedures;
- (h) Disciplinary Probation: Continued enrollment of a Student or recognition of an RSO on probation may be conditioned upon adherence to Tennessee Tech rules and policies related to student conduct. Probation may include restrictions of privileges or any other appropriate conditions. Any conduct in further violation of Tennessee Tech rules and policies related to student conduct while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action up to and including expulsion or withdrawal of recognition;
- (i) Housing Probation: Continued residence in Tennessee Tech student housing may be conditioned upon adherence to Tennessee Tech rules and policies related to student conduct as well as Tennessee Tech housing policies and requirements. Probation may include restrictions upon the activities of the resident, including any other appropriate conditions;
- (j) Interim Measures: The Dean of Students or designee may impose temporary measures prior to the beginning of a formal student conduct process. If Tennessee Tech imposes an interim measure, the Student or RSO may contest the measure following the procedures in 0240-09-01-.07 Disciplinary Procedures, Section 8. (Procedures Related to Interim Action). Interim measures may become permanent depending on the outcome of the formal disciplinary hearing. Interim measures may include, but are not limited to:
1. No contact orders;
  2. Removal from or reassignment of housing;
  3. Removal from or reassignment of on campus work study or work assignments;
  4. Removal from or reassignment of a specific class or academic activity;
  5. Restriction of access to specified buildings or Tennessee Tech Property;
  6. Restriction of privileges; or
  7. Other types of temporary measures;
- (k) Interim Suspension:

1. Interim suspension is the immediate removal of a Student from Tennessee Tech Property, including but not limited to, facilities, programs, privileges, classes, and premises pending a formal disciplinary hearing.
  2. The Dean of Students or designee may impose an interim suspension if, after an individualized assessment, the Dean of Students or designee determines that the Student's behavior poses a significant risk to the health or safety of others that cannot be eliminated by other interim measures.
  3. The Dean of Students or designee may also impose an interim suspension when a Student is determined to constitute an immediate threat to Tennessee Tech Property or a substantial disruption to classroom and/or Tennessee Tech operations.
  4. A Student placed on interim suspension status must obtain advance permission from the Dean of Students or designee to be present on Tennessee Tech Property. The Dean of Students or designee will grant such permission only in cases where the Student has identified a legitimately necessary reason for his/her presence on campus.
  5. If Tennessee Tech imposes an interim suspension, the Student may contest the matter following the procedures in 0240-09-01-.07 Disciplinary Procedures, Section 8. (Procedures Related to Interim Action);
- (l) Revocation of Registered Student Organization Status: A designated period of time in which an RSO is not recognized by Tennessee Tech and does not receive designated privileges as defined by Tennessee Tech policies related to student organizations;
- (m) Suspension of Housing Contract: The separation of a Student or members of an RSO from facilities maintained by Residential Life for a temporary or definite period of time, after which the Student or RSO is eligible to return or may be conditionally allowed to return. Subsequent policy violations may result in cancellation of the housing contract(s);
- (n) Cancellation of Housing Contract: A permanent separation of the Student or RSO from facilities maintained by Residential Life. A Student or RSO dismissed from these facilities is not eligible for readmission into any Residential Life facilities maintained by Tennessee Tech;
- (o) Suspension: The separation of a Student or RSO from Tennessee Tech for a specified period of time. Suspension may be accompanied by special conditions for readmission. All Students suspended from Tennessee Tech will be issued a no trespass directive barring them from Tennessee Tech Property and all Tennessee Tech Activities. A suspended Student must submit a written request to the Dean of Students or designee at least three (3) business days, absent good cause, in advance to request permission to be present on Tennessee Tech Property or at a Tennessee Tech Activity. This request must specifically identify the nature of the official business that the suspended Student wishes to conduct as well as the locations that the Student wishes to visit;
- (p) Expulsion: A permanent separation from Tennessee Tech. The imposition of this sanction is a permanent bar to the Student's admission to, or an RSO's recognition at, Tennessee Tech. Any Student that receives this sanction will be issued a no trespass directive barring him/her from Tennessee Tech Property and all Tennessee Tech Activities;
- (q) Withholding Degree: The awarding of a degree may be withheld until all disciplinary processes are complete and all sanctions, if any, are satisfactorily completed;
- (r) Revocation of Degree: Revocation of a degree in cases when a Student has engaged in serious misconduct while enrolled, but not discovered until after graduation;

- (s) Revocation of Admission: Revocation of admission when a person previously admitted to Tennessee Tech has engaged in serious misconduct prior to the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier.
- (t) Any alternate sanction deemed necessary and appropriate to address the prohibited conduct.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

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Chapter 0240-09-01  
Student Conduct

Amendments

Rule 0240-09-01-.06 Disciplinary Holds on Records is amended by deleting the word "registration" in paragraph (1), adding new language in paragraph (2), and renumbering accordingly, so that as amended, 0240-09-01-.06 shall read as follows:

0240-09-01-.06 Disciplinary Holds on Records

- (1) Tennessee Tech may place a hold on a Student record when the Student has:
  - (a) Withdrawn from Tennessee Tech and a disciplinary meeting and/or proceeding is pending,
  - (b) Not responded to the Dean of Students Office's request for a meeting or a hearing, or
  - (c) Been suspended or expelled.
- (2) A disciplinary hold may remain on a student's record until final resolution of a disciplinary meeting and/or disciplinary proceeding.
- (3) Tennessee Tech will not confer a degree when a Student has a pending disciplinary meeting and/or disciplinary proceeding.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

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Chapter 0240-09-01  
Student Conduct

Amendments

Rule 0240-09-01-.07 Disciplinary Procedures is amended by substituting language in paragraph (2), adding paragraph (5), renumbering the remaining paragraphs, deleting language in new paragraph (6), and adding language in new paragraphs (7) and (8), so that as amended, 0240-09-01-.07 shall read as follows:

0240-09-01-.07 Disciplinary Procedures

(1) Responsibility for Administration

- (a) The Dean of Students' Office is responsible for matters that are within the scope of this rule and related policies. The Provost's Office is responsible for matters that fall within Tennessee Tech rules and policies related to student academic misconduct. In situations where the conduct could fall within both areas of responsibility, the two (2) Offices will confer, decide which rule or policies will apply to the matter, and advise the Student in writing of their decision.
- (b) Complaints related to discrimination, harassment, and sexual misconduct will be investigated in accordance with applicable Tennessee Tech policies. If Tennessee Tech determines that a discrimination, harassment, or sexual misconduct violation occurred, the Student will be subject to the disciplinary procedures outlined in this rule and related policies.
- (c) Other than the matters listed in 0240-09-01-.07 Section (1)(b), reports of acts and incidents involving Students or RSOs should be referred to the Dean of Students' Office for investigation.

(2) Notice and Due Process Rights Related to Preliminary Meetings

- (a) A Student or RSO accused of any violation of this rule or related policies will receive written notice of the alleged violation. Tennessee Tech will deliver this notice by sending an email to the Student's or RSO's official Tennessee Tech email account. The notice will be effective on the date Tennessee Tech sends the email notification to the Student's or RSO's official Tennessee Tech email account.
- (b) Tennessee Tech will send the preliminary meeting notification letter at least forty-eight (48) hours prior to the preliminary meeting, absent good cause.
- (c) The preliminary meeting notification letter will include, at a minimum:
  - 1. The time, place, and date of the preliminary meeting;
  - 2. A written statement of the alleged violation and description of the alleged behavior including time, date, and place of occurrence if such information is available;
  - 3. Notice of the right to be accompanied by an advisor of choice, including an attorney, provided the Student or RSO consents to sign a release of necessary education records to the advisor;

4. Notice that the advisor may not speak on behalf of the Student or RSO in the disciplinary meeting; and
  5. Notice of the right to address any information that Tennessee Tech is relying on as a basis for the preliminary meeting.
- (d) Upon receipt of the preliminary meeting notification letter, the Student or RSO must contact the Dean of Students' Office within forty-eight (48) hours to schedule a preliminary meeting. Failure to do so will result in a disciplinary hold placed on the Student's account or in the case of an RSO, suspension of privileges.
- (3) Preliminary Meeting
- (a) During the preliminary meeting with the Dean of Students, the Student or RSO will have the opportunity to contest the alleged violation and present information.
  - (b) The Student or RSO has the right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the preliminary meeting.
  - (c) The Dean of Students may interview potential witnesses or victims necessary to conduct a thorough investigation of the alleged violation.
  - (d) Following the preliminary meeting and investigation of the complaint, the Dean of Students will determine if sufficient information exists for the disciplinary process to continue.
    1. If the Dean of Students concludes a violation did not occur, the conduct matter will be closed.
    2. If the Dean of Students determines there is sufficient information to proceed with the disciplinary process, the Student or RSO will have a hearing regarding the alleged violation.
    3. If the Dean of Students determines the alleged misconduct does not warrant consideration of suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have a hearing with the Dean of Students following the procedures in Section 6 (Hearings Before the Dean of Students).
- (4) Hearing Options in Cases of Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration
- (a) If the Dean of Students determines the alleged misconduct could result in suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:
    1. Contest the alleged violation(s) under the Uniform Administrative Procedures Act (UAPA) in accordance with provisions outlined in the Uniform Administrative Procedures Act, T.C.A. § 4-5-301 et seq. and related rules; or,
    2. Waive a hearing pursuant to the UAPA and choose a hearing before the Dean of Students; or,
    3. Waive a UAPA hearing and choose a hearing before the Judicial Council.



(5) Notice and Due Process Rights Related to Disciplinary Proceedings

- (a) Unless a Student or RSO waives in writing his/her/its right to a disciplinary proceeding, a Student or RSO accused of any violation of this rule or related policies will be given written notice of the alleged violation. Tennessee Tech will deliver this notice by sending an email to the Student's or RSO's official Tennessee Tech email account. The notice will be effective on the date Tennessee Tech sends the email notification to the Student's or RSO's official Tennessee Tech email account.
- (b) For proceedings that could result in suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, or that involve allegations of sexual misconduct, Tennessee Tech will send a notification letter at least seventy-two (72) hours prior to the disciplinary proceeding.
- (c) The notification letter will include, at a minimum:
  - 1. The time, place, and date of the disciplinary proceeding;
  - 2. The names of witnesses Tennessee Tech expects to present at the disciplinary proceeding and the names of witnesses Tennessee Tech may present if the need arises;
  - 3. An explanation of the Student's or RSO's right to request a copy of the investigative file, which will be redacted as required by federal and state law;
  - 4. An explanation of the Student's or RSO's right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that Tennessee Tech has in its possession, custody, or control and may use to support claims or defenses, unless use would be solely for impeachment. All such documents will be redacted as required by federal and state law.
  - 5. A written statement of the alleged violation and description of the alleged behavior including time, date, and place of occurrence if such information is available;
  - 6. Notice of the right to present his/her/its case to the appropriate disciplinary authority;
  - 7. Notice of the right to be accompanied by an advisor of choice, including an attorney, provided the Student or RSO consents to sign a release of necessary education records to the advisor;
  - 8. Notice that the advisor may not speak on behalf of the Student or RSO in the disciplinary meeting;
  - 9. Notice of the right to call witnesses who can speak on his/her/its behalf; and
  - 10. Notice of the right to address any information that is used by Tennessee Tech in a disciplinary proceeding.

(6) Hearings before the Dean of Students

- (a) The Dean of Students will follow the procedures described in this section.
  - 1. The hearing shall be conducted consistent with the following Student or RSO rights:
    - (i) The right to receive the notices described in 0240-09-01-.07 Section 2 (Notice and

Due Process Rights Related to Preliminary Meetings) and 0240-09-01-.07 Section 5 (Notice and Due Process Rights Related to Disciplinary Proceedings) prior to the hearing;

- (ii) The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice;
  - (iii) The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student in the hearing. An advisor may:
    - (I) Address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing; and
    - (II) Request a recess to confer in private with the Student or RSO.
  - (iv) The right to speak on his/her/its behalf, to call witnesses, to question all witnesses, to present evidence, to challenge the admissibility of evidence; and
  - (v) The right to remain silent in a hearing.
2. Formal rules of evidence shall not be applicable. The Dean of Students may exclude evidence which, in his/her sole judgment, is immaterial, irrelevant, unduly repetitious, unduly prejudicial, etc.
  3. The Dean of Students shall determine responsibility using the preponderance of the evidence standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
  4. The Dean of Students shall issue a written decision that includes his/her findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
  5. The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account.
  6. Any sanction imposed as a result of a hearing before the Dean of Students will be effective immediately upon notification to the Student or RSO.

(7) Hearings before the Judicial Council

- (a) The Judicial Council is comprised of six (6) faculty members, two (2) administrators, and six (6) Students. The Dean of Students serves as an ex-officio member. Faculty members of the Judicial Council are appointed for a two (2) year term by the Tennessee Tech president. Student members of the Judicial Council are appointed for a one (1) year term by the president of the Student Government Association.
- (b) The Chairperson shall be elected by the Judicial Council membership on an annual basis.
- (c) A minimum of seven (7) members of the Judicial Council are required to hear a disciplinary case, composed of at least three (3) Students and four (4) faculty members, unless otherwise agreed by the parties.
- (d) The Dean of Students will train and advise all members of the Judicial Council regarding Tennessee Tech hearing procedures on an annual basis or as necessary.

- (e) The hearing shall be conducted consistent with the following Student or RSO rights:
    - 1. The right to receive the notices described in 0240-09-01-.07 Section 2 (Notice and Due Process Rights Related to Preliminary Meetings) and 0240-09-01-.07 Section 5 (Notice and Due Process Rights Related to Disciplinary Proceedings) prior to the hearing.
    - 2. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice.
    - 3. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student in the hearing. An advisor may:
      - (i) Address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing; and
      - (ii) Request a recess to confer in private with the Student or RSO.
    - 4. The right to speak on his/her/its behalf, to call witnesses, to question all witnesses, to present evidence, to challenge the admissibility of evidence; and
    - 5. The right to remain silent in a hearing; and
    - 6. The right to challenge the seating of any Judicial Council member for bias, prejudice, interest, or any other good cause. The dismissal of a challenged hearing board member will be determined at the discretion of the Judicial Council chairperson. If the chairperson is challenged, s/he may be excused by a majority vote of the Judicial Council.
  - (f) All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing.
  - (g) Formal rules of evidence shall not be applicable. The Judicial Council may exclude evidence which, in its judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.
  - (h) The Judicial Council shall determine responsibility using the preponderance of the evidence standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
  - (i) The Judicial Council shall issue a written decision that includes its findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
  - (j) The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account.
  - (k) Any sanction imposed as a result of a Tennessee Tech hearing will be effective immediately upon notification to the Student or RSO.
- (8) Procedures Related to Interim Measures or Interim Suspensions
- (a) When the Dean of Students determines that interim measures or an interim suspension are required for the health and safety of the Tennessee Tech community and/or property, the Student or RSO will be given an opportunity for an informal hearing with the Dean of Students to contest the interim measure;
  - (b) The informal hearing will be held within five (5) calendar days, absent good cause;

- (c) The information presented at the hearing will be limited to that which is relevant to the basis asserted for imposition of the interim measures; and
- (d) The Student or RSO will be entitled to formal hearing in accordance with the procedures described in 0240-09-01-.07 Section 2 (Notice and Due Process Rights Related to Preliminary Meetings) and 0240-09-01-.07 Section 5 (Notice and Due Process Rights Related to Disciplinary Proceedings) before a permanent measure is imposed.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

Rules of  
Tennessee Technological University

Chapter 0240-09-01  
Student Conduct

Amendments

Rule 0240-09-01-.08 Appeals is amended by deleting the words “the clear and convincing” in Section (8) and replacing with the words “preponderance of the,” so that as amended, 0240-09-01-.08 shall read as follows:

0240-09-01-.08 Appeals

- (1) A Student or RSO may appeal a sanction imposed by the Dean of Students or Judicial Council following the procedures in this section.
- (2) The Student Conduct Appeal Committee will hear all appeals.
  - (a) The Student Conduct Appeal Committee is comprised of one (1) faculty member, one (1) administrator, and one (1) student.
  - (b) A pool of eligible committee members will be identified by the Dean of Students annually to ensure a quorum can be achieved throughout the year.
- (3) A Student or RSO must file a written appeal with the Dean of Students within ten (10) calendar days from the date of the decision letter, absent good cause.
- (4) The bases for an appeal are as follows:
  - (a) New information, not available at the time of the original hearing, has become available and would substantially alter the outcome of the hearing;
  - (b) Tennessee Tech failed to conduct the disciplinary process in accordance with its procedures in such a way as to disadvantage the Student or RSO; or
  - (c) The sanction is disproportionate to the violation.
- (5) The Student Conduct Appeal Committee will consider the appeal based on the record and statements submitted by the Student or RSO and the Dean of Students. The Student Conduct Appeal Committee may request the Student or RSO and the Dean of Students to appear before the Student Conduct Appeal Committee to clarify any questions regarding the appeal record or statements.
- (6) The Student Conduct Appeal Committee will make its decision within ten (10) business days of receipt of all relevant information. This period may be extended in circumstances where it is not possible to establish a quorum (e.g. holidays, breaks, etc.).
- (7) The Student Conduct Appeal Committee may take the following action(s) upon consideration of the merit of the appeal:
  - (a) Affirm the original decision;
  - (b) Reverse the original decision;
  - (c) Reduce the sanction prescribed in the original decision; and/or

- (d) Remand the matter to the original hearing body for reconsideration.
- (8) The standard of proof required to overturn a finding of a violation shall be preponderance of the evidence and the Student or RSO bears the burden of proof.
- (9) A Student or RSO may file a written appeal of the Student Conduct Appeal Committee's decision with the Vice President for Student Affairs. The Student or RSO must file a written appeal with the Vice President for Student Affairs' office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student or RSO believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the Vice President for Student Affairs will issue a written decision within five (5) business days of receipt of the appeal and all relevant material.
- (10) The Vice President for Student Affairs' decision is final, except in cases where a Student has been expelled or the Student's degree has been revoked. In those cases, the Student may appeal the Vice President for Student Affairs' decision to the President. The Student must file a written appeal with the President's office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the President will issue a written decision as soon as reasonably possible.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

Rules of

Tennessee Technological University

Chapter 0240-09-01  
Student Conduct

New Rule

Rule 0240-09-01-.09 Conflicts of Interest is added to Chapter 0240-09-01 so that it shall read as follows:

0240-09-01-.09 Conflicts of Interest

- (1) Consistent with the Student Due Process Protection Act, T.C.A. § 49-7-1704, student disciplinary proceedings must include protection for respondents and complainants analogous to, and no less protective than the conflict of interest provisions of T.C.A. § 4-5-303.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-7-1704.

Rules of  
Tennessee Technological University

Chapter 0240-09-01  
Student Conduct

New Rule

Rule 0240-09-01-.10 Application of Rule to Prospective Students is added to Chapter 0240-09-01 so that it shall read as follows:

0240-09-01-.10 Application of Rule to Prospective Students

- (1) A prospective student's admission to Tennessee Tech may be rescinded for pre-attendance conduct that is prohibited by this rule.
- (2) Tennessee Tech will publish a process for appeal of such a rescission on Tennessee Tech's web site.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).





## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Tennessee Technological University Rule 0240-09-03 Parking, Traffic and Safety Enforcement

Review

Action

No action required

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**PRESENTER(S):** Dr. Stinson

**PURPOSE & KEY POINTS:**

The Parking, Traffic and Safety Enforcement Rule is amended to change parking citation authority from "Tennessee Tech Police Department" to "Tennessee Tech". Rule 0240-09-03-.04 Fines is amended by changing the provision title to "Parking Violations Fines" and including a public notice and comment requirement. The remaining revisions are technical in nature and correct typographical or grammatical issues.

Rules  
Of  
Tennessee Technological University, Cookeville

Chapter 0240-09-03  
Parking, Traffic, and Safety Enforcement

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0240-09-03-.01 Definitions

- (1) Motor Vehicle - Any self-propelled vehicle designed for transport of a person or persons and is capable of exceeding twenty-five (25) miles per hour over level, paved surfaces, shall be deemed a motor vehicle.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.02 General Provisions

- (1) Tennessee Tech will regulate the use and/or parking of all Motor Vehicles on the campus in accordance with this ~~policy~~ rule and any applicable ~~rule~~ policy, regulation, ordinance, or statute.
- (2) All employees and students must register Motor Vehicle(s) and purchase a parking permit in order to park on Tennessee Tech property. All visitors must request a parking permit. Motor Vehicles that are parked on campus without a current parking permit may be issued a parking citation for the violation. ~~by the Tennessee Tech Police Department.~~
- (3) Parking citations are the responsibility of
  - (a) the registered owner of the parking permit and the user of the parking permit; or
  - (b) the registered owner of the vehicle in cases where no permit has been issued.
- (4) Moving violations will be charged to the operator of the Motor Vehicle at the time of the violation.
- (5) No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.
- (6) Motor Vehicles are to be parked within two (2) marked lines and not protruding into another marked space. Violations of this type may result in a citation being issued. ~~by the Tennessee Tech Police Department.~~
- (7) ~~Disabled~~ Non-operative vehicles will not be permitted to remain on campus beyond seven (7)

days without ~~the~~ written approval ~~of the Chief of the Tennessee Tech Police Department~~. from Tennessee Tech.

- (8) Trailers and boats cannot be parked on campus without ~~the~~ prior written approval ~~of the Chief of the Tennessee Tech Police Department~~. from Tennessee Tech.
- (9) Motor Vehicles or other means of conveyance parked in such a way as to create a traffic hazard, including, but not limited to, blocking dumpsters, wheelchair ramps, sidewalks, crosswalks, and other parked vehicles may be cited ~~by the Tennessee Tech Police Department~~ for illegal parking and/or may be towed or impounded at the owner's expense.
- (10) Motor Vehicles not displaying a parking permit during zoned parking enforcement may be restrained by ~~the Tennessee Tech Police Department~~ with a wheel lock in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.
- (11) Repeated Citations
  - (a) Repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.
  - (b) Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

#### 0240-09-03-.03 Parking Areas and Zones Enforcement

- (1) Parking areas are marked by color-coded signs that match the color-coded permits indicating the zone in which a Motor Vehicle may be parked. Zone restrictions are effective and enforced ~~by the Tennessee Tech Police Department~~ from 7:30 ~~am~~ a.m. to 4:30 ~~pm~~ p.m. Monday through Friday during times when classes are in session.
- (2) Zone restrictions are not enforced after 4:30 p.m. with the exception of Residence Hall, Tech Village, and reserved parking zones/spaces. Motor Vehicles parked on campus after 4:30 ~~pm~~ p.m. Monday through Friday when classes are in session must have a parking permit displayed.
- (3) No permit is required when classes are not in session.
- (4) Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits and are enforced ~~by the Tennessee Tech Police Department~~ twenty-four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.
- (5) Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced ~~by the Tennessee Tech Police Department~~ twenty-four (24) hours a day.
- (6) Tennessee Tech ~~Police Department~~ enforces parking in visitor spaces from 7:30 ~~am~~ a.m. to 4:30 ~~pm~~ p.m. Monday through Friday when classes are in session. These spaces are for visitors to Tennessee Tech and employees and students cannot park in those spaces during this period.
- (7) Tennessee Tech ~~Police Department~~ enforces parking in thirty (30) minute zones from 7:30 ~~am~~ a.m. to 4:30 ~~pm~~ p.m. Monday through Friday when classes are in session and are available to anyone for the time allotted.

(8) Disabled Parking

- (a) Tennessee Tech ~~Police Department~~ enforces parking in disabled parking spaces twenty-four (24) hours a day. These reserved spaces are for individuals that have been issued a state disabled placard or license plate.
- (b) The individual to whom the license plate or placard has been issued must be using the Motor Vehicle in order for the Motor Vehicle to be parked in the disabled space. Tennessee Tech will charge the owner of the parking decal or registered owner of the Motor Vehicle the maximum fine allowed by law for improper use of a disabled placard or license plate.
- (c) Individuals that have been issued a state placard or license plate for disabled parking may purchase a Tennessee Tech disabled parking permit. This permit allows the individual to park in any legal parking space on campus, should a disabled space not be available.
- (d) Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.

(9) Temporary and visitor parking permits

- (a) Campus visitor permits are required for visitors to park on campus Monday through Friday when classes are in session. ~~Visitor permits allow an individual to park in the visitor parking when available or the perimeter (purple) color-coded lots on the campus. These permits can be obtained at the Tennessee Tech Police Department twenty-four (24) hours a day.~~ Tennessee Tech will designate parking areas for use by visitors. Tennessee Tech will publish information on obtaining visitor permits and designated parking areas on its website.
- ~~(b) Official visitor parking permits are available for individuals that are on campus for official business with Tennessee Tech. These permits must be approved by designated Tennessee Tech administrators. An official visitor permit allows the Motor Vehicle to park in any legal space on campus that is not specifically reserved.~~
- (c) ~~(b)~~ The Tennessee Tech ~~Police Department~~ may issue a temporary parking permit to individuals who have a parking permit on file and who have lost, misplaced, etc. the original hang tag.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.04 Parking Violation Fines

- (1) Fines may be set as determined by Tennessee Tech, but shall not exceed the amounts set by state/county/municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the Tennessee Tech Board of Trustees. Proposed fines shall be submitted to the Tennessee Tech Board of Trustees together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at ~~the institution~~ Tennessee Tech, and/or the unique traffic/parking considerations at ~~each institution~~ Tennessee Tech. The public will receive notice and be allowed to comment on the proposed fines. Once adopted or amended, all fines shall be ~~affirmatively communicated to the faculty, staff, and students of the institution through Tennessee Tech's website.~~ published on Tennessee Tech's webpage.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.05 Motor Vehicle Operation

- (1) Operators of Motor Vehicles on Tennessee Tech property must obey all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in this ~~policy~~ rule.
- (2) The speed limits on all Tennessee Tech streets as well as city streets running through Tennessee Tech are enforced by the Tennessee Tech Police Department. Violations ~~of this~~ may result in the operator of the Motor Vehicle receiving a speeding citation by Tennessee Tech Police.
- (3) The reckless operation of a Motor Vehicle on the Tennessee Tech campus including, but not limited to, squealing tires, sliding the Motor Vehicle, and operating the Motor Vehicle at a high rate of speed are serious safety hazards and strictly prohibited. Operators may be issued a citation by Tennessee Tech Police as well as face disciplinary action for a violation of this nature.
- (4) Operators of Motor Vehicles are prohibited from overtaking/passing another Motor Vehicle in operation on streets within the Tennessee Tech campus. Violations ~~of this~~ may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police.
- (5) Operators of Motor Vehicles must observe and obey all traffic control devices (~~e.g.~~, including, but not limited to, STOP signs, or traffic lights). Failure to do so may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police for the violation.
- (6) Operators of Motor Vehicles must yield the right of way and come to a complete stop for pedestrians in the crosswalks. Operators of Motor Vehicles must also show due care for all pedestrian traffic while operating a Motor Vehicle on the Tennessee Tech campus. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
- (7) Operators of Motor Vehicles must pull to the edge of the roadway and come to a complete stop to yield the right of way to emergency vehicles displaying active lights and/or sirens. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
- (8) Individuals riding bicycles on the Tennessee Tech campus must observe and obey all traffic control devices on all Tennessee Tech and city streets within the Tennessee Tech campus. Failure to do so may result in the operator of the bicycle being issued a citation for the violation by Tennessee Tech Police.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-09-03-.06 Traffic and Parking Citation Disputes and Appeals

- (1) Officers of the Tennessee Tech Police Department may issue citations for violations under certain circumstances in either Cookeville City Court for violations of city ordinances or Putnam County General Sessions Court for violations of state laws. Individuals that receive a City Court or General Sessions Court citation must either appear in court on the court date listed on the citation or pay the citation fine if appearance in court is not required.
- (2) Any Tennessee Tech student, faculty, staff, or visitor who has received a Tennessee Tech ~~traffic and/or~~ parking citation may appeal the citation within fifteen (15) business days of the date of issue to the ~~Student Traffic Appeals Committee~~—designated citation appeals committee. Tennessee Tech student, faculty, staff, and visitors will be notified in writing of the Committee's

decision. Tennessee Tech will publish procedures for appealing citations on its website.

- ~~(3) Any Tennessee Tech employee who has received a Tennessee Tech citation for traffic and/or parking violation may appeal the citation within fifteen (15) business days of the date of issue to the Faculty and Staff Traffic Appeals Committee. Appeals may be filed in the Parking Portal.~~
- ~~(4) Any non-Tennessee Tech employee or student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the Faculty and Staff Traffic Appeals Committee. These appeals can be filed by contacting the Tennessee Tech Police Department.~~
- ~~(5) (3) The Student Traffic Appeals Committee designated student citation appeals committee will meet regularly during the Fall and Spring semesters. Students will be notified in writing of the Committee's decision. The Faculty and Staff Traffic Appeals Committee designated faculty, staff, and visitor appeals committee will meet once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees and visitors will be notified in writing of the Committee's decision.~~
- ~~(6) (4) The Student Traffic Appeals Committee and the Faculty and Staff Traffic Appeals Committee citation appeals committee decisions may be appealed to the Vice President for Student Affairs a designated administrator who is not affiliated with the respective citation appeals committee. by submitting a written appeal. A written appeal must be submitted with all relevant documentation attached within five (5) business days of the notification of the appropriate committee's decision. Tennessee Tech will publish procedures for appealing a citation appeals committee decision on its website.~~
- ~~(7) (5) The Vice President for Student Affairs designated administrator will communicate his/her decision in writing to the individual making the appeal within five (5) business days after receiving the written appeal along with all relevant documentation. The decision of the Vice President for Student Affairs designated administrator is final.~~

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

#### 0240-09-03-.07 Liability for Theft or Damage

- (1) Tennessee Tech assumes no financial responsibility for theft or damage to Motor Vehicles or their contents when parked or operated on campus.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

Rules of  
Tennessee Technological University, Cookeville

Chapter 0240-09-03  
Parking, Traffic, and Safety Enforcement

Amendments

Rule 0240-09-03-.02 General Provisions is amended by deleting reference to "Tennessee Tech Police Department" in paragraphs (2), (6), (9), and (10), approval authority changed from "Tennessee Tech Police Department" to "Tennessee Tech" in paragraphs (7) and (8), adding "All visitors must request a parking permit" in paragraph (2), changing "policy" to "rule" and "rule" to "policy" in paragraph (1), and "disabled" is changed to "non-operative" in paragraph (7), so that as amended, 0240-09-03-.02 shall read as follows:

0240-09-03-.02 General Provisions

- (1) Tennessee Tech will regulate the use and/or parking of all Motor Vehicles on the campus in accordance with this rule and any applicable policy, regulation, ordinance, or statute.
- (2) All employees and students must register Motor Vehicle(s) and purchase a parking permit in order to park on Tennessee Tech property. All visitors must request a parking permit. Motor Vehicles that are parked on campus without a current parking permit may be issued a parking citation for the violation.
- (3) Parking citations are the responsibility of
  - (a) the registered owner of the parking permit and the user of the parking permit; or
  - (b) the registered owner of the vehicle in cases where no permit has been issued.
- (4) Moving violations will be charged to the operator of the Motor Vehicle at the time of the violation.
- (5) No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.
- (6) Motor Vehicles are to be parked within two (2) marked lines and not protruding into another marked space. Violations of this type may result in a citation being issued.
- (7) Non-operative vehicles will not be permitted to remain on campus beyond seven (7) days without written approval from Tennessee Tech.
- (8) Trailers and boats cannot be parked on campus without prior written approval from Tennessee Tech.
- (9) Motor Vehicles or other means of conveyance parked in such a way as to create a traffic hazard, including, but not limited to, blocking dumpsters, wheelchair ramps, sidewalks, crosswalks, and other parked vehicles may be cited for illegal parking and/or may be towed or impounded at the owner's expense.
- (10) Motor Vehicles not displaying a parking permit during zoned parking enforcement may be restrained by Tennessee Tech with a wheel lock in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.
- (11) Repeated Citations

- (a) Repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.
- (b) Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

Rules of  
Tennessee Technological University, Cookeville

Chapter 0240-09-03  
Parking, Traffic, and Safety Enforcement

Amendments

Rule 0240-09-03-.03 Parking Areas and Zones Enforcement is amended by deleting reference to "Tennessee Tech Police Department" in paragraphs (1), (4), (5), (6), (7) and subparagraph (8)(a) and new paragraph (9)(a). Subparagraph (9)(a) is amended by deleting "Visitor permits allow an individual to park in the visitor parking when available or the perimeter (purple) color-coded lots on the campus. These permits can be obtained at the Tennessee Tech Police Department twenty-four (24) hours a day" and adding "Tennessee Tech will designate parking areas for use by visitors. Tennessee Tech will publish information on obtaining visitor permits and designated parking areas on its website.", paragraph (9)(b) is deleted, and remaining subparagraph re-lettered accordingly. In paragraphs (1), (2), (6), and (7) the time reference of "am" is changed to "a.m." and "pm" changed to "p.m.". Paragraph (2) is changed to include "with the exception of Residence Hall, Tech Village, and reserved parking zones/spaces", so that as amended, 0240-09-03-.03 shall read as follows:

0240-09-03-.03 Parking Areas and Zones Enforcement

- (1) Parking areas are marked by color-coded signs that match the color-coded permits indicating the zone in which a Motor Vehicle may be parked. Zone restrictions are effective and enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday during times when classes are in session.
- (2) Zone restrictions are not enforced after 4:30 p.m. with the exception of Residence Hall, Tech Village, and reserved parking zones/spaces. Motor Vehicles parked on campus after 4:30 p.m. Monday through Friday when classes are in session must have a parking permit displayed.
- (3) No permit is required when classes are not in session.
- (4) Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits and are enforced twenty-four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.
- (5) Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced twenty-four (24) hours a day.
- (6) Tennessee Tech enforces parking in visitor spaces from 7:30 a.m. to 4:30 p.m. Monday through Friday when classes are in session. These spaces are for visitors to Tennessee Tech and employees and students cannot park in those spaces during this period.



- (7) Tennessee Tech enforces parking in thirty (30) minute zones from 7:30 a.m. to 4:30 p.m. Monday through Friday when classes are in session and are available to anyone for the time allotted.
- (8) Disabled Parking
  - (a) Tennessee Tech enforces parking in disabled parking spaces twenty-four (24) hours a day. These reserved spaces are for individuals that have been issued a state disabled placard or license plate.
  - (b) The individual to whom the license plate or placard has been issued must be using the Motor Vehicle in order for the Motor Vehicle to be parked in the disabled space. Tennessee Tech will charge the owner of the parking decal or registered owner of the Motor Vehicle the maximum fine allowed by law for improper use of a disabled placard or license plate.
  - (c) Individuals that have been issued a state placard or license plate for disabled parking may purchase a Tennessee Tech disabled parking permit. This permit allows the individual to park in any legal parking space on campus, should a disabled space not be available.
  - (d) Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.
- (9) Temporary and visitor parking permits
  - (a) Campus visitor permits are required for visitors to park on campus Monday through Friday when classes are in session. Tennessee Tech will designate parking areas for use by visitors. Tennessee Tech will publish information on obtaining visitor permits and designated parking areas on its website.
  - (b) Tennessee Tech may issue a temporary parking permit to individuals who have a parking permit on file and who have lost, misplaced, etc. the original hang tag.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

Rules of  
Tennessee Technological University, Cookeville

Chapter 0240-09-03  
Parking, Traffic, and Safety Enforcement

Amendments

Rule 0240-09-03-.04 Fines is amended by changing the provision title to "Parking Violation Fines" and including a public notice and comment requirement. The generic reference of "institution" is changed to "Tennessee Tech" where applicable so that as amended, 0240-09-03-.04 shall read as follows:

0240-09-03-.04 Parking Violation Fines

- (1) Fines may be set as determined by Tennessee Tech, but shall not exceed the amounts set by state/county/municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the Tennessee Tech Board of Trustees. Proposed fines shall be submitted to the Tennessee Tech Board of Trustees together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at Tennessee Tech, and/or the unique traffic/parking considerations at Tennessee Tech. The public will receive notice and be allowed to comment on the proposed fines. Once adopted or amended, all fines shall be published on Tennessee Tech's webpage.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

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Chapter 0240-09-03  
Parking, Traffic, and Safety Enforcement

Amendments

Rule 0240-09-03-.05 Motor Vehicle Operation is amended by changing “policy” to “rule” in paragraph (1) and making a stylistic change in paragraphs (2) and (4). The term “e.g.” is changed to “including, but not limited to,” in paragraph (5) so that as amended, 0240-09-03-.05 shall read as follows:

0240-09-03-.05 Motor Vehicle Operation

- (1) Operators of Motor Vehicles on Tennessee Tech property must obey all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in this rule.
- (2) The speed limits on all Tennessee Tech streets as well as city streets running through Tennessee Tech are enforced by the Tennessee Tech Police Department. Violations may result in the operator of the Motor Vehicle receiving a speeding citation by Tennessee Tech Police.
- (3) The reckless operation of a Motor Vehicle on the Tennessee Tech campus including, but not limited to, squealing tires, sliding the Motor Vehicle, and operating the Motor Vehicle at a high rate of speed are serious safety hazards and strictly prohibited. Operators may be issued a citation by Tennessee Tech Police as well as face disciplinary action for a violation of this nature.
- (4) Operators of Motor Vehicles are prohibited from overtaking/passing another Motor Vehicle in operation on streets within the Tennessee Tech campus. Violations may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police.
- (5) Operators of Motor Vehicles must observe and obey all traffic control devices (including, but not limited to, STOP signs or traffic lights). Failure to do so may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police for the violation.
- (6) Operators of Motor Vehicles must yield the right of way and come to a complete stop for pedestrians in the crosswalks. Operators of Motor Vehicles must also show due care for all pedestrian traffic while operating a Motor Vehicle on the Tennessee Tech campus. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
- (7) Operators of Motor Vehicles must pull to the edge of the roadway and come to a complete stop to yield the right of way to emergency vehicles displaying active lights and/or sirens. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.
- (8) Individuals riding bicycles on the Tennessee Tech campus must observe and obey all traffic control devices on all Tennessee Tech and city streets within the Tennessee Tech campus. Failure to do so may result in the operator of the bicycle being issued a citation for the violation by Tennessee Tech Police.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

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Chapter 0240-09-03  
Parking, Traffic, and Safety Enforcement

Amendments

Rule 0240-09-03-.06 Traffic and Parking Citation Disputes and Appeals is amended by deleting paragraphs (3) and (4) and the remaining paragraphs are re-numbered accordingly. Paragraph (2) is changed by adding "faculty, staff, or visitor" to the first sentence after "student", adding "Tennessee Tech student, faculty, staff, and visitors will be notified in writing of the Committee's decision. Tennessee Tech will publish procedures for appealing citations on its website". "Student Traffic Appeals Committee" is changed to "designated student citation appeals committee" in paragraph (2) and new paragraph (3) and "Faculty and Staff Traffic Appeals Committee" is changed to "designated faculty, staff, and visitor citation appeals committee" in new paragraph (3). The final decision maker is changed from the "Vice President for Student Affairs" to "designated administrator" in new paragraphs (4) and (5), so that as amended, 0240-09-03-.06 shall read as follows:

0240-09-03-.06 Traffic and Parking Citation Disputes and Appeals

- (1) Officers of the Tennessee Tech Police Department may issue citations for violations under certain circumstances in either Cookeville City Court for violations of city ordinances or Putnam County General Sessions Court for violations of state laws. Individuals that receive a City Court or General Sessions Court citation must either appear in court on the court date listed on the citation or pay the citation fine if appearance in court is not required.
- (2) Any Tennessee Tech student, faculty, staff, or visitor who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the designated citation appeals committee. Tennessee Tech student, faculty, staff, and visitors will be notified in writing of the Committee's decision. Tennessee Tech will publish procedures for appealing citations on its website.
- (3) The designated student citation appeals committee will meet regularly during the Fall and Spring semesters. Students will be notified in writing of the Committee's decision. The designated faculty, staff, and visitor appeals committee will meet once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees and visitors will be notified in writing of the Committee's decision.
- (4) The citation appeals committee decisions may be appealed to a designated administrator who is not affiliated with the respective citation appeals committee. A written appeal must be submitted with all relevant documentation attached within five (5) business days of the notification of the appropriate committee's decision. Tennessee Tech will publish procedures for appealing a citation appeals committee decision on its website.
- (5) The designated administrator will communicate his/her decision in writing to the individual making the appeal within five (5) business days after receiving the written appeal along with all relevant documentation. The decision of the designated administrator is final.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Rule 0240-09-05 Access to Public Records

Review

Action

No action required

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**PRESENTER:** Chair Harper, Ms. Lykins

**PURPOSE & KEY POINTS:** In June, after due consideration and discussion of the public comments made and received, the Board approved a rule related to access to public records. The same rule, with no changes, is before the Board again today, for public comment and action by the Board. The administration is bringing this rule back to the Board to ensure consistency in the rulemaking process for all proposed rules.

Consistent with the law, this rule requires proof of Tennessee citizenship to access public records and describes the process for requesting inspection of public records, assessment of costs for copies, and similar administrative provisions.

Rules  
Of  
Tennessee Technological University, Cookeville  
Chapter 0240-09-05  
Access to Public Records

New

Table of Contents is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.01 Scope  
0240-09-05-.02 Definitions  
0240-09-05-.03 General Policy Statement  
0240-09-05-.04 Requesting Access to Public Records  
0240-09-05-.05 Responding to Public Records Request  
0240-09-05-.06 Redaction  
0240-09-05-.07 Inspection of Records  
0240-09-05-.08 Request for Copies of Records

0240-09-05-.01 Scope is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.01 Scope

- (1) This rule does not apply to a student's request to see his/her own education records or to an employee's or former employee's reasonable requests to review or copy his/her own personnel file.
- (2) Proof of Tennessee citizenship for the purpose of access to public records is not proof of residency for the purpose of classifying students as in-state or out-of-state when assessing tuition and fees and for admission purposes.

Authority: T.C.A. § 10-7-503(g)(2); T.C.A. § 49-8-203(a)(4).

0240-09-05-.02 Definitions is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.02 Definitions

- (1) Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.
- (2) Public Records Request Coordinator ("Coordinator"): The designated individual who has the responsibility to ensure Public Record requests are routed to the appropriate records custodian and are fulfilled in accordance with the Tennessee Public Records Act.
- (3) Records Custodian: The office, official, or employee lawfully responsible for the direct custody and care of a Public Record.
- (4) Requestor: A person seeking access to a Public Record, whether it is for inspection or duplication.

Authority: T.C.A. § 10-7-503 (g)(2); T.C.A. § 49-8-203(a)(4).

0240-09-05-.03 General Policy Statement is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.03 General Policy Statement

- (1) Tennessee Tech shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of Public Records as required by law.

Authority: T.C.A. § 10-7-503(g)(2); T.C.A. § 49-8-203(a)(4).

0240-09-05-.04 Requesting Access to Public Records is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.04 Requesting Access to Public Records

- (1) Public Records requests should be directed to the Coordinator or his/her designee in order to ensure Public Records requests are routed to the appropriate Records Custodian and fulfilled in a timely manner.
- (2) Requestor may contact the Coordinator in person, by telephone, by email, or by mail.
- (3) Tennessee Tech will publish the name, telephone number, email address, and office location of the Coordinator on its website or similar publication.
- (4) Tennessee Tech will not require a Requestor to submit a request for inspection in writing, absent good cause.
- (5) Tennessee Tech will require proof of Tennessee citizenship by either a valid Tennessee driver's license or alternative acceptable form of identification as a condition to inspect or receive copies of Public Records.
- (6) No request is necessary for bid tabulations for Request for Proposals and Request for Quotes, which are posted regularly on Tennessee Tech's Purchasing and Contracts webpage. Similarly, meeting notices and materials for Tennessee Tech's Board of Trustees are posted on Tennessee Tech's Board webpage.

Authority: T.C.A. § 10-7-503(g)(2); T.C.A. § 49-8-203(a)(4).

0240-09-05-.05 Responding to Public Records Requests is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.05 Responding to Public Records Requests

- (1) The Coordinator shall, as necessary or appropriate:
  - (a) Request proof of Tennessee citizenship;
  - (b) Clarify the scope of the request;
  - (c) Advise the Requestor that Tennessee Tech may charge for copies if the request exceeds the costs threshold allowed by its rule;
  - (d) Advise the Requestor that Tennessee Tech is not the custodian of the record;
  - (e) Provide the records;
  - (f) Deny the request in writing, providing the appropriate basis, such as one of the following:
    1. The Requestor is not a Tennessee citizen or has not presented evidence of Tennessee citizenship;
    2. The request lacks specificity;
    3. An exemption makes the record not subject to disclosure under the Tennessee Public Records Act;
    4. The records do not exist.
- (2) The Coordinator may deny the request provided the Coordinator has identified in writing the specific legal

basis for the denial of the request.

- (3) The Coordinator may, if appropriate, contact the Requestor to see if the request can be narrowed.
- (4) If requested records are in the custody of a different governmental entity and the Coordinator knows the correct governmental entity, the Coordinator may direct the Requestor to the correct governmental entity.
- (5) A Records Custodian must promptly forward a request to the Coordinator and assist the Coordinator in making the records available to the Requestor in a timely manner.
- (6) If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open, to redact records; or for other similar reasons, then the Coordinator shall, within seven (7) business days from the receipt of the request, send the Requestor a completed Public Records Response Form.
- (7) If the Coordinator reasonably determines production of records should be segmented because the Public Records Request is for a large volume of records, or additional time is necessary to prepare the records for access, the Coordinator shall notify the Requestor in writing that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the Coordinator may contact the Requestor to see if the request can be narrowed.
- (8) If the Coordinator discovers records responsive to a records request were omitted, the Coordinator will notify the Requestor and produce the records as quickly as practicable.

Authority: T.C.A. § 10-7-503 (g)(2); T.C.A. § 49-8-203(a)(4).

0240-09-05-.06 Redactions is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.06 Redaction

- (1) If a record contains confidential information that is not open for public inspection, the Coordinator, with assistance from the Records Custodian, shall redact the record prior to providing access.
- (2) Whenever the Custodian provides a redacted record, the Custodian will advise the Requestor of the general basis or bases for the redaction(s).

Authority: T.C.A. § 10-7-5039(g)(2); T.C.A. § 49-8-203(a)(4).

0240-09-05-.07 Inspections of Records is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.07 Inspection of Records

- (1) Tennessee Tech will not charge for inspection of Public Records.
- (2) Tennessee Tech will advise the Requestor of the location where the records may be inspected.
- (3) The Coordinator may require an appointment for the inspection.

Authority: T.C.A. § 10-7-503(g)(2); T.C.A. § 49-8-203(a)(4).

0240-09-05-.08 Request for Copies of Records is added to Chapter 0240-09-05 Access to Public Records and shall read as follows:

0240-09-05-.08 Request for Copies of Records

- (1) The Coordinator will respond to a Public Records request for copies in the most economic and efficient manner practicable.



- (2) Copies will be available for pickup at a location specified by the Coordinator.
- (3) Tennessee Tech will not use fees and charges for copies of Public Records to hinder access to Public Records.
- (4) The Coordinator will provide Requestors with an estimate of the charges prior to producing copies of records and may require prepayment of such charges before producing requested records.
- (5) If fees for copies and labor do not exceed twenty-five dollars (\$25), Tennessee Tech may waive those fees. Requests for waivers for costs that exceed \$25 must be presented to the Coordinator, who is authorized to determine if such waiver is in the best interest of Tennessee Tech or for the public good.
- (6) A requestor may use a personal cellphone to take pictures of records when the total amount of pages to be photographed does not exceed twenty-five (25) pages.
- (7) Tennessee Tech will not waive fees associated with aggregated records requests.
- (8) A Requestor must pay by cash, credit card, or personal check made payable to Tennessee Tech and presented to the Coordinator or to the Tennessee Tech Business Office.
- (9) Tennessee Tech will aggregate record requests in accordance with the current office of Open Records Schedule for Reasonable Charges for Frequent and Multiple Requests when more than four (4) requests are received within a calendar month either from a single individual or a group of individuals deemed working in concert.
- (10) If Tennessee Tech aggregates requests, the Coordinator will advise Requestors of the basis for the aggregation.

Authority: T.C.A. § 10-7-503(g)(2); T.C.A. § 49-8-203(a)(4).





## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** TTU Policy 302 (Student Conduct)

Review

Action

No action required

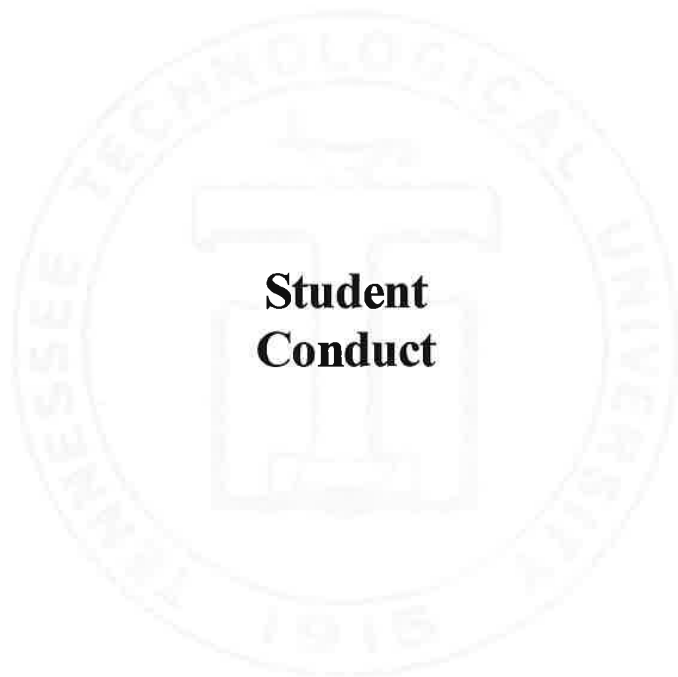
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**PRESENTER(S):** Dr. Williams

**PURPOSE & KEY POINTS:**

Policy 302 is revised to align with the changes made in the Student Conduct Rule and to correct typographical or grammatical issues.

**Tennessee Technological University**  
**Policy No. 302**



Effective Date: July 1, 2017

**Policy No:** 302

**Policy Name:** Student Conduct

**Date Revised:** July 1, 2020

**I. Purpose**

The purpose of this policy is to describe standards of conduct and adjudication processes for student disciplinary matters.

**II. Review**

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

**III. Scope**

- A. This policy applies to Student or Registered Student Organization prohibited conduct on and off Tennessee Tech Property. In the case of prohibited conduct that occurs off Tennessee Tech Property, Tennessee Tech will take into account whether the prohibited conduct adversely affects the interests of Tennessee Tech, including, but not limited to, prohibited conduct that:
  - 1. Occurs in connection with a Tennessee Tech Activity, including, but not limited to, a study abroad program, clinical, internship, service learning placement, or similar program or,
  - 2. Involves another member of the Tennessee Tech community or,
  - 3. Poses a credible, serious threat to the health and safety of the Tennessee Tech community or Tennessee Tech Property.
- B. Tennessee Tech will take into consideration the following standards when deciding whether misconduct is associated with a Registered Student Organization:
  - 1. The prohibited conduct is endorsed by the organization or any of its officers (“endorsed by” includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct);

2. The prohibited conduct took place during the course of an activity paid for by the organization or paid by members of the organization to support the activity or conduct in question;
3. The prohibited conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event;
4. The prohibited conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the organization;
5. One (1) or more officers of the organization had prior knowledge or reasonably should have known the prohibited conduct would likely take place.

C. This policy does not apply to academic misconduct.

#### IV. Definitions

- A. Student – any individual who is admitted, enrolled, or registered for credit courses at Tennessee Tech or who may no longer be enrolled or registered for credit courses, but engaged in prohibited conduct while the individual was a Student at Tennessee Tech. For the purposes of this policy, “admitted” means in attendance at Tennessee Tech on either the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier.
- B. Registered Student Organization (RSO) – any organization comprised primarily of currently enrolled Students that have successfully completed the registration process and otherwise complied with TTU Policy 315 (Student Organizations).
- C. Tennessee Tech Property –all land, buildings, facilities, grounds, structures, or any other property, including, but not limited to, movable objects, owned, leased, used, maintained, or operated by Tennessee Tech. For purposes of this policy, Tennessee Tech Property includes all streets, alleys, sidewalks, and public ways abutting such property. Tennessee Tech Property also includes computers and network systems owned, maintained, or controlled by Tennessee Tech or funded by Tennessee Tech.
- D. Tennessee Tech Activity – any activity on or off Tennessee Tech Property that is initiated, aided, authorized, sponsored, or supervised by Tennessee Tech.

- E. University Official – an employee or agent of Tennessee Tech, including, but not limited to, university police, faculty members, and staff acting in the performance of his/her duties, as well as Student employees (e.g., event staff, resident assistants, graduate or teaching assistants, etc.).

**V. General Provisions**

- A. Each Student or RSO shall be responsible for his/her/its conduct from the time of admission to Tennessee Tech through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms.
- B. A Student or RSO is responsible for his/her/its guests or visitors and may be held accountable for the behavior of his/her/its guests or visitors on Tennessee Tech Property or in the handling or use of Tennessee Tech Property.
- C. Any Student that chooses to take a leave of absence or withdraw from Tennessee Tech during any academic period prior to graduation with a pending disciplinary matter will be subject to a disciplinary hold placed on the Student’s account [preventing reenrollment](#) until resolution of the conduct in question.

**VI. Prohibited Conduct**

Prohibited conduct includes but is not limited to the following:

- A. ~~Harm to Others; Causing physical harm to any person; endangering the health, safety, or welfare of any person; engaging in conduct that causes a reasonable person to fear harm to his/her health, safety, or welfare; or making an oral or written statement that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals;~~
- B. ~~Engaging in oral or written speech that is obscene; is defamatory; consists of fighting words; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;~~
- C. Any conduct that falls within the terms of [Tennessee Code Annotated Sections 39-17-308](#) (Harassment) or [39-17-315](#) (Stalking) or “student-on-student harassment,” which means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by

**Deleted:** Prohibited conduct includes but is not limited to the following:

**Deleted:** Physical Violence

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**Deleted:** Violence of any nature against any person, on or off Tennessee Tech Property, other than for self-defense. This includes fighting; battery; the use of a weapon; restraining or transporting someone against his/her will; or any action that constitutes a true threat or endangers the physical health or safety of any person or causes reasonable apprehension of such harm;

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federal, state, or local law, and that is so severe, pervasive, or objectively offensive that it effectively bars the victim's access to educational opportunity or benefit;

D. Discrimination: Any conduct that falls within the current terms of TTU Policy 006 (Nondiscrimination), TTU Policy 141 (Discrimination and Harassment), or similar policies;

Deleted: - Complaint and Investigation Procedure

E. Sexual Misconduct: The act of domestic violence, dating violence, sexual assault, and stalking as defined by TTU Policy 143 (Sexual Misconduct);

F. Hazing: Any conduct that falls within [Tennessee Code Annotated Section 49-7-123\(a\)\(1\)](#), including, but not limited to, [an](#) intentional or reckless act on or off Tennessee Tech Property by one (1) Student acting alone or with others that is directed against any other Student, that endangers the mental or physical health or safety of that Student or that induces or coerces a Student to endanger the Student's mental or physical health or safety;

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G. Retaliation: Interfering with any aspect of a disciplinary matter or disciplinary hearing, including, but not limited to threatening or intimidating a complainant or witnesses or attempting to do the same;

H. Disruptive Behavior: Any individual or group behavior that unreasonably disrupts the academic environment (e.g. interferes with teaching, classroom operations, research, etc.) or unreasonably interferes with operations, events, or programs on Tennessee Tech Property or during a Tennessee Tech Activity;

I. Obstruction of or Interference with Activities on Tennessee Tech Property or Facilities: Any substantial interference with or substantial obstruction of any Tennessee Tech program, event, or facility including the following:

1. Any unauthorized occupancy of facilities owned or controlled by Tennessee Tech or blockage of access to or from such facilities,
2. Interference with the right of any Tennessee Tech member or other authorized person to gain access to any activity, program, event, or facilities sponsored or controlled by Tennessee Tech,
3. Any obstruction or delay of a Tennessee Tech police officer, public safety officer, security officer, firefighter, EMT, or any University Official,
4. Participation in a demonstration that substantially impedes Tennessee Tech operations;  
or



5. Obstruction of the free flow of pedestrian or vehicular traffic on Tennessee Tech Property or at a Tennessee Tech Activity.

J. Failure to Comply: Refusing or ignoring directions of a University Official acting in the performance of his/her duties;

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K. Falsification: Providing information that is materially false to, or withholding necessary information from, any University Official acting in the performance of his/her duties;

L. Fraud: Deception, forgery, or alteration including, but not limited to, the unauthorized use of Tennessee Tech documents, records, identification, computers, parking permits, identity theft, or any other similar actions prohibited by law;

M. Theft: Unauthorized possession of Tennessee Tech Property or personal property of a member of the Tennessee Tech community;

N. Misuse or Damage of Property: Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to Tennessee Tech or a member of the Tennessee Tech community including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, Tennessee Tech keys, library materials and/or safety devices;

Deleted: <#>Fraud: Deception, forgery, alteration including, but not limited to, the unauthorized use of Tennessee Tech documents, records, identification, computers, parking permits, identity theft, or any other similar actions prohibited by law;

O. Trespassing or Unauthorized Entry: Unauthorized access or attempting to gain access to any Tennessee Tech Property;

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P. Weapons: Possession or carrying, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any Tennessee Tech building or bus, campus, grounds, recreation area, athletic field, or any other property owned, operated, or while in use by Tennessee Tech in accordance with TTU Policy 422 (Weapons on Tennessee Tech Property). No Student shall use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person;

Q. Hazardous Materials: Possession, ignition, or detonation of explosives, fireworks, flammable materials, ammunition, gasoline, or other hazardous liquids, chemicals or hazardous materials, and any other material or item of like kind representing a potential danger to the Tennessee Tech community;

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R. ~~Substance Abuse~~: The unlawful manufacture, distribution, possession, use or abuse of any controlled substance, illegal drug or alcohol on Tennessee Tech Property or as part of any activity sponsored by Tennessee Tech in violation of TTU Policy 172 (~~Alcohol and Drugs~~);

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S. Paraphernalia: The use or possession of equipment, products, or materials that are used or intended for use in the unlawful manufacture, growth, use, or distribution of any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia;

T. Parking or Traffic Violations: In addition to the penalties described in TTU Policy 415 (Parking and Traffic Enforcement) and elsewhere in this policy, the possession or use of a motor vehicle on Tennessee Tech Property ~~may be limited or revoked for any of the~~ following:

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1. Possession or use of alcoholic beverages or drugs while operating a vehicle;
2. Irresponsible operation of a vehicle;
3. Leaving the scene of an accident;
4. Failure to report an accident involving personal injury or property damage;
5. Excessive violations of policies to include excessive parking citations;
6. Falsifying vehicle registration or gaining such registration under false pretense; ~~or~~
7. Possession, use, or sale of fraudulent parking permits.

U. Violation of Information Technology Acceptable Use Policy: Violation of ~~any~~ provision related to Tennessee Tech information technology facilities and resources as defined in TTU Policy 801 (Information Technology Acceptable Use);

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V. Unauthorized Use of Personal Recording Devices: Use of electronic or other devices to make a photographic, audio, or video record of any person without his/her prior knowledge or consent in a violation of TTU Policy 180 (Personal Recording Devices);

W. Invasion of Privacy: Making, or causing to be made, unauthorized video/audio recordings or photographic images of a person in a location in which that person has a reasonable

expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms, as well as any storing, sharing, and/or distributing of such unauthorized recordings/images by any means;

X. Violation of Student Housing Policy: Violation of any provision outlined in TTU Policy 305 (Student Housing);

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Y. Gambling: Unlawful gambling in any form;

Z. Financial Irresponsibility: Failure to meet financial responsibilities to Tennessee Tech including, but not limited to, knowingly passing a worthless check or money order in payment to Tennessee Tech;

AA. Unacceptable Conduct in Disciplinary Proceedings: Conduct at any stage of a disciplinary proceeding or investigation that is contemptuous, threatening, or disorderly, including, but not limited to:

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1. Failure to obey the directives of a disciplinary body or University Official in the performance of his/her/its duties;

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2. Falsification, distortion or misrepresentation of information during a disciplinary proceeding;

3. Disruption or interference with the orderly conduct of a disciplinary proceeding;

4. Attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, a disciplinary proceeding; or

5. Harassment, intimidation, or retaliation against of any participant in the Tennessee Tech disciplinary process;

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BB. Attempting to Violate the Student Conduct Policy and/or;

CC. Aiding/Abetting a Violation: Any attempt to commit any of the offenses identified as prohibited conduct, or the aiding/abetting of the commission of any of the offenses listed as such. An attempt to commit an offense is defined as the intention to commit the

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offense coupled with the taking of some action toward its commission. Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to Tennessee Tech;

**DD. Violation of Policies:** Any violation of the general policies of Tennessee Tech as published in Tennessee Tech publications including, but not limited to, Tennessee Tech's Policy Central web site;

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**EE. Violation of State or Federal Laws:** Any violation of state or federal laws, rules, regulations, etc. proscribing conduct or establishing offenses; and

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**FF. Violation of Imposed Disciplinary Sanctions:** Violation of a disciplinary sanction officially imposed during a Tennessee Tech hearing proceeding.

## VII. Disciplinary Sanctions

Upon a determination by ~~preponderance of the~~ evidence (unless otherwise required by federal or state law, rule, or regulation) that a Student or RSO has engaged in prohibited conduct, the following disciplinary sanctions may be imposed, either singly or in combination, by the Dean of Students and/or a Tennessee Tech Judicial council:

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- A. Informal Warning: An oral or written warning to the Student or RSO found responsible for a violation of this policy when the circumstances and severity of actions do not warrant the development of an official Student conduct record;
- B. Official Warning: A written notice to the Student or RSO found responsible for a violation. The warning will serve as official notification that continuation or repetition of specified conduct will be cause for further disciplinary action;
- C. No Contact Order: An order of no contact with any individuals who are complainants, victims, or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical or social contact, or allowing others to make any similar contacts on a Student's behalf. An order of no contact can also be issued as an interim measure prior to the completion of the disciplinary process;

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- D. Restitution:** A measure intended to compensate for the loss, damage, or injury caused by the Student or an RSO. This action may take the form of appropriate service, monetary compensation, or material replacement;
- E. Restriction of Privileges:** A restriction upon a Student or RSO's privileges for a period of time. These restrictions may include, but are not limited to denial of the following:
1. The ability to represent Tennessee Tech at any event;
  2. Use of Tennessee Tech facilities;
  3. Parking privileges;
  4. Participate in, be elected or appointed as a member or officer of Student Government or any RSO; or
  5. Application for use of Tennessee Tech funds;
- F. Educational Action:** A measure intended to educate the Student or members of the RSO on the responsibilities to refrain from prohibited conduct and learn from the violation. Educational actions include, but are not limited to:
1. Attendance at educational activities or substance education workshops;
  2. Completion of a prescribed number of community service hours;
  3. Participation in a counseling assessment; or
  4. Attendance at community education classes;
- G. Parental or Legal Guardian Notification:** Pursuant to [Tennessee Code Annotated Section 49-7-146](#), Tennessee Tech is required to notify a parent or legal guardian of a Student under age twenty-one (21) if the Student "has committed a disciplinary violation with respect to the use or possession of alcohol, a controlled substance, or a controlled substance analogue that is a violation of any federal, state, or local law, or any rule or policy of [Tennessee Tech], except as prohibited by the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g)." Tennessee Tech will provide such notice if:

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1. The Student admits responsibility for engaging in the prohibited conduct; or
2. There is a final finding of responsibility pursuant to the disciplinary procedures;

H. Disciplinary Probation: Continued enrollment of a Student or recognition of an RSO on probation may be conditioned upon adherence to this policy. Any Student or RSO placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions of privileges or any other appropriate conditions. Any conduct in further violation of this policy while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action up to and including expulsion or withdrawal of recognition;

I. Housing Probation: Continued residence in Tennessee Tech student housing may be conditioned upon adherence to Tennessee Tech rules and policies related to Student conduct as well as Tennessee Tech housing policies. Probation may include restrictions upon the activities of the resident, including any other appropriate conditions;

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1. Interim Measures: The Dean of Students or designee may impose temporary measures prior to the beginning of a formal student conduct process. If Tennessee Tech imposes an interim measure, the Student or RSO may contest the measure following the procedures in Section IX, Section E. 6. (Procedures Related to Interim Measures and Interim Suspensions). Interim measures may become permanent depending on the outcome of the formal disciplinary hearing. Interim measures may include, but are not limited to:

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2. No contact orders;
3. Removal from or reassignment of housing;
4. Removal from or reassignment of on campus work study and work assignments;
5. Removal from or reassignment of a specific class or academic activity;
6. Restriction of access to specified buildings or Tennessee Tech Property;
7. Restriction of privileges; or
8. Other types of temporary measures;

**J. Interim Suspension:**

1. Interim suspension is the immediate removal of a Student from Tennessee Tech Property, including but not limited to, facilities, programs, privileges, classes, and premises pending a formal disciplinary hearing.
2. The Dean of Students or designee may impose an interim suspension if, after an individualized assessment, the Dean of Students or designee determines that the Student's behavior poses a significant risk to the health or safety of others that cannot be eliminated by other interim measures.
3. The Dean of Students or designee may also impose an interim suspension when a Student is determined to constitute an immediate threat to Tennessee Tech Property or a substantial disruption to classroom and/or Tennessee Tech operations.
4. A Student placed on interim suspension status must obtain advance permission from the Dean of Students or designee to be present on Tennessee Tech Property. The Dean of Students or designee will grant such permission only in cases where the Student has identified a legitimately necessary reason for his/her presence on campus.
5. If Tennessee Tech imposes an interim suspension, the Student may contest the matter following the procedures in Section IX, Section E. 6. (Procedures Related to Interim Measure and Interim Suspensions).

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**K. Revocation of Registered Student Organization Status:** A designated period of time in which an RSO is not recognized by Tennessee Tech and does not receive designated privileges as defined by TTU Policy 315 (Student Organizations);

**L. Suspension of Housing Contract:** The separation of a Student or members of an RSO from facilities maintained by Residential Life for a temporary or definite period of time, after which the Student or RSO is eligible to return or may be conditionally allowed to return. Subsequent policy violations may result in cancellation of housing contract(s);

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**M. Cancellation of Housing Contract:** A permanent separation of the Student or RSO from facilities maintained by Residential Life. A Student or RSO dismissed from these facilities is not eligible for readmission into any Residential Life facilities maintained by Tennessee Tech;

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**N. Suspension:** The separation of a Student or RSO from Tennessee Tech for a specified

period of time. Suspension may be accompanied by special conditions for readmission. All Students suspended from Tennessee Tech will be issued a no trespass directive barring them from Tennessee Tech Property and all Tennessee Tech Activities. A suspended Student must submit a written request to the Dean of Students or designee at least three (3) business days, absent good cause, in advance to request permission to be present on Tennessee Tech Property or at a Tennessee Tech Activity. This request must specifically identify the nature of the official business that the suspended Student wishes to conduct as well as the locations that the Student wishes to visit;

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- O. Exclusion: A permanent separation from Tennessee Tech. The imposition of this sanction is a permanent bar to the Student's admission to, or an RSO's recognition at, Tennessee Tech. Any Student that receives this sanction will be issued a no trespass directive barring him/her from Tennessee Tech Property and all Tennessee Tech Activities;
- P. Withholding Degree: The awarding of a degree may be withheld until all disciplinary processes are complete and all sanctions, if any, are satisfactorily completed;
- Q. Revocation of Degree: Revocation of a degree in cases when a Student has engaged in serious misconduct while enrolled, but not discovered until after graduation;
- R. Revocation of Admission: Revocation of admission when a person previously admitted to Tennessee Tech has engaged in serious misconduct prior to the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier;
- S. Any alternate sanction deemed necessary and appropriate to address the prohibited conduct.

#### VIII. Disciplinary Holds on Records

- A. Tennessee Tech may place a hold on a Student's record when the Student has:
  1. Withdrawn from Tennessee Tech and a disciplinary meeting and/or proceeding is pending;
  2. Not responded to the Dean of Students Office's request for a meeting or a hearing; or
  3. Been suspended or expelled.

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B. A disciplinary hold may remain on a student's record until final resolution of a disciplinary meeting and/or disciplinary proceeding.

C. Tennessee Tech will not confer a degree when a Student has a pending disciplinary meeting and/or disciplinary proceeding.

IX. Disciplinary Procedures

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A. Responsibility for Administration

1. The Dean of Students' Office is responsible for matters that are within the scope of this policy. The Provost's Office is responsible for matters that fall within the scope of TTU Policy 217 (Student Academic Misconduct). In situations where the conduct could fall within the scope of TTU Policy 302 and TTU Policy 217, the two Offices will confer, decide which policy to apply to the matter, and advise the Student in writing of their decision.
2. Complaints related to sexual misconduct will be investigated in accordance with TTU Policy 143 (Sexual Misconduct) and complaints related to discrimination and/or harassment will be investigated in accordance with TTU Policy 141 (Discrimination and Harassment—Complaint and Investigation Procedure). If Tennessee Tech determines that a policy violation occurred as a result of the processes outlined in TTU Policy 141 and/or TTU Policy 143, the Student will be subject to the disciplinary procedures outlined in this policy.
3. Other than the matters listed above in this Section A, reports of acts and incidents involving Students or RSOs should be referred to the Dean of Students Office for investigation.

B. Notice and Due Process Rights Related to Preliminary Meetings

1. A Student or RSO accused of any violation of this policy will be given written notice of the alleged violation. Tennessee Tech will deliver this notice by sending an email to the Student's or RSO's official Tennessee Tech email account. The notice will be effective on the date Tennessee Tech sends the email notification to the Student's or RSO's official Tennessee Tech email account.
2. Tennessee Tech will send the preliminary meeting notification letter at least forty-eight (48) hours prior to the preliminary meeting, absent good cause.

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3. The preliminary meeting notification letter will include, at a minimum:
  - a. The time, place, and date of the preliminary meeting;
  - b. A written statement of the alleged violation and description of the alleged behavior including time, date and place of occurrence if such information is available;
  - c. Notice of the right to be accompanied by an advisor of choice, including an attorney, provided the Student or RSO consents to sign a release of necessary education records to the advisor;
  - d. Notice that the advisor may not speak on behalf of the Student or RSO in the disciplinary meeting;
  - e. Notice of the right to address any information that Tennessee Tech is relying on as a basis for the preliminary meeting.
4. Upon receipt of the preliminary meeting notification letter, the Student or RSO must contact the Dean of Students' Office within forty-eight (48) hours to schedule a preliminary meeting. Failure to do so will result in a disciplinary hold placed on the Student's account or in the case of an RSO, suspension of privileges.

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### C. Preliminary Meeting

1. During the preliminary meeting with the Dean of Students, the Student or RSO will have the opportunity to contest the alleged violation and present information.
2. The Student or RSO has the right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the preliminary meeting.
3. The Dean of Students may interview potential witnesses or victims necessary to conduct a thorough investigation of the alleged violation.
4. Following the preliminary meeting and investigation of the complaint, the Dean of

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Students will determine if sufficient information exists for the disciplinary process to continue.

- a. If the Dean of Students concludes a violation did not occur, the conduct matter will be closed.
- b. If the Dean of Students determines there is sufficient information to proceed with the disciplinary process, the Student or RSO will have a hearing regarding the alleged violation.
- c. If the Dean of Students determines the alleged misconduct does not warrant consideration of suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have a hearing with the Dean of Students following the procedures in Section IX.E.4.

**D. Hearing Options in Cases of Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration**

If the Dean of Students determines the alleged misconduct could result in suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:

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- 1. Contest the alleged violation(s) under the Uniform Administrative Procedures Act (UAPA) in accordance with provisions outlined in the Uniform Administrative Procedures Act, Tennessee Code Annotated Section 4-5-301 et seq. and related rules; or,
- 2. Waive a hearing pursuant to the UAPA and choose a hearing before the Dean of Students; or
- 3. Waive a UAPA hearing and choose a hearing before the Judicial Council.

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**E. Notice and Due Process Rights Related to Disciplinary Proceedings**

- 1. Unless a Student or RSO waives in writing his/her/its right to a disciplinary proceeding, a Student or RSO accused of any violation of this policy will be given written notice of the alleged violation. Tennessee Tech will deliver this notice by

sending an email to the Student's or RSO's official Tennessee Tech email account. The notice will be effective on the date Tennessee Tech sends the email notification to the Student's or RSO's official Tennessee Tech email account.

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2. For proceedings that could result in suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, or that involve allegations of sexual misconduct, Tennessee Tech will send a notification letter at least seventy-two (72) hours prior to the disciplinary proceeding.

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3. The notification letter will include, at a minimum:

a. The time, place, and date of the disciplinary proceeding;

b. The names of witnesses Tennessee Tech expects to present at the disciplinary proceeding and the names of witnesses Tennessee Tech may present if the need arises;

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c. An explanation of the Student's or RSO's right to request a copy of the investigative file, which will be redacted as required by federal and state law;

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d. An explanation of the Student's or RSO's right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that Tennessee Tech has in its possession, custody, or control and may use to support claims or defenses, unless use would be solely for impeachment. All such documents will be redacted as required by federal and state law.

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e. A written statement of the alleged violation and description of the alleged behavior including time, date, and place of occurrence if such information is available;

f. Notice of the right to present his/her/its case to the appropriate disciplinary authority;

g. Notice of the right to be accompanied by an advisor of choice, including an attorney, provided the Student or RSO consents to sign a release of necessary education records to the advisor;

h. Notice that the advisor may not speak on behalf of the Student or RSO in the

disciplinary meeting:

i. Notice of the right to call witnesses who can speak on his/her/its behalf; and

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j. Notice of the right to address any information that is used by Tennessee Tech in a disciplinary proceeding;

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4. Hearings before the Dean of Students

a. The hearing shall be conducted consistent with the following Student or RSO rights:

i. The right to receive notices described in Section IX, prior to the hearing;

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ii. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice;

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iii. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to sign a release of necessary education records. The advisor, however, may not speak on behalf of the Student in the hearing. An advisor may address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing and request a recess to confer in private with the Student or RSO.

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iv. The right to speak on his/her/its behalf, to call witnesses and to question all witnesses, to present evidence, and to challenge the admissibility of evidence; and

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v. The right to speak or remain silent in a hearing.

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b. Formal rules of evidence shall not be applicable. The Dean of Students may exclude evidence which, in his/her sole judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.

c. The Dean of Students shall determine responsibility using the preponderance of the evidence standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.

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- d. The Dean of Students shall issue a written decision that includes his/her findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
- e. The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account.
- f. Any sanction imposed as a result of a hearing before the Dean of Students will be effective immediately upon notification of the Student or RSO.

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5. Hearings before the Judicial Council

- a. The Judicial Council is comprised of six (6) faculty members, two (2) administrators, and six (6) Students. The Dean of Students serves as an ex-officio member. Faculty members of the Judicial Council are appointed for a two (2) year term by the Tennessee Tech president. Student members of the Judicial Council are appointed for a one (1) year term by the president of the Student Government Association.
- b. The Chairperson will be elected by the Judicial Council membership on an annual basis.
- c. A minimum of seven (7) members of the Judicial Council are required to hear a disciplinary case, composed of at least three (3) Students and four (4) faculty members unless otherwise agreed by the parties.
- d. The Dean of Students will train and advise all members of the Judicial Council regarding Tennessee Tech hearing procedures on an annual basis or as necessary.
- e. The hearing shall be conducted consistent with the following Student or RSO rights:
  - i. The right to receive notices described in Section IX, prior to the hearing.
  - ii. The right to have the case heard based only on the alleged violation of the

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prohibited conduct specified in the written notice;

- iii. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the hearing. An advisor may address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing and request a recess to confer in private with the Student or RSO.

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- iv. The right to speak on his/her/its behalf, to call witnesses and to question all witnesses, to present evidence, to challenge the admissibility of evidence; and

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- v. The right to remain silent in a hearing; and
- vi. The right to challenge the seating of any Judicial Council member for bias, prejudice, interest, or any other good cause. The dismissal of a challenged hearing board member will be determined at the discretion of the Judicial Council chairperson. If the chairperson is challenged, he/she may be excused with a majority vote of the Judicial Council.

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- f. All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing.

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- g. Formal rules of evidence shall not be applicable. The Judicial Council may exclude evidence which, in its judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.
- h. The Judicial Council shall determine responsibility using the preponderance of the evidence standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.

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- i. The Judicial Council shall issue a written decision that includes its findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.

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- j. The Student or RSO will be advised in writing of the decision and all

sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account.

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- k. Any sanction imposed as a result of a Tennessee Tech hearing will be effective immediately upon notification of the Student or RSO.

**6. Procedures Related to Interim Measures and Interim Suspensions**

When the Dean of Students determines that interim measures or an interim suspension are required for the health and safety of the Tennessee Tech community and/or Property, the Student or RSO will be given an opportunity for an informal hearing with the Dean of Students to contest the interim measure.

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- a. The informal hearing will be held within five (5) calendar days, absent good cause.

- b. The information presented at the information hearing will be limited to that which is relevant to the basis asserted for imposition of the interim measures; and

- c. The Student or RSO will be entitled to formal hearing in accordance with the procedures described in Section IX before a permanent measure is imposed.

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**X. Appeals**

- A. A Student or RSO may appeal a sanction imposed by the Dean of Students or Judicial Council following the procedures in this section.

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- B. The Student Conduct Appeal Committee will hear all appeals. The Student Conduct Appeal Committee is comprised of one (1) faculty member, one (1) administrator, and one (1) Student. A pool of eligible committee members will be identified by the Dean of Students annually to ensure quorum can be achieved throughout the year.

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- C. The Student or RSO must file a written appeal with the Dean of Students within ten (10) calendar days from the date of the decision letter, absent good cause.

- D. The bases for an appeal are as follows:

- 1. New information, not available at the time of the original hearing, has become available and would substantially alter the outcome of the hearing;

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2. Tennessee Tech failed to conduct the disciplinary process in accordance with its procedures in such a way as to disadvantage the Student or RSO; or
3. The sanction is disproportionate to the violation.

E. The Student Conduct Appeal Committee will consider the appeal based on the record and statements submitted by the Student or RSO and the Dean of Students. The Student Conduct Appeal Committee may request the Student or RSO and the Dean of Students appear before the Student Conduct Appeal Committee to clarify any questions regarding the appeal record or statements.

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F. The Student Conduct Appeal Committee will make its decision within ten (10) business days of receipt of all relevant information. This period may be extended in circumstances where it is not possible to establish a quorum (e.g., holidays, breaks, etc.).

G. The Student Conduct Appeal Committee may take the following action(s) upon consideration of the merit of the appeal:

1. Affirm the original decision;
2. Reverse the original decision;
3. Reduce the sanction prescribed in the original decision; and/or
4. Remand the matter to the original hearing body for reconsideration.

H. The standard of proof required to overturn a finding of violation shall be preponderance of the evidence and the Student or RSO bears the burden of proof.

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I. A Student or RSO may file a written appeal the Student Conduct Appeal Committee's decision to the Vice President for Student Affairs. The Student or RSO must file a written appeal with the Vice President for Student Affairs office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student or RSO believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the Vice President for Student Affairs will issue a written decision within five (5) business days of receipt of the appeal and all relevant material.

J. The Vice President ~~for~~ Students Affairs' decision is final, except in cases where a Student has been expelled or the Student's degree has been revoked. In those cases, the Student may appeal the Vice President ~~for~~ Student Affairs' decision to the President. The Student must file a written appeal with the President's office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the President will issue a written decision as soon as reasonably possible.

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**XI. Conflicts of Interest**

Consistent with the Student Due Process Protection Act, Tennessee Code Annotated Section 49-7-1704, ~~student disciplinary proceedings must include protection for respondents and complainants analogous to, and no less protective than the conflict of interest provisions of Tennessee Code Annotated Section 4-5-303.~~

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**XII. Application of Policy to Prospective Students**

- A. ~~A prospective student's admission to Tennessee Tech may be rescinded for pre-attendance conduct that is prohibited by this policy.~~
- B. ~~A prospective student may appeal Tennessee Tech's admission decision by providing a written statement with supporting documentation to the Vice President of Student Affairs within 15 calendar days, absent good cause, of receipt of that decision. The Vice President of Student Affairs will issue a written decision within 30 calendar days, absent good cause, after the student has provided all supporting documentation. The decision of the Vice President is final.~~

**XIII. Interpretation**

The Vice President for Student Affairs or his/her designee has the final authority to interpret the terms of this policy.

**XIV. Citation of Authority for Policy**

Tennessee Tech Rule 0240-09-01; T.C.A. § 49-8-203(a)(1)(D)

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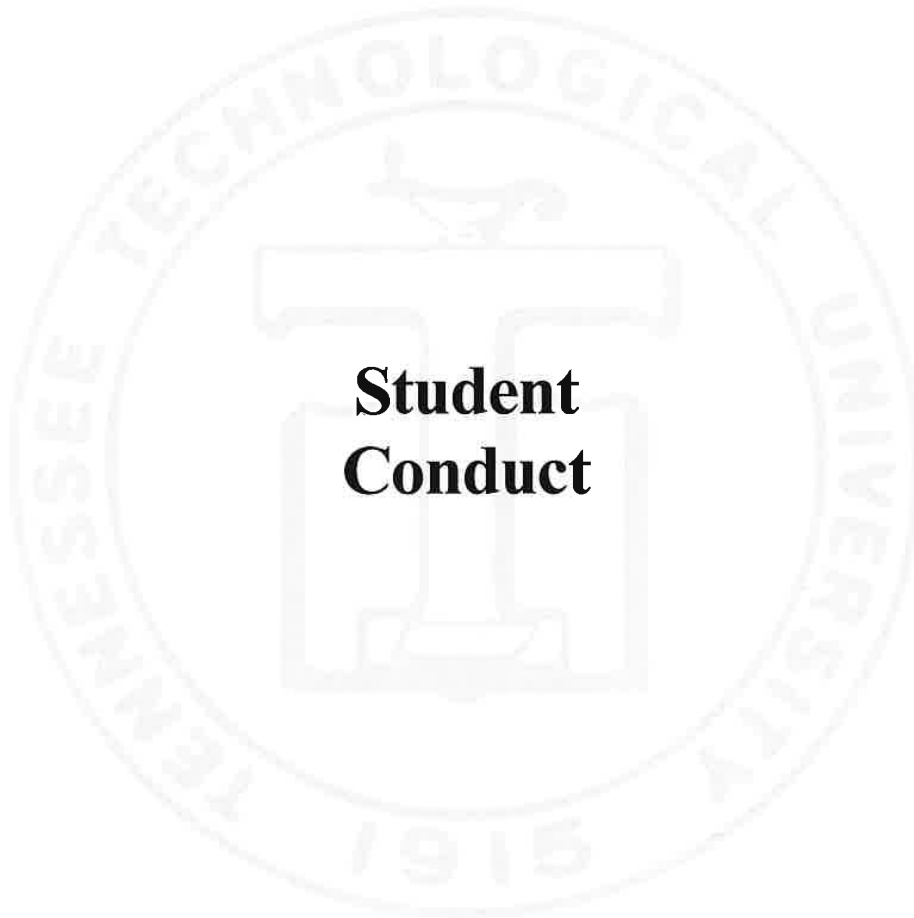
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Administrative Council on September 4, 2019

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- University Assembly: - April 19, 2017¶  
- Board of Trustees: - June 15, 2

# **Tennessee Technological University Policy No. 302**



Effective Date: July 1, 2017

**Policy No:** 302

**Policy Name:** Student Conduct

**Date Revised:** July 1, 2020

### **I. Purpose**

The purpose of this policy is to describe standards of conduct and adjudication processes for student disciplinary matters.

### **II. Review**

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

### **III. Scope**

**A.** This policy applies to Student or Registered Student Organization prohibited conduct on and off Tennessee Tech Property. In the case of prohibited conduct that occurs off Tennessee Tech Property, Tennessee Tech will take into account whether the prohibited conduct adversely affects the interests of Tennessee Tech, including, but not limited to, prohibited conduct that:

1. Occurs in connection with a Tennessee Tech Activity, including, but not limited to, a study abroad program, clinical, internship, service learning placement, or similar program or,
2. Involves another member of the Tennessee Tech community or,
3. Poses a credible, serious threat to the health and safety of the Tennessee Tech community or Tennessee Tech Property.

**B.** Tennessee Tech will take into consideration the following standards when deciding whether misconduct is associated with a Registered Student Organization:

1. The prohibited conduct is endorsed by the organization or any of its officers (“endorsed by” includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct);

2. The prohibited conduct took place during the course of an activity paid for by the organization or paid by members of the organization to support the activity or conduct in question;
  3. The prohibited conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event;
  4. The prohibited conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the organization;
  5. One (1) or more officers of the organization had prior knowledge or reasonably should have known the prohibited conduct would likely take place.
- C. This policy does not apply to academic misconduct.

#### **IV. Definitions**

- A. Student – any individual who is admitted, enrolled, or registered for credit courses at Tennessee Tech or who may no longer be enrolled or registered for credit courses, but engaged in prohibited conduct while the individual was a Student at Tennessee Tech. For the purposes of this policy, “admitted” means in attendance at Tennessee Tech on either the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier.
- B. Registered Student Organization (RSO) – any organization comprised primarily of currently enrolled Students that have successfully completed the registration process and otherwise complied with TTU Policy 315 (Student Organizations).
- C. Tennessee Tech Property –all land, buildings, facilities, grounds, structures, or any other property, including, but not limited to, movable objects, owned, leased, used, maintained, or operated by Tennessee Tech. For purposes of this policy, Tennessee Tech Property includes all streets, alleys, sidewalks, and public ways abutting such property. Tennessee Tech Property also includes computers and network systems owned, maintained, or controlled by Tennessee Tech or funded by Tennessee Tech.
- D. Tennessee Tech Activity – any activity on or off Tennessee Tech Property that is initiated, aided, authorized, sponsored, or supervised by Tennessee Tech.

- E. University Official – an employee or agent of Tennessee Tech, including, but not limited to, university police, faculty members, and staff acting in the performance of his/her duties, as well as Student employees (e.g., event staff, resident assistants, graduate or teaching assistants, etc.).

**V. General Provisions**

- A. Each Student or RSO shall be responsible for his/her/its conduct from the time of admission to Tennessee Tech through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms.
- B. A Student or RSO is responsible for his/her/its guests or visitors and may be held accountable for the behavior of his/her/its guests or visitors on Tennessee Tech Property or in the handling or use of Tennessee Tech Property.
- C. Any Student that chooses to take a leave of absence or withdraw from Tennessee Tech during any academic period prior to graduation with a pending disciplinary matter will be subject to a disciplinary hold placed on the Student’s account preventing reenrollment until resolution of the conduct in question.

**VI. Prohibited Conduct**

Prohibited conduct includes but is not limited to the following:

- A. Harm to Others: Causing physical harm to any person; endangering the health, safety, or welfare of any person; engaging in conduct that causes a reasonable person to fear harm to his/her health, safety, or welfare; or making an oral or written statement that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals;
- B. Engaging in oral or written speech that is obscene; is defamatory; consists of fighting words; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
- C. Any conduct that falls within the terms of Tennessee Code Annotated Sections 39-17-308 (Harassment) or 39-17-315 (Stalking) or “student-on-student harassment,” which means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by

federal, state, or local law, and that is so severe, pervasive, or objectively offensive that it effectively bars the victim's access to educational opportunity or benefit;

- D. Discrimination:** Any conduct that falls within the current terms of TTU Policy 006 (Nondiscrimination), TTU Policy 141 (Discrimination and Harassment), or similar policies;
- E. Sexual Misconduct:** The act of domestic violence, dating violence, sexual assault, and stalking as defined by TTU Policy 143 (Sexual Misconduct);
- F. Hazing:** Any conduct that falls within Tennessee Code Annotated Section 49-7-123(a)(1), including, but not limited to, an intentional or reckless act on or off Tennessee Tech Property by one (1) Student acting alone or with others that is directed against any other Student, that endangers the mental or physical health or safety of that Student or that induces or coerces a Student to endanger the Student's mental or physical health or safety;
- G. Retaliation:** Interfering with any aspect of a disciplinary matter or disciplinary hearing, including, but not limited to threatening or intimidating a complainant or witnesses or attempting to do the same;
- H. Disruptive Behavior:** Any individual or group behavior that unreasonably disrupts the academic environment (e.g. interferes with teaching, classroom operations, research, etc.) or unreasonably interferes with operations, events, or programs on Tennessee Tech Property or during a Tennessee Tech Activity;
- I. Obstruction of or Interference with Activities on Tennessee Tech Property or Facilities:** Any substantial interference with or substantial obstruction of any Tennessee Tech program, event, or facility including the following:
  - 1. Any unauthorized occupancy of facilities owned or controlled by Tennessee Tech or blockage of access to or from such facilities,
  - 2. Interference with the right of any Tennessee Tech member or other authorized person to gain access to any activity, program, event, or facilities sponsored or controlled by Tennessee Tech,
  - 3. Any obstruction or delay of a Tennessee Tech police officer, public safety officer, security officer, firefighter, EMT, or any University Official,
  - 4. Participation in a demonstration that substantially impedes Tennessee Tech operations;  
or

- 5. Obstruction of the free flow of pedestrian or vehicular traffic on Tennessee Tech Property or at a Tennessee Tech Activity.
- J. Failure to Comply: Refusing or ignoring directions of a University Official acting in the performance of his/her duties;
- K. Falsification: Providing information that is materially false to, or withholding necessary information from, any University Official acting in the performance of his/her duties;
- L. Fraud: Deception, forgery, or alteration including, but not limited to, the unauthorized use of Tennessee Tech documents, records, identification, computers, parking permits, identity theft, or any other similar actions prohibited by law;
- M. Theft: Unauthorized possession of Tennessee Tech Property or personal property of a member of the Tennessee Tech community;
- N. Misuse or Damage of Property: Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to Tennessee Tech or a member of the Tennessee Tech community including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, Tennessee Tech keys, library materials and/or safety devices;
- O. Trespassing or Unauthorized Entry: Unauthorized access or attempting to gain access to any Tennessee Tech Property;
- P. Weapons: Possession or carrying, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any Tennessee Tech building or bus, campus, grounds, recreation area, athletic field, or any other property owned, operated, or while in use by Tennessee Tech in accordance with TTU Policy 422 (Weapons on Tennessee Tech Property). No Student shall use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person;
- Q. Hazardous Materials: Possession, ignition, or detonation of explosives, fireworks, flammable materials, ammunition, gasoline, or other hazardous liquids, chemicals or hazardous materials, and any other material or item of like kind representing a potential danger to the Tennessee Tech community;



- R. Substance Abuse:** The unlawful manufacture, distribution, possession, use or abuse of any controlled substance, illegal drug or alcohol on Tennessee Tech Property or as part of any activity sponsored by Tennessee Tech in violation of TTU Policy 172 (Alcohol and Drugs);
- S. Paraphernalia:** The use or possession of equipment, products, or materials that are used or intended for use in the unlawful manufacture, growth, use, or distribution of any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia;
- T. Parking or Traffic Violations:** In addition to the penalties described in TTU Policy 415 (Parking and Traffic Enforcement) and elsewhere in this policy, the possession or use of a motor vehicle on Tennessee Tech Property may be limited or revoked for any of the following:
1. Possession or use of alcoholic beverages or drugs while operating a vehicle;
  2. Irresponsible operation of a vehicle;
  3. Leaving the scene of an accident;
  4. Failure to report an accident involving personal injury or property damage;
  5. Excessive violations of policies to include excessive parking citations;
  6. Falsifying vehicle registration or gaining such registration under false pretense; or
  7. Possession, use, or sale of fraudulent parking permits.
- U. Violation of Information Technology Acceptable Use Policy:** Violation of any provision related to Tennessee Tech information technology facilities and resources as defined in TTU Policy 801 (Information Technology Acceptable Use);
- V. Unauthorized Use of Personal Recording Devices:** Use of electronic or other devices to make a photographic, audio, or video record of any person without his/her prior knowledge or consent in a violation of TTU Policy 180 (Personal Recording Devices);
- W. Invasion of Privacy:** Making, or causing to be made, unauthorized video/audio recordings or photographic images of a person in a location in which that person has a reasonable

expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms, as well as any storing, sharing, and/or distributing of such unauthorized recordings/images by any means;

**X.** Violation of Student Housing Policy: Violation of any provision outlined in TTU Policy 305 (Student Housing);

**Y.** Gambling: Unlawful gambling in any form;

**Z.** Financial Irresponsibility: Failure to meet financial responsibilities to Tennessee Tech including, but not limited to, knowingly passing a worthless check or money order in payment to Tennessee Tech;

**AA.** Unacceptable Conduct in Disciplinary Proceedings: Conduct at any stage of a disciplinary proceeding or investigation that is contemptuous, threatening, or disorderly, including, but not limited to:

1. Failure to obey the directives of a disciplinary body or University Official in the performance of his/her/its duties;
2. Falsification, distortion or misrepresentation of information during a disciplinary proceeding;
3. Disruption or interference with the orderly conduct of a disciplinary proceeding;
4. Attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, a disciplinary proceeding; or
5. Harassment, intimidation, or retaliation against of any participant in the Tennessee Tech disciplinary process;

**BB.** Attempting to Violate the Student Conduct Policy and/or;

**CC.** Aiding/Abetting a Violation: Any attempt to commit any of the offenses identified as prohibited conduct, or the aiding/abetting of the commission of any of the offenses listed as such. An attempt to commit an offense is defined as the intention to commit the

offense coupled with the taking of some action toward its commission. Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to Tennessee Tech;

**DD.** Violation of Policies: Any violation of the general policies of Tennessee Tech as published in Tennessee Tech publications including, but not limited to, Tennessee Tech's Policy Central web site;

**EE.** Violation of State or Federal Laws: Any violation of state or federal laws, rules, regulations, etc. proscribing conduct or establishing offenses; and

**FF.** Violation of Imposed Disciplinary Sanctions: Violation of a disciplinary sanction officially imposed during a Tennessee Tech hearing proceeding.

## **VII. Disciplinary Sanctions**

Upon a determination by preponderance of the evidence (unless otherwise required by federal or state law, rule, or regulation) that a Student or RSO has engaged in prohibited conduct, the following disciplinary sanctions may be imposed, either singly or in combination, by the Dean of Students and/or a Tennessee Tech Judicial council:

- A.** Informal Warning: An oral or written warning to the Student or RSO found responsible for a violation of this policy when the circumstances and severity of actions do not warrant the development of an official Student conduct record;
- B.** Official Warning: A written notice to the Student or RSO found responsible for a violation. The warning will serve as official notification that continuation or repetition of specified conduct will be cause for further disciplinary action;
- C.** No Contact Order: An order of no contact with any individuals who are complainants, victims, or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical or social contact, or allowing others to make any similar contacts on a Student's behalf. An order of no contact can also be issued as an interim measure prior to the completion of the disciplinary process;

- D. Restitution:** A measure intended to compensate for the loss, damage, or injury caused by the Student or an RSO. This action may take the form of appropriate service, monetary compensation, or material replacement;
- E. Restriction of Privileges:** A restriction upon a Student or RSO's privileges for a period of time. These restrictions may include, but are not limited to denial of the following:

  - 1. The ability to represent Tennessee Tech at any event;
  - 2. Use of Tennessee Tech facilities;
  - 3. Parking privileges;
  - 4. Participate in, be elected or appointed as a member or officer of Student Government or any RSO; or
  - 5. Application for use of Tennessee Tech funds;
- F. Educational Action:** A measure intended to educate the Student or members of the RSO on the responsibilities to refrain from prohibited conduct and learn from the violation. Educational actions include, but are not limited to:

  - 1. Attendance at educational activities or substance education workshops;
  - 2. Completion of a prescribed number of community service hours;
  - 3. Participation in a counseling assessment; or
  - 4. Attendance at community education classes;
- G. Parental or Legal Guardian Notification:** Pursuant to Tennessee Code Annotated Section 49-7-146, Tennessee Tech is required to notify a parent or legal guardian of a Student under age twenty-one (21) if the Student "has committed a disciplinary violation with respect to the use or possession of alcohol, a controlled substance, or a controlled substance analogue that is a violation of any federal, state, or local law, or any rule or policy of [Tennessee Tech], except as prohibited by the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g)." Tennessee Tech will provide such notice if:

1. The Student admits responsibility for engaging in the prohibited conduct; or
  2. There is a final finding of responsibility pursuant to the disciplinary procedures;
- H. Disciplinary Probation:** Continued enrollment of a Student or recognition of an RSO on probation may be conditioned upon adherence to this policy. Any Student or RSO placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions of privileges or any other appropriate conditions. Any conduct in further violation of this policy while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action up to and including expulsion or withdrawal of recognition;
- I. Housing Probation:** Continued residence in Tennessee Tech student housing may be conditioned upon adherence to Tennessee Tech rules and policies related to Student conduct as well as Tennessee Tech housing policies. Probation may include restrictions upon the activities of the resident, including any other appropriate conditions;
1. **Interim Measures:** The Dean of Students or designee may impose temporary measures prior to the beginning of a formal student conduct process. If Tennessee Tech imposes an interim measure, the Student or RSO may contest the measure following the procedures in Section IX. Section E. 6. (Procedures Related to Interim Measures and Interim Suspensions). Interim measures may become permanent depending on the outcome of the formal disciplinary hearing. Interim measures may include, but are not limited to:
    2. No contact orders;
    3. Removal from or reassignment of housing;
    4. Removal from or reassignment of on campus work study and work assignments;
    5. Removal from or reassignment of a specific class or academic activity;
    6. Restriction of access to specified buildings or Tennessee Tech Property;
    7. Restriction of privileges; or
    8. Other types of temporary measures;

**J. Interim Suspension:**

1. Interim suspension is the immediate removal of a Student from Tennessee Tech Property, including but not limited to, facilities, programs, privileges, classes, and premises pending a formal disciplinary hearing.
2. The Dean of Students or designee may impose an interim suspension if, after an individualized assessment, the Dean of Students or designee determines that the Student's behavior poses a significant risk to the health or safety of others that cannot be eliminated by other interim measures.
3. The Dean of Students or designee may also impose an interim suspension when a Student is determined to constitute an immediate threat to Tennessee Tech Property or a substantial disruption to classroom and/or Tennessee Tech operations.
4. A Student placed on interim suspension status must obtain advance permission from the Dean of Students or designee to be present on Tennessee Tech Property. The Dean of Students or designee will grant such permission only in cases where the Student has identified a legitimately necessary reason for his/her presence on campus.
5. If Tennessee Tech imposes an interim suspension, the Student may contest the matter following the procedures in Section IX. Section E. 6. (Procedures Related to Interim Measure and Interim Suspensions).

**K. Revocation of Registered Student Organization Status:** A designated period of time in which an RSO is not recognized by Tennessee Tech and does not receive designated privileges as defined by TTU Policy 315 (Student Organizations);

**L. Suspension of Housing Contract:** The separation of a Student or members of an RSO from facilities maintained by Residential Life for a temporary or definite period of time, after which the Student or RSO is eligible to return or may be conditionally allowed to return. Subsequent policy violations may result in cancellation of housing contract(s);

**M. Cancellation of Housing Contract:** A permanent separation of the Student or RSO from facilities maintained by Residential Life. A Student or RSO dismissed from these facilities is not eligible for readmission into any Residential Life facilities maintained by Tennessee Tech;

**N. Suspension:** The separation of a Student or RSO from Tennessee Tech for a specified

period of time. Suspension may be accompanied by special conditions for readmission. All Students suspended from Tennessee Tech will be issued a no trespass directive barring them from Tennessee Tech Property and all Tennessee Tech Activities. A suspended Student must submit a written request to the Dean of Students or designee at least three (3) business days, absent good cause, in advance to request permission to be present on Tennessee Tech Property or at a Tennessee Tech Activity. This request must specifically identify the nature of the official business that the suspended Student wishes to conduct as well as the locations that the Student wishes to visit;

- O. Expulsion:** A permanent separation from Tennessee Tech. The imposition of this sanction is a permanent bar to the Student's admission to, or an RSO's recognition at, Tennessee Tech. Any Student that receives this sanction will be issued a no trespass directive barring him/her from Tennessee Tech Property and all Tennessee Tech Activities;
- P. Withholding Degree:** The awarding of a degree may be withheld until all disciplinary processes are complete and all sanctions, if any, are satisfactorily completed;
- Q. Revocation of Degree:** Revocation of a degree in cases when a Student has engaged in serious misconduct while enrolled, but not discovered until after graduation;
- R. Revocation of Admission:** Revocation of admission when a person previously admitted to Tennessee Tech has engaged in serious misconduct prior to the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier;
- S. Any alternate sanction** deemed necessary and appropriate to address the prohibited conduct.

### **VIII. Disciplinary Holds on Records**

- A. Tennessee Tech may place a hold on a Student's record when the Student has:**
  - 1. Withdrawn from Tennessee Tech and a disciplinary meeting and/or proceeding is pending;**
  - 2. Not responded to the Dean of Students Office's request for a meeting or a hearing; or**
  - 3. Been suspended or expelled.**

- B.** A disciplinary hold may remain on a student's record until final resolution of a disciplinary meeting and/or disciplinary proceeding.
- C.** Tennessee Tech will not confer a degree when a Student has a pending disciplinary meeting and/or disciplinary proceeding.

**IX. Disciplinary Procedures**

**A. Responsibility for Administration**

- 1.** The Dean of Students' Office is responsible for matters that are within the scope of this policy. The Provost's Office is responsible for matters that fall within the scope of TTU Policy 217 (Student Academic Misconduct). In situations where the conduct could fall within the scope of TTU Policy 302 and TTU Policy 217, the two Offices will confer, decide which policy to apply to the matter, and advise the Student in writing of their decision.
- 2.** Complaints related to sexual misconduct will be investigated in accordance with TTU Policy 143 (Sexual Misconduct) and complaints related to discrimination and/or harassment will be investigated in accordance with TTU Policy 141 (Discrimination and Harassment—Complaint and Investigation Procedure). If Tennessee Tech determines that a policy violation occurred as a result of the processes outlined in TTU Policy 141 and/or TTU Policy 143, the Student will be subject to the disciplinary procedures outlined in this policy.
- 3.** Other than the matters listed above in this Section A, reports of acts and incidents involving Students or RSOs should be referred to the Dean of Students Office for investigation.

**B. Notice and Due Process Rights Related to Preliminary Meetings**

- 1.** A Student or RSO accused of any violation of this policy will be given written notice of the alleged violation. Tennessee Tech will deliver this notice by sending an email to the Student's or RSO's official Tennessee Tech email account. The notice will be effective on the date Tennessee Tech sends the email notification to the Student's or RSO's official Tennessee Tech email account.
- 2.** Tennessee Tech will send the preliminary meeting notification letter at least forty-eight (48) hours prior to the preliminary meeting, absent good cause.



3. The preliminary meeting notification letter will include, at a minimum:
  - a. The time, place, and date of the preliminary meeting;
  - b. A written statement of the alleged violation and description of the alleged behavior including time, date and place of occurrence if such information is available;
  - c. Notice of the right to be accompanied by an advisor of choice, including an attorney, provided the Student or RSO consents to sign a release of necessary education records to the advisor;
  - d. Notice that the advisor may not speak on behalf of the Student or RSO in the disciplinary meeting;
  - e. Notice of the right to address any information that Tennessee Tech is relying on as a basis for the preliminary meeting.
4. Upon receipt of the preliminary meeting notification letter, the Student or RSO must contact the Dean of Students' Office within forty-eight (48) hours to schedule a preliminary meeting. Failure to do so will result in a disciplinary hold placed on the Student's account or in the case of an RSO, suspension of privileges.

#### C. Preliminary Meeting

1. During the preliminary meeting with the Dean of Students, the Student or RSO will have the opportunity to contest the alleged violation and present information.
2. The Student or RSO has the right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the preliminary meeting.
3. The Dean of Students may interview potential witnesses or victims necessary to conduct a thorough investigation of the alleged violation.
4. Following the preliminary meeting and investigation of the complaint, the Dean of

Students will determine if sufficient information exists for the disciplinary process to continue.

- a. If the Dean of Students concludes a violation did not occur, the conduct matter will be closed.
- b. If the Dean of Students determines there is sufficient information to proceed with the disciplinary process, the Student or RSO will have a hearing regarding the alleged violation.
- c. If the Dean of Students determines the alleged misconduct does not warrant consideration of suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have a hearing with the Dean of Students following the procedures in Section IX.E.4.

**D. Hearing Options in Cases of Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration**

If the Dean of Students determines the alleged misconduct could result in suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:

1. Contest the alleged violation(s) under the Uniform Administrative Procedures Act (UAPA) in accordance with provisions outlined in the Uniform Administrative Procedures Act, Tennessee Code Annotated Section 4-5-301 et seq. and related rules; or,
2. Waive a hearing pursuant to the UAPA and choose a hearing before the Dean of Students; or
3. Waive a UAPA hearing and choose a hearing before the Judicial Council.

**E. Notice and Due Process Rights Related to Disciplinary Proceedings**

1. Unless a Student or RSO waives in writing his/her/its right to a disciplinary proceeding, a Student or RSO accused of any violation of this policy will be given written notice of the alleged violation. Tennessee Tech will deliver this notice by

sending an email to the Student's or RSO's official Tennessee Tech email account. The notice will be effective on the date Tennessee Tech sends the email notification to the Student's or RSO's official Tennessee Tech email account.

2. For proceedings that could result in suspension, expulsion, or revocation of degree or credential of a Student or revocation of registration of an RSO, or that involve allegations of sexual misconduct, Tennessee Tech will send a notification letter at least seventy-two (72) hours prior to the disciplinary proceeding.
3. The notification letter will include, at a minimum:
  - a. The time, place, and date of the disciplinary proceeding;
  - b. The names of witnesses Tennessee Tech expects to present at the disciplinary proceeding and the names of witnesses Tennessee Tech may present if the need arises;
  - c. An explanation of the Student's or RSO's right to request a copy of the investigative file, which will be redacted as required by federal and state law;
  - d. An explanation of the Student's or RSO's right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that Tennessee Tech has in its possession, custody, or control and may use to support claims or defenses, unless use would be solely for impeachment. All such documents will be redacted as required by federal and state law.
  - e. A written statement of the alleged violation and description of the alleged behavior including time, date, and place of occurrence if such information is available;
  - f. Notice of the right to present his/her/its case to the appropriate disciplinary authority;
  - g. Notice of the right to be accompanied by an advisor of choice, including an attorney, provided the Student or RSO consents to sign a release of necessary education records to the advisor;
  - h. Notice that the advisor may not speak on behalf of the Student or RSO in the

disciplinary meeting;

- i. Notice of the right to call witnesses who can speak on his/her/its behalf; and
- j. Notice of the right to address any information that is used by Tennessee Tech in a disciplinary proceeding;

**4. Hearings before the Dean of Students**

- a. The hearing shall be conducted consistent with the following Student or RSO rights:
  - i. The right to receive notices described in Section IX. prior to the hearing;
  - ii. The right to have the case heard based only on the alleged violation of the prohibited conduct specified in the written notice;
  - iii. The right to be accompanied by an advisor of choice, provided the Student or RSO consents to sign a release of necessary education records. The advisor, however, may not speak on behalf of the Student in the hearing. An advisor may address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing and request a recess to confer in private with the Student or RSO.
  - iv. The right to speak on his/her/its behalf, to call witnesses and to question all witnesses, to present evidence, and to challenge the admissibility of evidence; and
  - v. The right to speak or remain silent in a hearing.
- b. Formal rules of evidence shall not be applicable. The Dean of Students may exclude evidence which, in his/her sole judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.
- c. The Dean of Students shall determine responsibility using the preponderance of the evidence standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.

- d.** The Dean of Students shall issue a written decision that includes his/her findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
- e.** The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account.
- f.** Any sanction imposed as a result of a hearing before the Dean of Students will be effective immediately upon notification of the Student or RSO.

**5. Hearings before the Judicial Council**

- a.** The Judicial Council is comprised of six (6) faculty members, two (2) administrators, and six (6) Students. The Dean of Students serves as an ex-officio member. Faculty members of the Judicial Council are appointed for a two (2) year term by the Tennessee Tech president. Student members of the Judicial Council are appointed for a one (1) year term by the president of the Student Government Association.
- b.** The Chairperson will be elected by the Judicial Council membership on an annual basis.
- c.** A minimum of seven (7) members of the Judicial Council are required to hear a disciplinary case, composed of at least three (3) Students and four (4) faculty members unless otherwise agreed by the parties.
- d.** The Dean of Students will train and advise all members of the Judicial Council regarding Tennessee Tech hearing procedures on an annual basis or as necessary.
- e.** The hearing shall be conducted consistent with the following Student or RSO rights:
  - i.** The right to receive notices described in Section IX prior to the hearing.
  - ii.** The right to have the case heard based only on the alleged violation of the

- prohibited conduct specified in the written notice;
- iii.** The right to be accompanied by an advisor of choice, provided the Student or RSO consents to the release of necessary education records to the advisor. The advisor, however, may not speak on behalf of the Student or RSO in the hearing. An advisor may address questions of procedure to the Dean of Students to the extent that the questions do not interfere with the orderly proceeding of the hearing and request a recess to confer in private with the Student or RSO.
  - iv.** The right to speak on his/her/its behalf, to call witnesses and to question all witnesses, to present evidence, to challenge the admissibility of evidence; and
  - v.** The right to remain silent in a hearing; and
  - vi.** The right to challenge the seating of any Judicial Council member for bias, prejudice, interest, or any other good cause. The dismissal of a challenged hearing board member will be determined at the discretion of the Judicial Council chairperson. If the chairperson is challenged, he/she may be excused with a majority vote of the Judicial Council.
  - f.** All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing.
  - g.** Formal rules of evidence shall not be applicable. The Judicial Council may exclude evidence which, in its judgment, is immaterial, irrelevant, unduly repetitious, or unduly prejudicial, etc.
  - h.** The Judicial Council shall determine responsibility using the preponderance of the evidence standard of proof unless otherwise required by federal or state law, rule, regulation, or Tennessee Tech policies.
  - i.** The Judicial Council shall issue a written decision that includes its findings and conclusions within three (3) business days after the conclusion of the hearing and all evidence is submitted.
  - j.** The Student or RSO will be advised in writing of the decision and all

sanctions imposed as a result of the disciplinary hearing via Tennessee Tech email account.

- k. Any sanction imposed as a result of a Tennessee Tech hearing will be effective immediately upon notification of the Student or RSO.

## **6. Procedures Related to Interim Measures and Interim Suspensions**

When the Dean of Students determines that interim measures or an interim suspension are required for the health and safety of the Tennessee Tech community and/or Property, the Student or RSO will be given an opportunity for an informal hearing with the Dean of Students to contest the interim measure.

- a. The informal hearing will be held within five (5) calendar days, absent good cause.
- b. The information presented at the information hearing will be limited to that which is relevant to the basis asserted for imposition of the interim measures; and
- c. The Student or RSO will be entitled to formal hearing in accordance with the procedures described in Section IX before a permanent measure is imposed.

## **X. Appeals**

- A. A Student or RSO may appeal a sanction imposed by the Dean of Students or Judicial Council following the procedures in this section.
- B. The Student Conduct Appeal Committee will hear all appeals. The Student Conduct Appeal Committee is comprised of one (1) faculty member, one (1) administrator, and one (1) Student. A pool of eligible committee members will be identified by the Dean of Students annually to ensure quorum can be achieved throughout the year.
- C. The Student or RSO must file a written appeal with the Dean of Students within ten (10) calendar days from the date of the decision letter, absent good cause.
- D. The bases for an appeal are as follows:
  - 1. New information, not available at the time of the original hearing, has become available and would substantially alter the outcome of the hearing;

2. Tennessee Tech failed to conduct the disciplinary process in accordance with its procedures in such a way as to disadvantage the Student or RSO; or
  3. The sanction is disproportionate to the violation.
- E.** The Student Conduct Appeal Committee will consider the appeal based on the record and statements submitted by the Student or RSO and the Dean of Students. The Student Conduct Appeal Committee may request the Student or RSO and the Dean of Students appear before the Student Conduct Appeal Committee to clarify any questions regarding the appeal record or statements.
- F.** The Student Conduct Appeal Committee will make its decision within ten (10) business days of receipt of all relevant information. This period may be extended in circumstances where it is not possible to establish a quorum (e.g., holidays, breaks, etc.).
- G.** The Student Conduct Appeal Committee may take the following action(s) upon consideration of the merit of the appeal:
1. Affirm the original decision;
  2. Reverse the original decision;
  3. Reduce the sanction prescribed in the original decision; and/or
  4. Remand the matter to the original hearing body for reconsideration.
- H.** The standard of proof required to overturn a finding of violation shall be preponderance of the evidence and the Student or RSO bears the burden of proof.
- I.** A Student or RSO may file a written appeal the Student Conduct Appeal Committee's decision to the Vice President for Student Affairs. The Student or RSO must file a written appeal with the Vice President for Student Affairs office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student or RSO believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the Vice President for Student Affairs will issue a written decision within five (5) business days of receipt of the appeal and all relevant material.



- J.** The Vice President for Students Affairs' decision is final, except in cases where a Student has been expelled or the Student's degree has been revoked. In those cases, the Student may appeal the Vice President for Student Affairs' decision to the President. The Student must file a written appeal with the President's office within ten (10) business days of the date of the decision letter. The appeal must state the reasons why the Student believes the decision should be overturned. After consideration of the appeal, the record, and any other relevant information, the President will issue a written decision as soon as reasonably possible.

**XI. Conflicts of Interest**

Consistent with the Student Due Process Protection Act, Tennessee Code Annotated Section 49-7-1704, student disciplinary proceedings must include protection for respondents and complainants analogous to, and no less protective than the conflict of interest provisions of Tennessee Code Annotated Section 4-5-303.

**XII. Application of Policy to Prospective Students**

- A.** A prospective student's admission to Tennessee Tech may be rescinded for pre-attendance conduct that is prohibited by this policy.
- B.** A prospective student may appeal Tennessee Tech's admission decision by providing a written statement with supporting documentation to the Vice President of Student Affairs within 15 calendar days, absent good cause, of receipt of that decision. The Vice President of Student Affairs will issue a written decision within 30 calendar days, absent good cause, after the student has provided all supporting documentation. The decision of the Vice President is final.

**XIII. Interpretation**

The Vice President for Student Affairs or his/her designee has the final authority to interpret the terms of this policy.

**XIV. Citation of Authority for Policy**

Tennessee Tech Rule 0240-09-01; T.C.A. § 49-8-203(a)(1)(D)

Approved by:

Administrative Council on September 4, 2019



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** TTU Policy 415 (General Parking and Transportation Policy)

Review

Action

No action required

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**PRESENTER(S):** Dr. Stinson

**PURPOSE & KEY POINTS:**

Policy 415 is revised to align with the changes made in the Parking, Traffic and Safety Rule.

**Tennessee Technological University**  
**Policy No. 415**



Effective Date: July 1, 2017

**Policy No: 415**

**Policy Name:** ~~Parking, Traffic, and Safety Enforcement~~ General Parking and Transportation Policy

Revised Date: January 1, 2020

**I. Purpose**

The purpose of this policy is to define Tennessee Tech's general parking and transportation policies.

~~The purpose of this policy is to define Tennessee Tech parking, traffic, and safety enforcement.~~

**II. Review**

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the ~~Chief of Tennessee Tech Police~~ Director of Auxiliary Services, with recommendations for revision presented to Administrative Council, University Assembly, and the Board of Trustees.

**III. Scope**

This policy applies to motor vehicles. For personal conveyance vehicles, refer to Policy No. 191 for procedures, exceptions, and sanctions regarding personal conveyance vehicles on Tennessee Tech's campus.

**IV. Definition**

A. Citation: a ticket issued when violating the rules and regulations of campus parking.

B. Facilities parking: areas reserved for official University facilities vehicles.

C. Loading zones: areas reserved for the sole purpose of loading and unloading.

D. Motor Vehicle: any self-propelled vehicle designed for transport of a person or persons and is capable of exceeding twenty-five (25) miles per hour over level, paved surfaces, shall be deemed a motor vehicle.

E. Personal Conveyance Vehicle: Any motorized, self-balancing vehicle including, but not limited to, hoverboards, motorized skateboards, Segways, or similar means of transport; unless motorized, a bicycle is not deemed a personal conveyance vehicle under this policy.

F. Visitor: any person on campus who is not a current student, member of the faculty, staff, or administration.

G. Zone parking: designated parking restricted by permit classification.

~~Motor Vehicle—Any self-propelled vehicle designed for transport of a person or persons and is capable of exceeding twenty-five (25) miles per hour over level, paved surfaces, shall be deemed a motor vehicle.~~

## V. Policy

### A. General Parking Regulations

1. Tennessee Tech will regulate the use and parking of all Motor Vehicles on the campus in accordance with this policy and any applicable rule, regulation, ordinance, or statute.
2. The Office of Parking and Transportation Services will ensure that drivers comply with the campus parking policies and issue citations for violations.
3. Tennessee Tech Police Department is charged with enforcing traffic rules and regulations, has the authority to issue parking citations, and will assist Parking and Transportation Services when vehicles are given a wheel restraint or towed.
4. All employees and students must register Motor Vehicle(s) and purchase a parking permit in order to park on Tennessee Tech property. Motor Vehicles that are parked on campus without a current parking permit may be issued a parking citation for the violation.
5. No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.
6. Motor Vehicles are to be parked within two (2) marked lines and not protruding into another marked space. Violations of this type may result in a citation being issued.
7. Non-operative vehicles will not be permitted to remain on campus beyond seven (7) days without the written approval from the Office of Parking and Transportation Services.
8. Trailers and boats cannot be parked on campus without the prior written approval from the Office of Parking and Transportation Services.
9. Motor Vehicles or other means of conveyance parked in such a way as to create a traffic hazard, including, but not limited to, blocking dumpsters, wheelchair ramps, sidewalks, crosswalks, and other parked vehicles may be cited for illegal parking and/or may be towed or impounded at the owner's expense.
10. Parking and Transportation Services may issue a temporary parking permit to individuals who have a parking permit on file and who have lost, misplaced, etc. the original hang tag.

### B. Parking Zone Enforcement

1. Parking areas are marked by color-coded signs that match the color-coded permits indicating the zone in which a Motor Vehicle may be parked. Zone restrictions are effective and enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday.
2. Zone restrictions are not enforced after 4:30 p.m. or on weekends, but vehicles must have a permit displayed.

3. Motor Vehicles that have not been registered through University Police or the Parking and Transportation Service Office and are not displaying a parking permit may be restrained by the Tennessee Tech with a wheel restraint in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.
4. Residence Life Parking
  - a. Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits twenty-four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.
5. Reserved Parking Spaces
  - a. Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced twenty-four (24) hours a day.
6. Visitor Parking
  - a. Visitor spaces are enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday. These spaces are for visitors to Tennessee Tech and employees and students cannot park in those spaces during this period.
  - b. Official visitor parking permits are available for individuals that are on campus for official business with Tennessee Tech. These permits must be approved by designated Tennessee Tech administrators. An official visitor permit allows the vehicle to park in any legal space on campus that is not specifically reserved.
  - c. Campus visitor permits are required for visitors to park on campus Monday through Friday. Visitor permits allow an individual to park in the reserved visitor parking spaces or the perimeter (purple) color-coded lots on the campus. These permits can be obtained at the Office of Parking and Transportation Services during regular business hours or at the University's Police Department twenty-four (24) hours a day.
7. Time-Restricted Parking
  - a. Thirty (30) minute zones are enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday and are available to anyone for the time allotted.
8. Disabled Parking
  - a. Disabled parking spaces are enforced twenty-four (24) hours a day. These reserved spaces are for individuals that have been issued a state disabled placard or license plate.
  - b. The individual to whom the license plate or placard has been issued must be using the Motor Vehicle in order for the vehicle to be parked in the disabled space. Tennessee Tech will charge the owner of the parking decal or registered owner of the Motor Vehicle the maximum fine allowed by law for improper use of a disabled placard or license plate.

- c. Individuals that have been issued a state placard or license plate for disabled parking may purchase a Tennessee Tech disabled parking permit. This permit allows the individual to park in any legal parking space excluding reserved parking.
- d. Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.

C. Citations and Appeals

1. Parking citations are the responsibility of
  - a. the registered owner of the parking permit and the user of the parking permit; or
  - b. the registered owner of the vehicle in cases where no permit has been issued.
2. Motor Vehicles parked illegally, blocking traffic, or drivers with repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.
3. Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.
4. Tennessee Tech will assess fines in accordance with the Fine Schedule. Fines will not exceed any limits imposed by state law or local ordinances.
5. Students with outstanding parking citations will not be permitted to register at the beginning of the semester until indebtedness is cleared.
6. Any Tennessee Tech student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
7. Any Tennessee Tech employee who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
8. Any non-Tennessee Tech employee or student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
9. The designated citation appeals committee for students meets regularly during the Fall and Spring semesters. Students are notified of the Committee's decision by an email sent to the student's tntech.edu address.
10. The designated citation appeals committee for faculty, staff, and visitors meets once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees and visitors are notified of the Committee's decision by email or last known home address.

11. The decision of the designated citation appeals committee may be appealed by submitting a written appeal with all relevant documentation attached within five (5) business days of the notification of the appropriate committee decision to Parking and Transportation Services.
12. A designated administrator not affiliated with Appeals Committee will review the request and communicate his/her decision to the individual making the appeal within five (5) business days after receiving the written appeal along with all relevant documentation. This notification will be sent to the appellant's email address or to the last known home address. This decision is final.
  - ~~A. Tennessee Tech will regulate the use and/or parking of all Motor Vehicles on the campus in accordance with this policy and any applicable rule, regulation, ordinance, or statute.~~
  - ~~B. All employees and students must register Motor Vehicle(s) and purchase a parking permit in order to park on Tennessee Tech property. Motor Vehicles that are parked on campus without a current parking permit may be issued a parking citation for the violation by the Tennessee Tech Police Department.~~
  - ~~C. Parking citations are the responsibility of
    1. the registered owner of the parking permit and the user of the parking permit; or
    2. the registered owner of the vehicle in cases where no permit has been issued.~~
  - ~~D. Moving violations will be charged to the operator of the Motor Vehicle at the time of the violation.~~
  - ~~E. No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.~~
  - ~~F. Parking areas and zones enforcement
    1. Parking areas are marked by color-coded signs that match the color-coded permits indicating the zone in which a Motor Vehicle may be parked. Zone restrictions are effective and enforced by the Tennessee Tech Police Department from 7:30 am to 4:30 pm Monday through Friday during times when classes are in session.
    2. Zone restrictions are not enforced after 4:30 p.m. Motor Vehicles parked on campus after 4:30 pm Monday through Friday when classes are in session must have a parking permit displayed.
    3. No permit is required when classes are not in session.
    4. Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits and are enforced by the Tennessee Tech Police Department twenty four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.~~



- ~~5. Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced by the Tennessee Tech Police Department twenty four (24) hours a day.~~
- ~~6. Tennessee Tech Police Department enforces parking in visitor spaces from 7:30 am to 4:30 pm Monday through Friday when classes are in session. These spaces are for visitors to Tennessee Tech and employees and students cannot park in those spaces during this period.~~
- ~~7. Tennessee Tech Police Department enforces parking in thirty (30) minute zones from 7:30 am to 4:30 pm Monday through Friday when classes are in session and are available to anyone for the time allotted.~~
- ~~8. Disabled Parking~~
  - ~~a. Tennessee Tech Police Department enforces parking in disabled parking spaces twenty four (24) hours a day. These reserved spaces are for individuals that have been issued a state disabled placard or license plate.~~
  - ~~b. The individual to whom the license plate or placard has been issued must be using the Motor Vehicle in order for the vehicle to be parked in the disabled space. Tennessee Tech will charge the owner of the parking decal or registered owner of the Motor Vehicle the maximum fine allowed by law for improper use of a disabled placard or license plate.~~
  - ~~c. Individuals that have been issued a state placard or license plate for disabled parking may purchase a Tennessee Tech disabled parking permit. This permit allows the individual to park in any legal parking space on campus, should a disabled space not be available.~~
  - ~~d. Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.~~
- ~~9. Temporary and visitor parking permits~~
  - ~~a. Campus visitor permits are required for visitors to park on campus Monday through Friday when classes are in session. Visitor permits allow an individual to park in the visitor parking when available or the perimeter (purple) color coded lots on the campus. These permits can be obtained at the Tennessee Tech Police Department twenty four (24) hours a day.~~
  - ~~b. Official visitor parking permits are available for individuals that are on campus for official business with Tennessee Tech. These permits must be approved by designated Tennessee Tech administrators. An official visitor permit allows the vehicle to park in any legal space on campus that is not specifically reserved.~~

- ~~e. The Tennessee Tech Police Department may issue a temporary parking permit to individuals who have a parking permit on file and who have lost, misplaced, etc. the original hang tag.~~
- ~~G. Motor Vehicles are to be parked within two (2) marked lines and not protruding into another marked space. Violations of this type may result in a citation being issued by the Tennessee Tech Police Department.~~
- ~~H. Disabled vehicles will not be permitted to remain on campus beyond seven (7) days without the written approval of the Chief of the Tennessee Tech Police Department.~~
- ~~I. Trailers and boats cannot not be parked on campus without the prior written approval of the Chief of the Tennessee Tech Police Department.~~
- ~~J. Motor Vehicles or other means of conveyance parked in such a way as to create a traffic hazard, including, but not limited to, blocking dumpsters, wheelchair ramps, sidewalks, crosswalks, and other parked vehicles may be cited by the Tennessee Tech Police Department for illegal parking and/or may be towed or impounded at the owner's expense.~~
- ~~K. Motor Vehicles not displaying a parking permit during zoned parking enforcement may be restrained by the Tennessee Tech Police Department with a wheel lock in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.~~
- ~~L. Repeated Citations
  - ~~1. Repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.~~
  - ~~2. Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.~~~~
- ~~M. Tennessee Tech will assess fines in accordance with the Fine Schedule. Fines will not exceed any limits imposed by state law or local ordinances.
  - ~~1. Students with outstanding traffic citations will not be permitted to register at the beginning of the semester until indebtedness is cleared.~~~~
- ~~N. Traffic Enforcement
  - ~~1. Operators of Motor Vehicles on Tennessee Tech property must obey all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in this policy.~~
  - ~~2. The speed limit on all Tennessee Tech streets as well as city streets running through Tennessee Tech are enforced by the Tennessee Tech Police Department. Violations of this may result in the operator of the Motor Vehicle receiving a speeding citation by Tennessee Tech Police.~~
  - ~~3. The reckless operation of a Motor Vehicle on the Tennessee Tech campus including, but not limited to, squealing tires, sliding the vehicle, and operating the vehicle at a high rate of speed are serious safety hazards and strictly prohibited. Operators may be issued a citation by Tennessee Tech Police as well as face disciplinary action for a violation of this nature.~~~~

- ~~4. Operators of Motor Vehicles are prohibited from overtaking/passing another Motor Vehicle in operation on streets within the Tennessee Tech campus. Violations of this may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police.~~
  - ~~5. Operators of Motor Vehicles must observe and obey all traffic control devices (e.g., STOP signs, traffic lights). Failure to do so may result in the operator of the Motor Vehicle receiving a citation from Tennessee Tech Police for the violation.~~
  - ~~6. Operators of Motor Vehicles must yield the right of way and come to a complete stop for pedestrians in the crosswalks. Operators of Motor Vehicles must also show due care for all pedestrian traffic while operating a Motor Vehicle on the Tennessee Tech campus. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.~~
  - ~~7. Operators of Motor Vehicles must pull to the edge of the roadway and come to a complete stop to yield the right of way to emergency vehicles displaying active lights and/or sirens. Failure to do so may result in the operator of the Motor Vehicle receiving a citation for the violation from Tennessee Tech Police.~~
- ~~O. Individuals riding bicycles on the Tennessee Tech campus must observe and obey all traffic control devices on all Tennessee Tech and city streets within the Tennessee Tech campus. Failure to do so may result in the operator of the bicycle being issued a citation for the violation by Tennessee Tech Police.~~

#### ~~VI. Traffic and Parking Citation Disputes and Appeals~~

- ~~A. Officers of the Tennessee Tech Police Department may issue citations for violations under certain circumstances in either Cookeville City Court for violations of city ordinances or Putnam County General Sessions Court for violations of state laws. Individuals that receive a City Court or General Sessions Court citation must either appear in court on the court date listed on the citation or pay the citation fine if appearance in court is not required.~~
- ~~B. Any Tennessee Tech student who has received a Tennessee Tech traffic and/or parking citation may appeal the citation within fifteen (15) business days of the date of issue to the Student Traffic Appeals Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.~~
- ~~C. Any Tennessee Tech employee who has received a Tennessee Tech citation for traffic and/or parking violation may appeal the citation within fifteen (15) business days of the date of issue to the Faculty and Staff Traffic Appeals~~

~~Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.~~

~~D. Any non-Tennessee Tech employee or student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) days of the date of issue to the Faculty and Staff Traffic Appeals Committee. Appeals may be filed through the Tennessee Tech Police Department Parking Portal.~~

~~E. The Student Traffic Appeals Committee meets regularly during the Fall and Spring semesters. Students are notified of the Committee's decision by an email sent to the student's tntech.edu address. The Faculty and Staff Traffic Appeals Committee meets once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees are notified of the Committee's decision by an email sent to the employee's tntech.edu address or last known home address.~~

~~F. The Student Traffic Appeals Committee and the Faculty and Staff Traffic Appeals Committee decisions may be appealed to the Vice President for Student Affairs by submitting a written appeal with all relevant documentation attached within five (5) business days of the notification of the appropriate committee decision.~~

~~G.A. The Vice President for Student Affairs will communicate his/her decision to the individual making the appeal within five (5) business days after receiving the written appeal along with all relevant documentation. This notification will be sent to the appellant's tntech.edu email address or in case of former employees, to the last known home address. The decision of the Vice President for Student Affairs is final.~~

#### **VII.VI. Liability for Theft or Damage**

Tennessee Tech assumes no financial responsibility for theft or damage to Motor Vehicles or their contents when parked or operated on campus.

#### **VIII.VII. Interpretation**

~~The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.~~

~~The President or his/her designee has the final authority to interpret the terms of this policy.~~

#### **IX.VIII. Citation of authority for policy**

T.C.A. §49-8-203(a)(1)(D)

Approved by:

Administrative Council: April 5, 2017; November 6, 2019

University Assembly: April 19, 2017

Board of Trustees: June 15, 2017

**Tennessee Technological University**  
**Policy No. 415**



Effective Date: July 1, 2017

**Policy No:** 415

**Policy Name:** General Parking and Transportation Policy

**Revised Date:** January 1, 2020

**I. Purpose**

The purpose of this policy is to define Tennessee Tech's general parking and transportation policies.

**II. Review**

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Director of Auxiliary Services, with recommendations for revision presented to Administrative Council, University Assembly, and the Board of Trustees.

**III. Scope**

This policy applies to motor vehicles. For personal conveyance vehicles, refer to Policy No. 191 for procedures, exceptions, and sanctions regarding personal conveyance vehicles on Tennessee Tech's campus.

**IV. Definition**

- A. Citation: a ticket issued when violating the rules and regulations of campus parking.
- B. Facilities parking: areas reserved for official University facilities vehicles.
- C. Loading zones: areas reserved for the sole purpose of loading and unloading.
- D. Motor Vehicle: any self-propelled vehicle designed for transport of a person or persons and is capable of exceeding twenty-five (25) miles per hour over level, paved surfaces, shall be deemed a motor vehicle.
- E. Personal Conveyance Vehicle: Any motorized, self-balancing vehicle including, but not limited to, hover boards, motorized skateboards, Segways, or similar means of transport; unless motorized, a bicycle is not deemed a personal conveyance vehicle under this policy.
- F. Visitor: any person on campus who is not a current student, member of the faculty, staff, or administration.
- G. Zone parking: designated parking restricted by permit classification.

**V. Policy**

- A. General Parking Regulations

1. Tennessee Tech will regulate the use and parking of all Motor Vehicles on the campus in accordance with this policy and any applicable rule, regulation, ordinance, or statute.
2. The Office of Parking and Transportation Services will ensure that drivers comply with the campus parking policies and issue citations for violations.
3. Tennessee Tech Police Department is charged with enforcing traffic rules and regulations, has the authority to issue parking citations, and will assist Parking and Transportation Services when vehicles are given a wheel restraint or towed.
4. All employees and students must register Motor Vehicle(s) and purchase a parking permit in order to park on Tennessee Tech property. Motor Vehicles that are parked on campus without a current parking permit may be issued a parking citation for the violation.
5. No individual is allowed to give, transfer, furnish, or sell a Tennessee Tech parking permit to another individual.
6. Motor Vehicles are to be parked within two (2) marked lines and not protruding into another marked space. Violations of this type may result in a citation being issued.
7. Non-operative vehicles will not be permitted to remain on campus beyond seven (7) days without the written approval from the Office of Parking and Transportation Services.
8. Trailers and boats cannot be parked on campus without the prior written approval from the Office of Parking and Transportation Services.
9. Motor Vehicles or other means of conveyance parked in such a way as to create a traffic hazard, including, but not limited to, blocking dumpsters, wheelchair ramps, sidewalks, crosswalks, and other parked vehicles may be cited for illegal parking and/or may be towed or impounded at the owner's expense.
10. Parking and Transportation Services may issue a temporary parking permit to individuals who have a parking permit on file and who have lost, misplaced, etc. the original hang tag.

#### B. Parking Zone Enforcement

1. Parking areas are marked by color-coded signs that match the color-coded permits indicating the zone in which a Motor Vehicle may be parked. Zone restrictions are effective and enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday.
2. Zone restrictions are not enforced after 4:30 p.m. or on weekends, but vehicles must have a permit displayed.
3. Motor Vehicles that have not been registered through University Police or the Parking and Transportation Service Office and are not displaying a parking permit may be restrained by the Tennessee Tech with a wheel restraint in order to identify the owner/operator of the Motor Vehicle during the times of zoned parking.



4. Residence Life Parking
  - a. Residence halls and Tech Village parking zones are reserved for Motor Vehicles displaying the residential parking permits twenty-four (24) hours a day. Visitors to residents of Tech Village are permitted to park at the Tech Village community center.
5. Reserved Parking Spaces
  - a. Reserved spaces, including, but not limited to, the President, Police, Facilities, Residential Life Faculty Head, and Hall Directors, are reserved and enforced twenty-four (24) hours a day.
6. Visitor Parking
  - a. Visitor spaces are enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday. These spaces are for visitors to Tennessee Tech and employees and students cannot park in those spaces during this period.
  - b. Official visitor parking permits are available for individuals that are on campus for official business with Tennessee Tech. These permits must be approved by designated Tennessee Tech administrators. An official visitor permit allows the vehicle to park in any legal space on campus that is not specifically reserved.
  - c. Campus visitor permits are required for visitors to park on campus Monday through Friday. Visitor permits allow an individual to park in the reserved visitor parking spaces or the perimeter (purple) color-coded lots on the campus. These permits can be obtained at the Office of Parking and Transportation Services during regular business hours or at the University's Police Department twenty-four (24) hours a day.
7. Time-Restricted Parking
  - a. Thirty (30) minute zones are enforced from 7:30 a.m. to 4:30 p.m. Monday through Friday and are available to anyone for the time allotted.
8. Disabled Parking
  - a. Disabled parking spaces are enforced twenty-four (24) hours a day. These reserved spaces are for individuals that have been issued a state disabled placard or license plate.
  - b. The individual to whom the license plate or placard has been issued must be using the Motor Vehicle in order for the vehicle to be parked in the disabled space. Tennessee Tech will charge the owner of the parking decal or registered owner of the Motor Vehicle the maximum fine allowed by law for improper use of a disabled placard or license plate.
  - c. Individuals that have been issued a state placard or license plate for disabled parking may purchase a Tennessee Tech disabled parking permit. This permit allows the individual to park in any legal parking space excluding reserved parking.
  - d. Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.

### C. Citations and Appeals

1. Parking citations are the responsibility of
  - a. the registered owner of the parking permit and the user of the parking permit; or
  - b. the registered owner of the vehicle in cases where no permit has been issued.
2. Motor Vehicles parked illegally, blocking traffic, or drivers with repeated and/or flagrant parking violations may result in the Motor Vehicle being towed at the owner's expense.
3. Tennessee Tech may revoke an individual's parking privileges for repeated and flagrant parking violations.
4. Tennessee Tech will assess fines in accordance with the Fine Schedule. Fines will not exceed any limits imposed by state law or local ordinances.
5. Students with outstanding parking citations will not be permitted to register at the beginning of the semester until indebtedness is cleared.
6. Any Tennessee Tech student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
7. Any Tennessee Tech employee who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) business days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
8. Any non-Tennessee Tech employee or student who has received a Tennessee Tech parking citation may appeal the citation within fifteen (15) days of the date of issue to the designated citation appeals committee. Appeals may be filed through the Tennessee Tech Parking Portal.
9. The designated citation appeals committee for students meets regularly during the Fall and Spring semesters. Students are notified of the Committee's decision by an email sent to the student's tntech.edu address.
10. The designated citation appeals committee for faculty, staff, and visitors meets once in the Fall semester and once in the Spring semester, absent good cause. Tennessee Tech employees and visitors are notified of the Committee's decision by email or last known home address.
11. The decision of the designated citation appeals committee may be appealed by submitting a written appeal with all relevant documentation attached within five (5) business days of the notification of the appropriate committee decision to Parking and Transportation Services.
12. A designated administrator not affiliated with Appeals Committee will review the request and communicate his/her decision to the individual making the appeal

within five (5) business days after receiving the written appeal along with all relevant documentation. This notification will be sent to the appellant's email address or to the last known home address. This decision is final.

**VI. Liability for Theft or Damage**

Tennessee Tech assumes no financial responsibility for theft or damage to Motor Vehicles or their contents when parked or operated on campus.

**VII. Interpretation**

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

**VIII. Citation of authority for policy**

T.C.A. §49-8-203(a)(1)(D)

**Approved by:**

Administrative Council:	April 5, 2017; November 6, 2019
University Assembly:	April 19, 2017;
Board of Trustees:	June 15, 2017;



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** TTU Policy 110 (Access to Public Records)

Review

Action

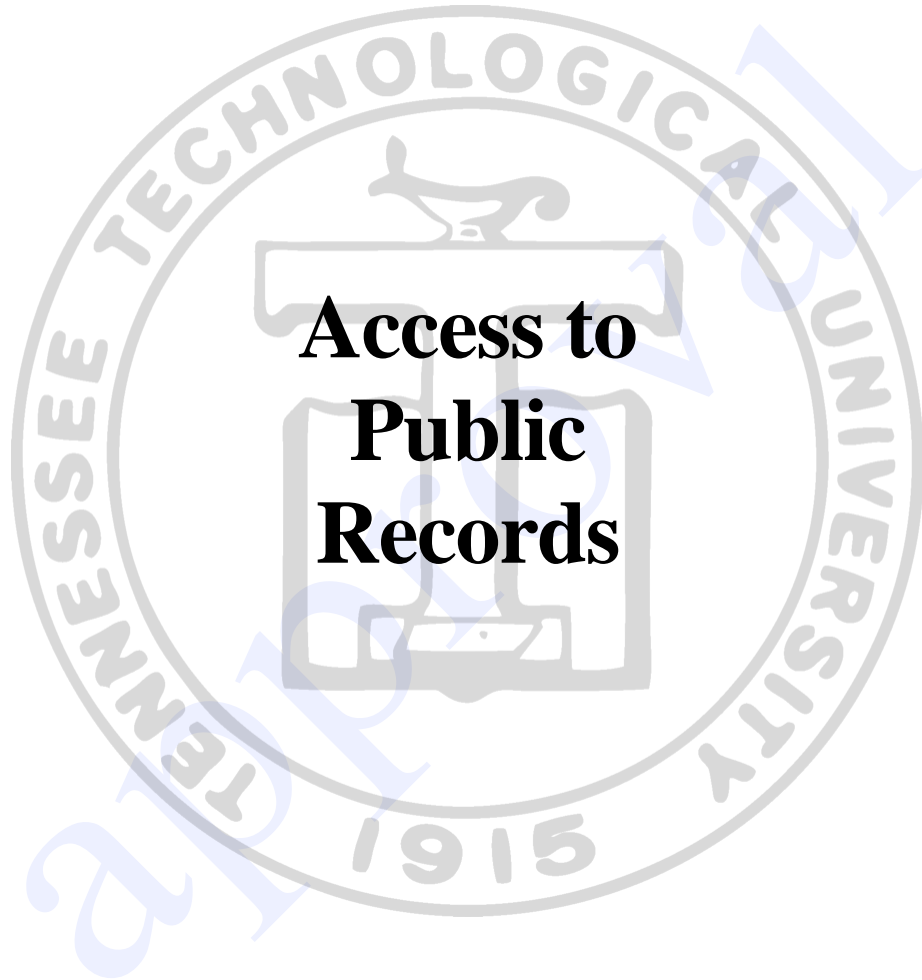
No action required

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**PRESENTERS:** Ms. Lykins

**PURPOSE & KEY POINTS:** Policy 110 is revised to align with the language in the Access to Public Records Rule.

**Tennessee Technological University  
Policy No. 110**



Effective Date: July 1, 2017

**Policy No.:** 110

**Policy Name:** Access to Public Records

**Revised:**

## **I. Purpose**

Pursuant to Tennessee Code Annotated § 10-7-503(a)(2)(A), Tennessee Tech records shall, at all times during business hours, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by law. This policy establishes uniform procedures for handling requests for such records.

## **II. Review**

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Chief Communication Officer in consultation with the Office of the University Counsel, with recommendations for revision presented to the Administrative Counsel, University Assembly, and the Board of Trustees.

## **III. Scope**

- A. This policy does not apply to a student's request to see his/her own education records or to an employee's or former employee's reasonable requests to review or copy his/her own personnel file.
- B. Proof of Tennessee citizenship for the purpose of access to public records is not proof of residency for the purpose of classifying students as in-state or out-of-state when assessing tuition and fees and for admission purposes.

## **IV. Definitions**

- A. **Public Record(s):** All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.
- B. **Public Records Request Coordinator ("Coordinator"):** The designated individual who has the responsibility to ensure Public Record requests are routed to the appropriate records custodian and are fulfilled in accordance with the Tennessee Public Records Act.
- C. **Records Custodian:** The office, official, or employee lawfully responsible for the direct custody and care of a Public Record.

- D. Requestor: A person seeking access to a Public Record, whether it is for inspection or duplication.

## V. General Policy Statement

Tennessee Tech shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of Public Records as required by law.

## VI. Requesting Access to Public Records

- A. Public Record requests should be directed to the Coordinator or his/her designee in order to ensure Public Record requests are routed to the appropriate Records Custodian and fulfilled in a timely manner.
- B. A Requestor may contact Tennessee Tech's Coordinator in person, by phone at 931-372-3084, by email at [openrecords@tntech.edu](mailto:openrecords@tntech.edu), or by mail at Campus Box 5056. Tennessee Tech will post the Coordinator's name and office location on the Office of Communications & Marketing webpage.
- C. Tennessee Tech will not require a Requestor to submit a request for inspection in writing, absent good cause.
- D. Tennessee Tech will require proof of Tennessee citizenship by either a valid Tennessee driver's license or alternative acceptable form of identification as a condition to inspect or receive copies of Public Records. Alternative acceptable forms of identification may be found on Tennessee Tech's Public Records Requests webpage.
- E. Tennessee Tech will not, absent good cause, require a Requestor to submit a request for copies on a specific form.
- F. No request is necessary for bid tabulations for Request for Proposals and Request for Quotes, which are posted regularly on Tennessee Tech's Purchasing and Contracts webpage. Similarly, meeting notices and materials for Tennessee Tech's Board of Trustees are posted on Tennessee Tech's Board webpage.

## VII. Responding to Public Records Requests

- A. The Coordinator shall, as necessary or appropriate:
  1. Request proof of Tennessee citizenship;
  2. Clarify the scope of the request;
  3. Advise the Requestor that Tennessee Tech may charge for copies if the request exceeds the costs threshold set out in this policy;

4. Advise the Requestor within seven (7) business days that it will take more than seven (7) business days to respond to the request;
5. Advise the Requestor within seven (7) business days that Tennessee Tech is not the custodian of the record;
6. Provide the records;
7. Deny the request in writing, providing the appropriate basis, such as one of the following:
  - a. The Requestor is not a Tennessee citizen or has not presented evidence of Tennessee citizenship;
  - b. The request lacks specificity;
  - c. An exemption makes the record not subject to disclosure under the Tennessee Public Records Act;
  - d. The records do not exist.
- B. The Coordinator may deny the request provided the Coordinator has identified in writing the specific legal basis for the denial of the request.
- C. The Coordinator may, if appropriate, contact the Requestor to see if the request can be narrowed.
- D. If requested records are in the custody of a different governmental entity and the Coordinator knows the correct governmental entity, the Coordinator may direct the Requestor to the correct governmental entity.
- E. A Records Custodian must promptly forward a request to the Coordinator and assist the Coordinator in making the records available to the Requestor in a timely manner.
- F. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then the Coordinator shall, within seven (7) business days from the receipt of the request, send the Requestor a completed Public Records Response Form.
- G. If the Coordinator reasonably determines production of records should be segmented because the Public Records Request is for a large volume of records, or additional time is necessary to prepare the records for access, the Coordinator shall notify the Requestor in writing that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the Coordinator may contact the Requestor to see if the request can be narrowed.



- H. If the Coordinator discovers records responsive to a records request were omitted, the Coordinator will notify the Requestor and produce the records as quickly as practicable.

### **VIII. Redaction**

- A. If a record contains confidential information or information that is not open for public inspection, the Coordinator, with assistance from the Record Custodian, shall redact the record prior to providing access.
- B. Whenever the Custodian provides a redacted record, the Custodian will advise the Requestor of the general basis or bases for the redaction(s).

### **IX. Inspection of Records**

- A. Tennessee Tech will not charge for inspection of Public Records.
- B. Tennessee Tech will advise the Requestor of the location where the records may be inspected.
- C. The Coordinator may require an appointment for the inspection.

### **X. Request for Copies of Records**

- A. The Coordinator will respond to a Public Records Request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the Coordinator.
- C. Tennessee Tech will not use fees and charges for copies of Public Records to hinder access to Public Records.
- D. The Coordinator will provide Requestors with an estimate of the charges prior to producing copies of records and may require prepayment of such charges before producing requested records.
- E. If fees for copies and labor do not exceed \$25, Tennessee Tech may waive those fees. Requests for waivers for costs that exceed \$25 must be presented to the Coordinator, who is authorized to determine if such waiver is in the best interest of Tennessee Tech or for the public good.
- F. A Requestor may use a personal cellphone to take pictures of records when the total amount of pages to be photographed does not exceed twenty-five (25) pages.
- G. Tennessee Tech will not waive fees associated with aggregated records requests.

- H.** A Requestor must pay by cash, credit card, or personal check made payable to Tennessee Tech and presented to the Coordinator or to the Tennessee Tech Business Office.
- I.** Tennessee Tech will aggregate record requests in accordance with the current office of Open Records Schedule for Reasonable Charges for Frequent and Multiple Requests when more than four (4) requests are received within a calendar month either from a single individual or a group of individuals deemed working in concert.
- J.** If Tennessee Tech aggregates requests, the Coordinator will advise Requestors of the basis for the aggregation.

**XI. Interpretation**

The Coordinator or her/his designee has the final authority to interpret the terms of this policy.

**XII. Citation of Authority for Policy**

T.C.A. §10-7-503

**Approved by:**

Administrative Council: April 4, 2017; September 12, 2018

University Assembly: April 19, 2017; November 28, 2018

Board of Trustees:



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Approval of Appointment of Dr. Robert Owens to the position of Interim Vice President for Student Affairs

Review

Action

No action required

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**PRESENTER(S):** Chair Harper

**PURPOSE & KEY POINTS:**


Approval of the appointment of Dr. Robert Owens to the position of Interim Vice President for Student Affairs.



## Office of the President

TENNESSEE TECH

### MEMORANDUM

**To:** Executive Committee – Board of Trustees  
**From:** Dr. Philip Oldham, President   
**Date:** December 5, 2019  
**Subject:** Appointment of a Direct Presidential Report

Mr. Marc Burnett has resigned as Vice President for Student Affairs effective December 31, 2019. Due to the critical nature of this position, I request to appoint Dr. Robert Owens as Interim Vice President for Student Affairs.

Dr. Owens has been employed full-time at Tennessee Tech since 2006 with a brief break-in-service from February 2011 – September 2011. Dr. Owens began his career as Director for Minority Affairs and grew the role and responsibilities to Assistant Vice President for Student Affairs. In his current role, Dr. Owens oversees the Diversity Scholarship, Multicultural Affairs, Service Learning, and the RACE program. Dr. Owens received his Ph.D. from Tennessee Tech in Exceptional Learning in August 2009.

For these reasons and many others, I am recommending his appointment to Interim Vice President for Student Affairs at a monthly stipend of \$844.00, which equates to 10% of his current salary, effective January 1, 2020.



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning & Finance

**Agenda Item:** Performance Pay Outcomes

Review

Action

No action required

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**PRESENTERS:** Leslie Crickenberger, Associate Vice President Human Resources

**PURPOSE & KEY POINTS:** Summary of performance pay outcomes and proposal for raises for FY20.



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning & Finance

**Agenda Item:** Discussion of Full-time/Part-time tuition model

Review

Action

No action required

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

**PURPOSE & KEY POINTS:**

Discuss and analyze the potential for Tennessee Tech to implement a part-time/full-time model for undergraduate students.



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning & Finance

**Agenda Item:** Consolidated Financial Index

Review

Action

No action required

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

**PURPOSE & KEY POINTS:**

Update on financial outcome for Fiscal Year 2018-19.



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Internal Audit

**Agenda Item:** Approval of 2020 Audit Plan

Review

Action

No action required

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**PRESENTERS:** Deanna Metts, Internal Audit Director

**PURPOSE & KEY POINTS:**

The Audit & Business Committee approved the 2020 Audit Plan as required by the Tennessee Tech University Audit Committee Charter. The plan is included for information only. Board approval is not required.



## **Report of Internal Audit Activities December 2018 - November 2019**

For the period December 2018 through November 2019, Internal Audit completed the audits, reviews, investigations, and other activities on the 2019 Audit Plan that had been approved by the Audit & Business Committee on December 6, 2018, with the following exceptions:

- Research Audit
- Sponsored Program Review

Internal Audit was not able to complete these two areas because the Internal Auditor position was vacant from mid-April through mid-November 2019.

Further, while the 2019 plan included one special review, an additional extensive review, Scholarship Awarding Criteria, was added to assist Enrollment Management address a finding noted in the Scholarship audit. This review of 737 scholarships compared the awarding criteria for all donor-funded scholarships per each donor's Letter of Agreement to the awarding criteria used by the scholarship awarding program (ScholarWeb) to choose students eligible for each specific scholarship. A report of potential discrepancies was provided to Enrollment Management to investigate and make changes if needed.

### **Internal Audit Activities Completed**

#### **Audits**

- Inventory Observations 6-30-19
- Audit of the Expenses Related to the Functions of the Office of the President 18-19
- NCAA Student Assistance and Academic Enhancement Funds 18-19
- Scholarships
- University Police Evidence Room Inventory
- Health Services Pharmacy and Dispensary Drug Inventories
- Risk Assessment Controls Verification - Facilities, ITS, and Business & Fiscal Affairs
- Follow-up procedures and memos for each state and internal audit finding

#### **Reviews**

- Procard Reviews of 135 Cardholders
- Review of all terminating employees' Procard charges
- Monthly reviews of all Amazon Business Account purchases
- Special Review - Scholarship Awarding Criteria
- Summary of Cardholder Spending Patterns
- Special Review - Collapsed Student Fee Review

- 2019 Enterprise-wide Risk Assessment

#### **Investigations**

Internal Audit investigated 6 fraud, waste, and abuse complaints during the reporting period, which resulted in 4 reports and 1 administrative closing memo to the file kept in Internal Audit working papers. One fraud, waste, and abuse investigation is still in progress. Internal Audit received 21 complaints or concerns that did not constitute fraud, waste, or abuse; those were reviewed briefly and then referred on to whatever member of management was considered most appropriate to look into each matter.



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Internal Audit

**Agenda Item:** Approval of 2020 Audit Plan

Review

Action

No action required

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**PRESENTERS:** Deanna Metts, Internal Audit Director

**PURPOSE & KEY POINTS:**

An audit plan for calendar year 2020 is being provided to the Audit Committee for review and approval.

The plan lists each significant activity to be carried out in the Internal Audit department and tells the type of activity and functional area involved.

Each departmentally chosen audit on the schedule was selected using a model that considered six points:

1. Prior audit results
2. Internal controls in the area
3. Changes in the unit
4. Size of the unit with regard to revenue collected, expenses, or number of transactions processed
5. Sensitivity of the unit
6. Management's concerns

**Tennessee Tech University  
Internal Audit Plan  
Calendar Year 2020**

<b>Overall/ Specific Type</b>	<b>Area</b>	<b>Name</b>	<b>Estimated Start</b>	<b>Estimated End</b>
R/A	FM	Inventory Observations 6-30-20	Apr-20	Jul-20
R/A	FM	Audit President's Office Expenses 19-20	Dec-19	Sep-20
R/A	AT	Student Assistance/Academic Enhancement Funds 19-20	Jun-20	Aug-20
D/A	AD	Advancement	Dec-19	Mar-20
D/A	FM	Travel	Aug-20	Oct -20
D/A	FM	Disbursements/Accounts Payable	Oct-20	Dec-20
D/A	RS	Research and Sponsored Programs	Apr-20	July-20
D/S	GE	Risk Assessment Internal Controls	July -20	Dec-20
R/I	GE	Investigations	Dec-19	Dec-20
R/F	FM	Follow-up to State Audit 2017-18	Dec-19	Jan-20
R/F	GE	Follow-ups to Internal Audits	Jan-20	Dec-20
R/V	GE	Enterprise Wide Risk Assessment 2020	Jul-20	Dec-20
D/V	FM	Procard Reviews	Jan-20	Dec-20
D/V	RS	Sponsored Program Review	Apr-20	Oct-20
D/V	FM	Monthly, Quarterly, & Special Reviews	Jan-20	Dec-20
D/C	GE	General Consultation	Jan-20	Dec-20

<b>Overall Type</b>	<b>Specific Type</b>	
R-Required	A-Audit	F-Follow-up
D-Department Planned	S-Special Request	V-Review
T-In Progress	I-Investigation	C-Consultation

<b>Functional Area</b>	
AD-Advancement	IN-Instruction/Institutional Support
AT-Athletics	IT-Information Technology
EM-Enrollment Management	PP-Facilities/Plant
FM-Financial Management	RS-Research/Sponsored Programs
GE-General/University-wide	SS-Student Services



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning & Finance

**Agenda Item:** Policy 530 (Debt Management)

Review

Action

No action required

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

**PURPOSE & KEY POINTS:**

Debt management policies provide written guidance about the amount and type of debt issued by governments, the issuance process, and the management of the debt portfolio.

Tennessee Technological University  
Policy No. 530



*Effective Date: January 1, 2020*

**Policy No:** 530

**Policy Name:** Debt Management

**I. Purpose**

Debt management policies provide written guidance about the amount and type of debt issued by governments, the issuance process, and the management of the debt portfolio. A debt management policy tailored to the needs of the Board of Trustees (Board): (1) identifies policy goals and demonstrates a commitment to long-term financial planning; (2) improves the quality of decisions; and (3) provides justification for the structure of debt issuance. Adherence to its debt management policy signals to rating agencies and the capital markets that the Board is well-managed and should meet its obligations in a timely manner.

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. An effective debt management policy provides guidelines for the Board to manage its debt programs in line with those resources.

**II. Review**

This policy will be reviewed every four 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 and University Assembly. The Board of Trustees will have final approval of any recommended revisions to this policy.

**III. Background**

Tennessee Tech is a part of the State University and Community College System of Tennessee (the system). The Focus on College and University Success Act of 2016 removed Tennessee Tech and the other five universities from the governance of the Tennessee Board of Regents (TBR), but they remain part of the system. In addition to the Board of Trustees responsibility for debt management, TBR has continuing oversight responsibilities in the area of institutional debt for Tennessee Tech and the other five universities.

#### **IV. Introduction**

The Board hereby adopts the following policies and procedures concerning debt management.

When the Board, through university administration, seeks to borrow money for any purpose, the Board must first obtain the approval of the Tennessee State School Bond Authority (the “Authority”), created in 1965 under the Tennessee State School Bond Authority Act, Tennessee Code Annotated §§ 49-3-1201 et seq. (“Act”) through the Tennessee Board of Regents (TBR). The Authority is a corporate governmental agency and instrumentality of the State of Tennessee whose purpose is to finance capital projects for public institutions of higher education located in Tennessee by issuing its bonds and notes. TBR has entered into a Second Program Financing Agreement (“Agreement”) dated as of November 1, 1997, as amended and restated as of May 9, 2013 (the “Financing Agreement”) with the Authority for the financing of projects for public institutions.

At this time, the Board chooses to finance over time all borrowing needs through the Authority with the exception of limited special situation borrowings that will be approved by the Authority but privately placed (e.g., specialized equipment with obsolescence risk for which the equipment manufacturers provide financing; interest rate subsidy programs usually offered through federal agencies).

The Authority has financed for the Board a variety of higher education projects including dormitories, athletic facilities, parking facilities, student activities/recreation centers, research laboratories, and major equipment purchases. These projects could be contrasted with capital projects for basic academic and instructional needs such as classrooms, laboratories, and libraries that are funded from the proceeds of the State’s general obligation bonds issued by the State Funding Board and for which the Board is not obligated to pay the debt service.

#### **V. Policy**

##### **A. Goals and Objectives**

1. The Board is establishing this debt policy as a tool to ensure that financial resources are adequate to meet the University’s long-term debt program



and financial planning. This policy helps to ensure that financing undertaken by the Board satisfies certain clear objective standards designed to protect the Board's financial resources and to meet its long-term capital needs.

2. The goals of this policy are:
  - a. To document the Board's responsibility for the oversight and management of debt related transactions;
  - b. To define the criteria for the issuance of debt;
  - c. To define the types of debt approved for use within the constraints established by the General Assembly;
  - d. To define the appropriate uses of debt; and
  - e. To minimize the cost of issuing and servicing debt.
  
3. The objectives of this policy are:
  - a. To establish clear criteria and promote prudent financial management for the issuance of all debt obligations;
  - b. To identify legal and administrative limitations on the issuance of debt;
  - c. To ensure the legal use of the Board's direct debt issuance authority;
  - d. To maintain appropriate resources and funding capacity for present and future capital needs;
  - e. To evaluate debt issuance options;
  - f. To promote cooperation and coordination with other stakeholders in the financing and delivery of services;
  - g. To manage interest rate exposure and other risks; and

- h. To comply with Federal Regulations and Generally Accepted Accounting Principles (GAAP).

## B. Debt Management

1. Debt may be used to finance projects identified by the University and approved by the Board. Projects are identified and included in the University's approved capital plan that is submitted annually to the Tennessee Higher Education Commission (THEC). After consideration by the Commission, these projects are incorporated into the State of Tennessee annual budget as disclosed projects. From time to time, mission critical projects not considered as part of the annual process will be brought to the Commission by the Board for intra-year financing.
2. Debt may be used to finance project costs which include all direct capital costs and indirect capital costs of projects, including, but not limited to, costs of construction and acquisition, costs of issuance of debt, funded interest on debt, and amounts to fund or replenish reserves, if and to the extent approved by the Authority. In compliance with Article II, Section 24 of the Tennessee Constitution, no budgeted operational expenditures (including internal employee labor) shall be reimbursed with debt proceeds, unless such debt is retired/repaid within the fiscal year of issuance.
3. The debt capacity of the TBR is partially reliant on the debt capacity of each institution under its jurisdiction. Due to this reliance, this policy requires the assessment of the debt capacity on a project-by-project basis as each project is considered. Debt capacity of each project is based on debt service coverage, which measures the actual margin of protection for annual debt service payments from the annual pledged revenue. The pledged revenue plus the pledge of legislative appropriations must meet a two (2) times coverage test for the project to be approved for debt funding. In other words, total unrestricted revenues of the University must be at least two hundred percent (200%) of the annual debt service.
4. Revolving Credit Facility (RCF) Program is limited to the amount stated in the Program Resolution, as amended, and by the amount allowed in the Credit Agreement.

C. Federal Tax Status

1. Tax-Exempt Debt - The Board and TBR will use its best efforts to have projects eligible for financing with tax-exempt debt based on the assumptions that tax-exempt interest rates are lower than taxable rates and that the interest savings outweigh the administrative costs, restrictions on use of financed projects, and investment constraints.
2. Taxable Debt - The Board and TBR will agree to financing of projects with taxable debt when projects are not eligible to be financed with tax-exempt debt or when the administrative costs, restrictions on use of financed projects, and investment constraints outweigh the benefit of tax-exempt rates.

D. Legal Limitations on the Use of Debt

1. Pursuant to T.C.A. § 49-3-1207(d) (4), limitations on the purpose to which the proceeds of sale of bonds/notes or loans may be applied are contained in the resolution(s) authorizing the bonds/notes or loans (revolving credit facility).
2. No debt may be issued for a period longer than the useful life of the capital project it is funding.

E. Types of Debt

Pursuant to T.C.A. § 49-3-1207, the Authority is authorized from time to time to issue its negotiable bonds and notes. The Board through the Vice President for Planning and Finance, or his/her designee, will work with TBR and the Authority concerning the type of debt used to fund Tennessee Tech's projects. The Board will request funding through short term debt, as needed, to fund projects during their construction phase and to fund projects with an average useful life of ten (10) years or less.

F. Debt Management Structure

1. The Board, when requesting financing for a project, shall request the Authority, through TBR, to structure the funding as follows:

- a. Term - All capital projects financed through the issuance of debt will be financed for a period not to exceed the useful life of the projects, but in no event will the term exceed thirty (30) years.
- b. Financed (Capitalized) Interest - Certain projects may require the use of capitalized interest from the issuance date until the University has beneficial use or occupancy of the financed project. Interest may be financed (capitalized) through a period permitted by federal law and the Authority's Second Program General Bond Resolution, if it is determined that doing so is beneficial.

2. Debt Service

- a. Debt issuance shall be planned to achieve relatively net level debt service. The Tennessee Tech Board shall not use bullet or balloon maturities, absent sinking fund requirements, except in those instances where these maturities serve to make existing overall debt service level or to match a specific income stream.
- b. No request shall be made to the Authority for debt to be structured with deferred repayment of principal, unless such structure is specifically approved by affirmative vote of the members of the Board and TBR.

G. Refunding of Outstanding Debt

- 1. At least semiannually, Authority staff, with assistance from the Authority's Financial Advisor, analyzes outstanding bond issues for refunding opportunities, whether for economic, tax-status, or project reasons. Consideration is to be given to anticipated costs and administrative implementation and management.
- 2. The Board shall report to the Authority a need for refunding when:
  - a. The refunding of the debt is necessary due to a change in the use of a project that would require a change to the tax status of the debt.
  - b. The project is to be sold or no longer in service while still in its amortization period.

- c. Restrictive covenants prevent the issuance of other debt or create other restrictions on the financial management of the project and revenue producing activities.
3. The Board will request the refunding term to be no longer than the term of the originally issued debt.

#### H. Reserve Funds

1. Debt Service Reserve Fund - The Authority's Second Program General Bond Resolution establishes a Debt Service Reserve Fund to be set up for each bond that is issued. If future Authority bond resolutions do not require such a reserve fund, this provision is not required.
2. Interest Rate Reserve Fund - The Authority establishes an interest reserve fund for the RCF Program for each project. The interest reserve fund provides security for interest due on the loans between billings.
  - a. Tennessee Tech will pay on a monthly basis based on the amount of loans issued.
  - b. When a project is either repaid or taken to bonds, the amount invested in the reserve fund will be credited back to Tennessee Tech.

#### I. Risk Assessment

The Associate Vice President for Business and Fiscal Affairs, subject to approval of the Vice President for Planning and Finance, will evaluate each transaction to assess the types and amounts of risk associated with that transaction, considering all available means to mitigate those risks. The Associate Vice President for Business and Fiscal Affairs, subject to approval of the Vice President for Planning and Finance, will evaluate all proposed transactions for consistency with the objectives and constraints defined in this policy. The following risks should be assessed before issuing debt:

- a. Change in Public/Private Use - The change in the public/private use of a project that is funded by tax-exempt funds could potentially cause a debt issue to become taxable.

- b. Default Risk - The risk that revenues for debt service payments are not all received by the due date.
- c. Liquidity Risk - For variable rate debt, the risk of having to pay a higher rate to the Authority for the liquidity provider in the event of a failed remarketing.
- d. Interest Rate Risk - For variable rate debt, the risk that interest rates will rise, on a sustained basis, above levels that would have been set if the issue had been fixed.
- e. Rollover Risk - For variable rate debt, the risk of the inability to obtain a suitable liquidity facility at an acceptable price to replace a facility upon termination or expiration of the contract period.

#### J. Board Representations

- 1. To ensure compliance with the Second Program Financing Agreement, during each budget cycle, Tennessee Tech shall review all outstanding projects financed in whole or part by the Authority and submit a certification to the TBR asserting the following:
  - a. Tennessee Tech has full power and authority to undertake or use each project and to comply with all requirements of the Agreement entered into between the TBR and the Authority;
  - b. Tennessee Tech has or will obtain all necessary approvals or authorizations by the State (or any agency, subdivision or sub-entity) with respect to each project;
  - c. Tennessee Tech shall conduct all construction, acquisition, renovation, or improvement by the university (directly or indirectly) pursuant to State law;
  - d. Tennessee Tech will proceed with due diligence towards completion of each project, and will complete each project with other funds available to the university if Authority funds are not sufficient to complete the project;

- e. Tennessee Tech will complete each project free and clear of all liens and encumbrances;
- f. Tennessee Tech will neither (i) permit any encumbrance which affects the TBR's ability to honor its commitments under the Agreement nor (ii) assign the Agreement or the TBR's rights, title, or interest in or to any project;
- g. Tennessee Tech will operate and maintain the project in good repair and condition, including the provision of and payment for necessary utilities and insurance coverage in accordance with State policy;
- h. Tennessee Tech will comply with all laws, rules, and regulations governing the university and each project;
- i. Tennessee Tech will permit the Authority or its representatives to enter projects during regular business hours for purpose of inspection; and
- j. Tennessee Tech will take no action, nor will it fail to take any action, which would cause the Authority to violate any tax covenant with respect to any project; all representations made by the university to the TBR, whether or not contained in the Agreement, as to the use of projects shall at all times be true, complete, and correct; and the university will inform the TBR in advance of any actual or potential change in use or ownership of any project at the time such change is first known to or considered by the university.

#### K. Transparency

As a public body, the Board shall comply with the Tennessee Open Meetings Act. Additionally, the university will assist the Authority in complying with U.S. Securities and Exchange Commission Rule 15c2-12, by providing certain financial information and operating data by specified dates, and to provide notice of certain enumerated events with respect to the bonds, if material.

#### L. Professional Services

From time to time, TBR uses its General Counsel for advice on aspects of a debt transaction; no engagement letter is required since General Counsel is

an employee of TBR. Additionally, TBR relies upon advice from the Office of Attorney General and Reporter, with which no engagement letter is required.

#### M. Potential Conflicts of Interest

If TBR or the Tennessee Tech Board were to hire professionals to assist in a debt transaction, the professionals shall be required to disclose to TBR and the Tennessee Tech Board existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor), as well as the Authority. This disclosure shall include such information that is reasonably sufficient to allow the Board to appreciate the significance of the relationships.

#### N. Debt Administration

1. Planning for Sale - The Vice President for Planning and Finance or his/her designee will provide all requisite information to TBR and the Authority to facilitate the compilation of data necessary for the Official Statement related to the bond issuance and bond underwriting.
2. Post Sale – TBR and the Board will ascertain that fees and charges are established at levels sufficient to meet the two times debt service coverage when combined with legislative appropriations. The Vice President for Planning and Finance, through TBR, will provide for timely transmission of requisite debt service payments as billed by the Authority.
3. Continuing Administration - The Tennessee Tech Board (through University administration) will ascertain that facilities financed with tax-exempt debt will be used in a manner such as to not jeopardize the exempt status of the issued debt. The Tennessee Tech Board (through University administration) will maintain the financed facilities in a prudent manner establishing maintenance reserves when necessary to preserve the viability of facilities.

#### O. Federal Regulatory Compliance and Continuing Disclosure

1. Arbitrage - The Vice President for Planning and Finance or his/her designee will work, through TBR, with the Office of State and Local Finance to comply with arbitrage requirements on invested tax-exempt



bond funds consistent with representations made in the relevant Tax Certificate. The University will also retain all records relating to debt transactions for as long as the debt is outstanding, plus three years after the final redemption date of the transaction.

2. Generally Accepted Accounting Principles (GAAP) - The University will comply with the standard accounting practices adopted by the Financial Accounting Standards Board and the Governmental Accounting Standards Board when applicable.

**VI. Interpretation**

The Vice President for Planning and Finance or his/her designee has final authority to interpret the terms of this policy.

**VII. Citation of Authority for Policy**

T.C.A. § 49-8-203 (a)(1)(C) ;T.C.A.§ §49-3-1201 et seq.; U.S. Securities and Exchange Commission Rule 15c2-12.

**Approved by:**

Administrative Council: November 6, 2019

University Assembly:

Board of Trustees:



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning & Finance

**Agenda Item:** Policy 531 (TN State School Bond Intercept)

Review

Action

No action required

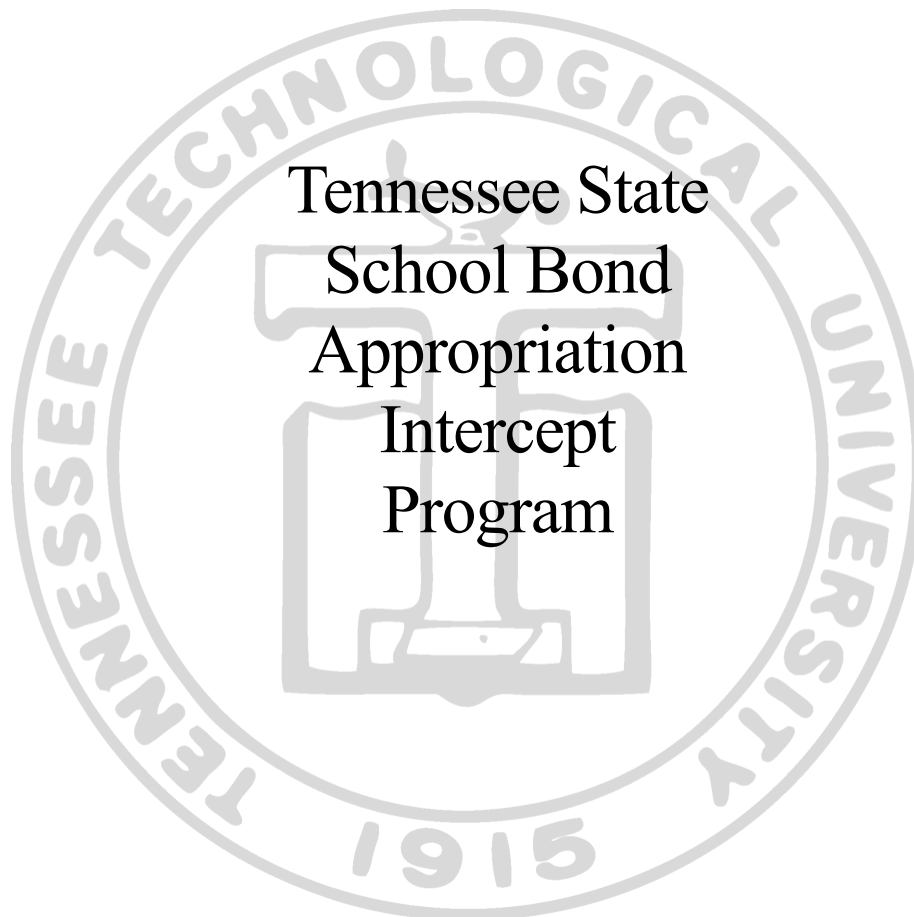
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**PRESENTERS:** Claire Stinson, Vice President for Planning & Finance

**PURPOSE & KEY POINTS:**

The purpose of this policy is to establish Tennessee Tech (University) operating procedures in relation to the Tennessee State School Bond Authority's (TSSBA) appropriation intercept program in the instance of payment default on financed capital projects.

Tennessee Technological University  
Policy No. 531



*Effective Date: January 1, 2020*

**Policy No:** 531

**Policy Name:** Tennessee State School Bond Appropriation Intercept

**I. Purpose**

The purpose of this policy is to establish Tennessee Tech (University) operating procedures in relation to the Tennessee State School Bond Authority's (TSSBA) appropriation intercept program in the instance of payment default on financed capital projects.

**II. Review**

This policy will be reviewed every four 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 and University Assembly.

**III. Background**

TSSBA is a corporate governmental agency and instrumentality of the State of Tennessee whose purpose is to finance capital projects for public institutions of higher education located in Tennessee by issuing its bonds and notes. T.C.A. § 49-3-1206 (b) (2) gives the TSSBA the authority to intercept an institution's operating appropriation if any annual financing charges or administrative fees are not paid when due and payable. The operating appropriation of any and all Locally Governed Institutions (LGI) and Tennessee Board of Regents (TBR) institutions of higher education may be intercepted to remedy the inability of one Tennessee LGI or TBR institution of higher education to pay its prescribed annual financing charges and administrative fees.

**IV. Policy**

A. The LGI and TBR institutions' of higher education operating appropriations would be intercepted in the following order if an institution were to default on any annual financing charges or administrative fees:

1. The operating appropriation of the defaulting institution would be intercepted in an amount equal to the unpaid financing charges or administrative fees due and payable;

2. Should the defaulting institution's operating appropriation be insufficient to satisfy the amount of finance charges or administrative fees due and payable, the remaining unpaid financing charges or administrative fees would be funded from appropriations to institutions under the same sector of the defaulting institution (i.e. university sector, community college sector, or college of applied technology sector).
  - a. The remaining unpaid financing charges or administrative fees will be prorated to institutions within the sector based on their operating appropriation as a share of total appropriations to the sector.
3. If the steps outlined in 1 and 2 above are not sufficient to satisfy the unpaid financing charges or administrative fees due and payable of the defaulting institution, any remaining deficit will be prorated to institutions in other TBR institutional sectors (i.e., community colleges and colleges of applied technology), including the Tennessee Board of Regents (TBR) System Office, based on their operating appropriation as a share of appropriations to institutions involved in a subsection 3 assessment.

**V. Interpretation**

The President or his/her 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) (C)

T.C.A. § 49-3-1206 (b)(2)

**Approved by:**

Administrative Council: November 6, 2019

University Assembly:

Board of Trustees:



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning & Finance

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

Review

Action

No action required

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

**PURPOSE & KEY POINTS:**

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

Tennessee Tech University  
Policy No. 537



*Effective Date: January 1, 2020*

**Policy No:** 537

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

### **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.
- 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, and no individual who has been an employee of Tennessee Tech within the previous year, 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.

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.

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

University Assembly:

Board of Trustees:



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning and Finance

**Agenda Item:** Approval of 2019-20 October Revised Budget/Organizational Chart

Review

Action

No action required

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

**PURPOSE & KEY POINTS:**

Review recommendation and approval of Tennessee Tech's 2019-20 Revised Budget and Organizational Chart.

**E&G Revenues - Actuals FY2018-19, Proposed Budget FY2019-20, & Revised Budget FY2019-20**

	Actuals FY2018-19	Proposed Budget FY2019-20	Revised Budget FY2019-20
Tuition and Fees	\$ 95,852,464	\$ 94,100,800	\$ 97,640,600
State Appropriations	\$ 56,172,876	\$ 59,187,800	\$ 59,396,600
Contracts and IDC	\$ 1,690,130	\$ 971,400	\$ 971,400
Sales and Services	\$ 824,270	\$ 855,500	\$ 857,500
Other Activities	\$ 5,361,086	\$ 3,679,310	\$ 3,680,310
Athletics (incl student fee)	\$ 6,428,218	\$ 6,202,390	\$ 6,237,390
<b>Total Revenues</b>	<b>\$ 166,329,044</b>	<b>\$ 164,997,200</b>	<b>\$ 168,783,800</b>

**E&G Expenses by Budget Category - Actuals FY2018-19, Proposed Budget FY2019-20, & Revised Budget FY2019-20**

	Actuals FY2018-19	Proposed Budget FY2019-20	Revised Budget FY2019-20
Instruction	\$ 69,577,550	\$ 74,951,100	\$ 81,774,300
Research	\$ 2,369,134	\$ 2,730,200	\$ 3,878,200
Public Service	\$ 2,305,792	\$ 2,224,600	\$ 2,478,500
Academic Service	\$ 12,197,099	\$ 12,661,600	\$ 13,275,200
Student Services	\$ 19,885,215	\$ 19,128,000	\$ 21,127,000
Institutional Support	\$ 15,159,752	\$ 16,372,500	\$ 17,443,600
Oper. & Maint. of Plant	\$ 12,891,610	\$ 14,458,600	\$ 14,737,800
Scholarships & Fellowships	\$ 15,096,058	\$ 17,351,100	\$ 17,396,200
<b>Total Expenses</b>	<b>\$ 149,482,210</b>	<b>\$ 159,877,700</b>	<b>\$ 172,110,800</b>

**E&G Expenses by Natural Classification - Actuals FY2018-19, Proposed Budget FY2019-20, & Revised Budget FY2019-20**

	Actuals FY2018-19	Proposed Budget FY2019-20	Revised Budget FY2019-20
Salaries and Wages	\$ 76,738,875	\$ 81,844,000	\$ 81,154,900
Fringe Benefits	\$ 32,507,532	\$ 34,019,400	\$ 34,669,900
Travel	\$ 2,402,198	\$ 2,083,100	\$ 2,241,600
Operating & Utilities	\$ 22,290,723	\$ 24,248,600	\$ 36,216,700
Scholarships & Fellowships	\$ 15,096,058	\$ 17,351,100	\$ 17,396,200
Capital	\$ 446,824	\$ 331,500	\$ 431,500
<b>Total Expenses</b>	<b>\$ 149,482,210</b>	<b>\$ 159,877,700</b>	<b>\$ 172,110,800</b>

**E&G Unrestricted Budget Summary - Actuals FY2018-19, Proposed Budget FY2019-20, & Revised Budget FY2019-20**

	Actuals FY2018-19	Proposed Budget FY2019-20	Revised Budget FY2019-20
Beginning Fund Balance	\$ 11,469,039	\$ 7,687,186	\$ 17,111,250
E&G Revenues	\$ 166,329,044	\$ 164,997,200	\$ 168,783,800
E&G Expenses	\$ 149,482,210	\$ 159,877,700	\$ 172,110,800
Mandatory Transfers	\$ 624,480	\$ 369,900	\$ 1,046,100
Non-mandatory Transfers	\$ 10,580,067	\$ 4,683,900	\$ 6,965,600
<b>Ending Fund Balance</b>	<b>\$ 17,111,326</b>	<b>\$ 7,752,886</b>	<b>\$ 5,772,550</b>

**Auxiliary Budget Summary - Actuals FY2018-19, Proposed Budget FY2019-20, & Revised Budget FY2019-20**

	Actuals FY2018-19	Proposed Budget FY2019-20	Revised Budget FY2019-20
Beginning Fund Balance	\$ 1,583,250	\$ 1,448,814	\$ 1,601,486
Aux Revenues	\$ 19,136,590	\$ 18,320,800	\$ 18,343,300
Aux Expenses	\$ 6,976,220	\$ 7,431,100	\$ 7,449,600
Mandatory Transfers	\$ 3,757,778	\$ 5,152,300	\$ 6,118,000
Non-mandatory Transfers	\$ 8,384,353	\$ 5,737,400	\$ 4,935,900
<b>Ending Fund Balance</b>	<b>\$ 1,601,489</b>	<b>\$ 1,448,814</b>	<b>\$ 1,441,286</b>

**TOTAL Budget Summary - Actuals FY2018-19, Proposed Budget FY2019-20, & Revised Budget FY2019-20**

	Actuals FY2018-19	Proposed Budget FY2019-20	Revised Budget FY2019-20
Beginning Fund Balance	\$ 13,052,288	\$ 9,136,000	\$ 18,712,736
Total Revenues	\$ 185,465,634	\$ 183,318,000	\$ 187,127,100
Total Expenses	\$ 156,458,430	\$ 167,308,800	\$ 179,560,400
Mandatory Transfers	\$ 4,382,258	\$ 5,522,200	\$ 7,164,100
Non-mandatory Transfers	\$ 18,964,420	\$ 10,421,300	\$ 11,901,500
<b>Ending Fund Balance</b>	<b>\$ 18,712,814</b>	<b>\$ 9,201,700</b>	<b>\$ 7,213,836</b>

**Breakdown of E&G Fund Balance - Actuals FY2018-19, Proposed Budget FY2019-20, & Revised Budget FY2019-20**

<b>Actuals FY2018-19</b>				
	<b>Beginning Fund Balance</b>		<b>Ending Fund Balance</b>	
Allocation for Encumbrances	\$	186,960	\$	2,337,913
Allocation for Working Capital	\$	1,787,552	\$	2,390,786
Special Allocations*	\$	9,494,527	\$	12,382,551
Unallocated Balance	\$	-	\$	-
<b>Total E&amp;G Fund Balance</b>	<b>\$</b>	<b>11,469,039</b>	<b>\$</b>	<b>17,111,250</b>
*2% to 5% Reserve	\$	7,019,006	\$	9,644,676
*Student Activity Fee	\$	455,381	\$	658,709
*Technology Access Fee	\$	1,110,158	\$	753,334
*Specialized Academic Course Fee	\$	909,981	\$	1,325,833
Total Special Allocations	\$	9,494,527	\$	12,382,551

<b>Proposed Budget FY2019-20</b>				
	<b>Beginning Fund Balance</b>		<b>Ending Fund Balance</b>	
Allocation for Encumbrances	\$	186,960	\$	186,960
Allocation for Working Capital	\$	1,787,552	\$	1,787,552
Special Allocations*	\$	5,712,699	\$	5,780,303
Unallocated Balance (due to rounding)	\$	-	\$	-
<b>Total E&amp;G Fund Balance</b>	<b>\$</b>	<b>7,687,212</b>	<b>\$</b>	<b>7,754,816</b>
*2% to 5% Reserve	\$	3,237,179	\$	3,304,783
*Student Activity Fee	\$	455,381	\$	455,381
*Technology Access Fee	\$	1,110,158	\$	1,110,158
*Specialized Academic Course Fee	\$	909,981	\$	909,981
Total Special Allocations	\$	5,712,699	\$	5,780,303

<b>Revised Budget FY2019-20</b>				
	<b>Beginning Fund Balance</b>		<b>Ending Fund Balance</b>	
Allocation for Encumbrances	\$	2,337,913	\$	-
Allocation for Working Capital	\$	2,390,786	\$	2,390,786
Special Allocations*	\$	12,382,551	\$	3,381,921
Unallocated Balance (due to rounding)	\$	-	\$	-
<b>Total E&amp;G Fund Balance</b>	<b>\$</b>	<b>17,111,250</b>	<b>\$</b>	<b>5,772,707</b>
*2% to 5% Reserve	\$	9,644,676	\$	3,381,921
*Student Activity Fee	\$	658,709	\$	-
*Technology Access Fee	\$	753,334	\$	-
*Specialized Academic Course Fee	\$	1,325,833	\$	-
Total Special Allocations	\$	12,382,551	\$	3,381,921

## E&amp;G Transfers - Actuals FY2018-19, Proposed Budget FY2019-20, &amp; Revised Budget FY2019-20

	Actuals FY2018-19	Proposed Budget FY2019-20	Revised Budget FY2019-20
	<b>Debt Service and Unexpended Plant</b>		
Debt Service Perf Contract	\$ 624,480	\$ 369,930	\$ 1,166,374
Debt Service Fitness Center	\$ 2,030,026	\$ 2,021,730	\$ 1,824,920
Debt Service Univ Center	\$ 89,824	\$ 89,460	\$ 89,460
Debt Service Eblen Center	\$ 197,613	\$ 196,810	\$ 196,810
Facilities Development (fee)	\$ 732,968	\$ 845,500	\$ 674,500
Parking and Transportation	\$ 1,051,147	\$ 1,069,292	\$ 756,792
Various Academic Buildings	\$ 841,000	\$ 841,000	\$ -
Hooper Eblen Roof Replacement	\$ 1,550,000	\$ -	\$ -
Advising Center	\$ -	\$ -	\$ 610,000
Extraordinary Maintenance	\$ 650,000	\$ 650,000	\$ 650,000
Small Projects	\$ 2,042,040	\$ -	\$ 140,048
<b>Total Debt Service &amp; Unexp Plant</b>	<b>\$ 9,809,098</b>	<b>\$ 6,083,722</b>	<b>\$ 6,108,904</b>
	<b>Renewal and Replacement</b>		
IT Computer Equipment	\$ 877,110	\$ 377,110	\$ 377,110
Electronic Upgrades	\$ 350,000	\$ 350,000	\$ 350,000
Equipment - Departments	\$ 168,339	\$ 243,000	\$ 1,175,696
Reserves	\$ -	\$ (2,000,000)	\$ -
<b>Total R&amp;R</b>	<b>\$ 1,395,449</b>	<b>\$ (1,029,890)</b>	<b>\$ 1,902,806</b>
<b>GRAND TOTAL All Transfers</b>	<b>\$ 11,204,547</b>	<b>\$ 5,053,832</b>	<b>\$ 8,011,710</b>

**Reserves - Revised Budget FY2019-20 (bal. at 6-30-19)**

		<b><u>Unexpended Plant</u></b>
Land Purchases	\$	2,889,213
New Construction:		
Science Building	\$	10,173,008
Fitness & Rec Center	\$	16,498,086
Parking & Transportation	\$	3,942,852
Residence Hall Rvn & Roof	\$	740,212
Roaden Center Rvn	\$	2,162,622
Infrastructure & HVAC	\$	6,559,243
Football Digital Board	\$	122,605
Volpe Library Expansion	\$	48,702
Engineering Master Plan	\$	500,000
Extraordinary Maint.	\$	2,525,415
Hoop Roof Replacement	\$	1,550,000
Vehicle Engr Feasability Study	\$	490,000
Depts. Small Projects	\$	493,758
Other Small Projects	\$	473,223
<b>Total Unexpended Plant</b>	<b>\$</b>	<b>49,168,938</b>
		<b><u>Renewal and Replacement</u></b>
Auxiliary - Housing	\$	18,821,649
Auxiliary - Other	\$	12,017,579
Computer Center	\$	2,901,113
Technology Update	\$	1,217,972
Telecommunication	\$	505,890
Printing & Photo Srv	\$	229,472
Motor Pool	\$	678,227
Craft Center R&R	\$	527,792
Departmental R&R	\$	864,263
University Reserve	\$	6,414,808
<b>Total R&amp;R</b>	<b>\$</b>	<b>44,178,766</b>
<b>GRAND TOTAL All Reserves</b>	<b>\$</b>	<b>93,347,704</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/Completed\\_October\\_Summary\\_FY2019-2020.pdf](https://www.tntech.edu/businessoffice/pdf/budget/Completed_October_Summary_FY2019-2020.pdf)

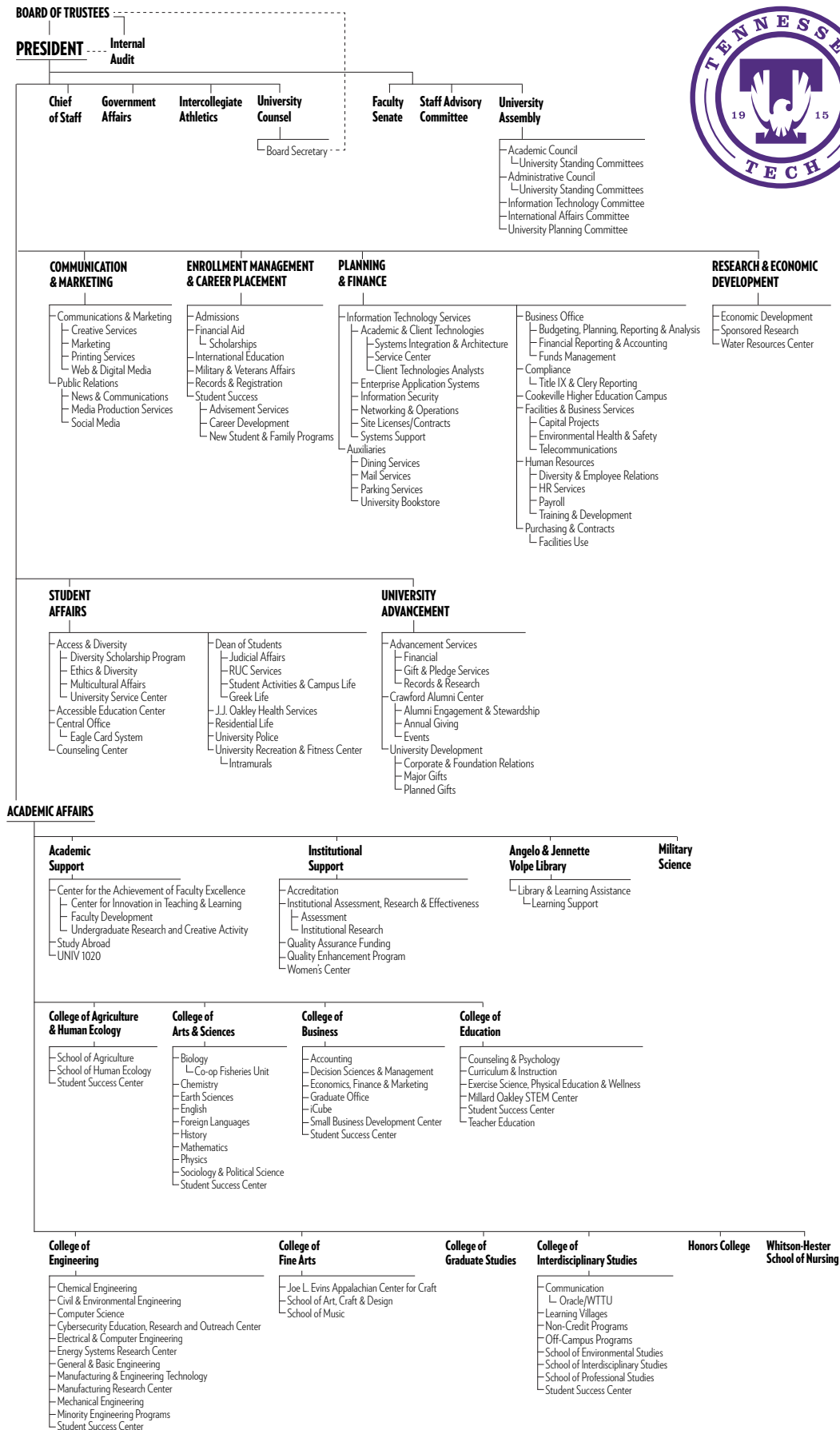
Direct Link to document – **Analysis**:

[https://www.tntech.edu/businessoffice/pdf/budget/Completed\\_October\\_Analysis\\_FY2019-2020.pdf](https://www.tntech.edu/businessoffice/pdf/budget/Completed_October_Analysis_FY2019-2020.pdf)

### **Historical Budget documents (FY2011 through FY2019):**

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

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





## Office of the President

TENNESSEE TECH

October 21, 2019

Submitting on behalf of Tennessee Tech University (TTU) a crosswalk of organizational changes/updates with a proposed implementation date of January 1, 2020, as follows:

### Academic Affairs

- Add Center for Achievement of Faculty Excellence (CAFÉ) as a direct report to Academic Support
- Realign Center for Innovation in Teaching and Learning (CITL) as a direct report to Center for Achievement of Faculty Excellence (CAFÉ)
- Realign Faculty Development as a direct report to Center for Achievement of Faculty Excellence (CAFÉ)
- Realign Undergraduate Research and Creative Activity (URECA) as a direct report to Center for Achievement of Faculty Excellence (CAFÉ)
- Remove TNeCampus as a direct report to Center for Innovation in Teaching and Learning (CITL)
- Rename Accreditation, Assessment & Faculty Development to Institutional Support as a direct report to Academic Affairs
- Rename Institutional Research to Institutional Assessment, Research, and Effectiveness (IARE) as a direct report to Institutional Support
- Realign Assessment as a direct report to Institutional Assessment, Research, and Effectiveness (IARE)
- Realign Institutional Research as a direct report to Institutional Assessment, Research and Effectiveness (IARE)
- Realign Women's Center as a direct report to Institutional Support
- Remove Special Programs as a direct report to Academic Affairs

### Enrollment Management & Career Placement

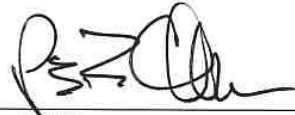
- Realign Scholarships as a direct report to Financial Aid
- Realign Admissions as a direct report to the Vice President
- Remove Recruitment
- Remove Academic Services

**Planning and Finance**

- Realign Capital Projects as a direct report to Facilities & Business Services

**Student Affairs**

- Rename Disability Services to Accessible Education Center as a director report to Student Affairs



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Dr. Philip B. Oldham, President



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning & Finance

**Agenda Item:** Approval of Revised Mandatory Fee Structure

Review

Action

No action required

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**PRESENTERS:** Claire Stinson, Vice President for Planning & Finance & Matt Smith, Director Business Office

**PURPOSE & KEY POINTS:**

Simplify all Tennessee Tech Mandatory Fees by establishing a consistent maximum hour limit and packaging all mandatory fees into a Program Service Fee.



## Agenda Item Summary

**Date:** December 5, 2019

**Division:** Planning & Finance

**Agenda Item:** Approval of Out-of-state Tuition Rate

Review

Action

No action required

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**PRESENTERS:** Claire Stinson, Vice President for Planning & Finance & Matt Smith, Director Business Office

**PURPOSE & KEY POINTS:**

Simplify and lower Tennessee Tech's domestic out-of-state tuition to become more competitive, gain access to new markets and aiding in recruiting diverse students.



## Agenda Item Summary

**Date:** December 6, 2019

**Division:** Planning and Finance

**Agenda Item:** Tuition Transparency Act Report

Review

Action

No action required

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

**Report Based on FY 2018-19 Financial Data**

<b>Tuition increase of 2.66% = \$1,982,700</b>	
<b>Effect on Average Cost of Attendance per student = \$102 per semester</b>	
<b>Effect on Student Financial Aid = None</b>	
<b>Use of Revenues</b>	<b>Dollars</b>
Matching required for 2.5% salary improvement plus variable fringe benefits	\$934,900
Hiring of new faculty to support technology-infused programs in support of State needs and market growth areas.	\$402,000
New faculty positions in Engineering and Agriculture	\$190,000
Provide additional student support services including campus police, disability services and student organization oversight	\$147,000
Market adjustment of salaries for recruited employees	\$ 61,700
Software licenses	\$243,000
Renewal of custodial service contract	\$100,000

<b>Mandatory Fees increase of 2.14% = \$268,000</b>	
<b>Effect on Average Cost of Attendance per student = \$13 per semester</b>	
<b>Effect on Student Financial Aid = None</b>	
An increase of \$10 per semester to the Student Organization Life Opportunity Fund (SOLO) was proposed by Student Government Association (SGA) to provide resources to schedule top-tier concert artists during fall and spring semesters. The increase also provides 25% of a support position to assist the SGA paperwork and other support services associated with student activities, e.g. concert, homecoming.	\$210,000
Student Mental Health Wellness fee of \$3 per semester replaces NIH grant funding used to provide students with mental health resources such as the suicide prevention hotline and online mental health screening questionnaires designed to identify potential problems and offer appropriate referrals.	\$58,000





## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Letter of Notification: B.S. in Fine Arts

**Review**

**Action**

**No action required**

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**PRESENTER(S):** Provost Bruce

**PURPOSE & KEY POINTS:** The purpose of this degree is to provide additional educational opportunities and graduation pathways for students wishing to major in art or music in an accredited, regionally accessible program. The program being proposed is a Bachelor of Science in Fine Arts. This title is intended to reflect a contemporary, wide-ranging and interdisciplinary arts approach, preparing students for numerous potential directions in visual art, craft, design, music or other fields of study.



## Letter of Notification

Date of Submission: November 05, 2019

Institution: Tennessee Technological University

Title of Program: Bachelor of Science in Fine Arts

CIP Code:

Academic Liaison: Wendy Mullen  
Director  
School of Music  
TN Tech University  
Campus Box 5045  
1150 N. Dixie Ave  
Cookeville, TN 38505  
931-372-3161  
[wmullen@tntech.edu](mailto:wmullen@tntech.edu)

Kimberly Winkle  
Director  
School of Art, Craft & Design  
TN Tech University  
Campus box 5085  
242 E. 10<sup>th</sup> street  
Cookeville, TN. 38505  
931.372.3738  
[kwinkle@tntech.edu](mailto:kwinkle@tntech.edu)

Proposed implementation date: Fall 2020

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Appendix 1: Feasibility Study  
    Appendix 1A- School of Art Craft Design Studio Art Feasibility Study  
    Appendix 1B- School of Music Bachelor of Science in Music Feasibility Study

Appendix 2: Letters of Support

Appendix 3: THEC Financial Projection Form

**Name of Proposed Program:**

Bachelor of Science in Fine Arts:  
Studio Arts concentration  
Music concentration

**CIP Code:**

50.0901 / 50.0799

**Proposed Implementation Date:**

Fall 2020

**Academic Program Liaison (APL) name and contact information:**

Prof. Kimberly Winkle, Director  
School of Art, Craft & Design  
Tennessee Tech University  
[kwinkle@tntech.edu](mailto:kwinkle@tntech.edu)  
931.372.6301

Dr. Wendy Mullen  
School of Music  
Tennessee Tech University  
[wmullen@tntech.edu](mailto:wmullen@tntech.edu)  
931-372-3161

**Background concerning academic program development**

We seek to add the BS degree to expand degree offerings. This new degree will provide opportunities for students who wish to acquire a liberal arts degree while also having a meaningful fine arts experience. In addition, it will serve transfer students and/or students not wishing or unable to complete the requirements of the rigorous professional BFA or BM degree which has little curricular flexibility; thus, we anticipate higher student retention and enrollment as a result of the additional degree offerings.

Our current BFA and BM professional degrees do not allow transfer students opportunity to complete the degree requirements in two years due to the strict and abundant course requirements. We are interested in establishing Tennessee Transfer Pathway agreements with State community colleges; the new proposed academic degree programs would accommodate these TTP agreements while offering opportunity for transfer students to have a meaningful fine arts experience while earning a degree within the two-year time period. In addition, we feel these proposed academic programs will have great appeal to non-traditional and veteran prospective students, who historically have often found the professional BFA and BM degrees curricula too restrictive for their interest and purpose. This degree allows students to choose either art or music and then have flexibility within the degree to add guided electives to shape the degree.

The School of Art, Craft & Design is a NASAD (National Association of Schools of Art and Design) department and the School of Music is a NASM department (National Association of Schools of Music); the proposed Bachelor of Science degrees will

meet both University and NASAD/NASM standards to ensure our continued accreditation.

**Purpose and Nature of Degree:**

The purpose of this degree is to provide additional educational opportunities and graduation pathways for students wishing to major in art or music in an accredited, regionally accessible program. The program being proposed is a Bachelor of Science in Fine Arts. This title is intended to reflect a contemporary, wide-ranging and interdisciplinary arts approach, preparing students for numerous potential directions in visual art, craft, design, music or other fields of study.

The flexible curriculum inherent in the BS program will balance out the rigid curriculum of our existing professional BFA and BM degrees. The learned skills in the BS program can lead to career development as an artist or musician, in broader career fields or preparation for advanced study. Every art, design or music practitioner today must have a capacity to function across the boundaries of existing specializations and the ability to interact effectively in a team involving a range of specialists. This program provides students with broad knowledge of a variety of artforms and practices thus aiding in their future career success while developing their ability to better navigate the ever increasing interdisciplinarity of today's arts career landscape.

This degree program will develop broad comprehension and build competencies with a set of practical artistic and production skills alongside increased liberal arts education. In addition, the inherent curricular flexibility allows students the option to pursue a minor, which will allow students opportunities to further direct their studies in areas that will better serve their research, future career or educational goals. Unlike an Interdisciplinary Studies degree, which focuses on two primary areas of study, the BS in studio arts or music will allow a student opportunity to complete a suite of courses to support their individual creative, research and career goals with the primary focus remaining on either music or art. As such, our proposed BS in Fine Arts should not pose threat to the existing Bachelor of Art in Interdisciplinary Studies at TN Tech University; they are unique programs from one another.

We seek to add the BS degree to expand degree offerings that better serve a growing portion of our student population as we experience increase of transfer students and/or students not wishing or unable to complete the requirements of the rigorous professional BFA or BM degrees which has little curricular flexibility; thus, we anticipate higher student retention as a result of the additional degree offering. Additionally, the liberal arts focus of this degree better mirrors the interdisciplinary model of today's career landscape resulting in enhanced employment viability.

**Alignment with the State Master Plan and Institutional Mission and Strategic Plan:**

In accordance with the State Master Plan for higher education (2015-2025) and its overriding function, the proposed Bachelor of Science in fine arts will increase degree production and allow for more timely degree completion due to the program's liberal arts nature. This degree will have broader applicability in the workplace, thus strengthening the state's economic and workforce development. It will also serve the state's recommendation of reiterating the value of liberal arts degrees as workforce degrees.

It is believed that the addition of this degree will offer more flexible graduation pathways, which can more easily accommodate transfer students or students for whom a passion of art exists but who are not interested in or able to pursue the professional BFA or BM degree. In addition, the curricular flexibility allows completion of many courses asynchronously and non-sequentially, thus creating opportunity for completion of the degree plan in a timelier fashion; this is especially applicable to transfer students for whom completion of the BFA or BM curriculum in 2 years is not doable. The learned skills in the BS program can lead to career development as an artist or musician, in broader career fields, or preparation for advanced study.

The proposed BS in Fine Arts program supports the areas of TTU's new strategic plan, Tech tomorrow, listed below.

Goal 1: Education for Life. TTU provides education that unleashes the potential and passion within our students and prepares them for successful careers and culturally enriched lives. TTU also provides educational opportunities, programs, credentials, and degrees to fuel the lifelong learning necessary for enduring achievement.

The liberal arts nature of this degree possesses curricular flexibility that has potential to meet the needs and interests of all types of students at different phases of their undergraduate academic career, while also providing a meaningful and rigorous arts education.

Goal 2: Innovation in all We Do. TTU innovates in all we do, embracing and deploying our technological foundation in our education, research, service and stewardship.

The new degree program will afford students opportunity to expand and apply their art practices with other disciplines. The degree curriculum possesses the flexibility to encourage and allow meaningful study in other disciplines outside of the College of Fine Arts to foster cross-disciplinary inquiry, dialogue and innovation in unique ways.

Goal 3: Exceptional Stewardship. Tennessee Tech is committed to optimizing resources and continuously improving effectiveness, efficiency and return on investment for students.

The proposed new degree program will not require additional resources for the School of Art, Craft & Design or the School of Music to implement a

meaningful, rigorous and relevant curriculum that meets SACSCOC, NASAD, and NASM standards. It is expected that the new degree program will aid in both recruitment and retention while maintaining consistent departmental operating costs. No additional facilities or significant equipment is required or anticipated for this degree.

Goal 4: Engagement for Impact. Tennessee Tech fosters partnerships with government, business, and non-profit organizations to advance economic and workforce development, create and disseminate knowledge, serve the public good, and generate cultural impact.

This liberal arts degree will have broad applicability for graduates entering the workforce, allowing students to combine their study of the arts with another area of focus (minor) and electives. Thus, providing opportunities for students to tailor their education to their needs, interest or to strengthen their employability. With the inherent curricular flexibility, students have better opportunity to develop partnerships in the community to gain meaningful and useful experiences in order to better prepare themselves for entrance into the workplace.

**Institutional capacity to deliver the proposed academic program:**

Due to the broad scope of the proposed Bachelor of Science in Fine Arts degree, no additional faculty, space or significant equipment will be needed in order to successfully implement the curriculum. While our current BFA and BM degrees are healthy, some of our courses in music and art are not currently at full enrollment capacity. Therefore, we are able to accommodate additional students who are interested in pursuing the Bachelor of Science degree. As the proposed degree program experiences growth, we will employ the teaching assistance of local qualified artists and musicians in our region to offer additional course sections of existing courses. Beyond implementing a new marketing and promotion program to include the new degree, there are no other costs associated with the new degree. The proposed academic programs places primary emphasis on the process of art making (studio arts and music performance), which is unique compared to all other programs at Tennessee Tech University. Thus, it will not pose a threat to enrollment in pre-existing majors/programs at TN Tech University. The large elective body of courses will support departments campus wide. The interdisciplinary nature of the degree holds potential for course development and collaboration in key areas such as technology, business, management, language, history, engineering and marketing. It is our strong desire to create opportunities for cross-disciplinary collaborative agreements across campus as it will benefit our students, our program and the University and mimic the interdisciplinarity of today's work environment.

Program enrollments used in the financial projections are shown in the following table.

FTE Enrollment Projections

Year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Year 1	8	6	6	6	1
Year 2		8	8	6	6
Year 3			8	6	6
Year 4				8	6
Year 5					11
Total # enrolled	8	14	20	26	30

See attached THEC Financial Projection form for estimated revenues and expenses. Appendix C.

**Existing Programs Offered at Public and Private Tennessee Institutions:**

Based on current THEC Academic Program Inventory for TN Board of Regents and UT systems, there are two Bachelor of Science in Studio Arts degrees offered, which have similarities to this proposed program: CIP Code 50.0701  
<http://thec.ppr.tn.gov/THECSIS/Research/Research.aspx?TabID=API+Search>

Middle Tennessee State University: BS Visual Arts  
 Tennessee State University: BS Studio Art

Likewise, there are two Bachelor of Science in Music degrees offered with have similarities to this proposed program: CIP Code 50.0901]  
<http://thec.ppr.tn.gov/THECSIS/Research/Research.aspx?TabID=API+Search>  
 Austin Peay State University: BS Music  
 Tennessee State University: BS Music

While these programs are offered at public institutions within a 100-mile radius of TTU, the institutions are considerably different from TTU in scale and culture. Thus, it is believed that these programs/institutions will not present competition or have adverse effect on enrollment or retention of students in the proposed Bachelor of Science at Tennessee Tech University.

As illustrated below, the Bachelor of Science degree program has proven to be effective at increasing enrollment and graduation rates at the Universities that offer the degree program.



**Degrees Awarded: Art and Music**

Institution	2018-2019	2017-2018	2016-2017	TOTAL
MTSU (art)	20	16	7	43
TSU (art)	15	14	6	35
TSU (music)	10	13	15	38
APSU (music)	4	10	2	16

**Curricular comparison: Art**

	Studio or related area	Art/Design History	General Studies	Electives	Minor Courses	Total Number of Units
TTU	39 credits	12	41	28 (*13 if minor is pursued)	0 or *15 minor is optional	121
MTSU	27 credits	12	41	22-25	15-18	120
TSU	48-51	12-15	42	12-15	0	120

**Curricular comparison: Music**

	Lessons or related area	Music History and theory	General Studies	Electives	Minor Courses	Total Number of Units
TTU	21 credits	15	41	28	15	120
APSU	25 credits	12	41	22-25	15-18	120
TSU	21	26	42	31	0	120

## Feasibility Study:

### **Introduction:**

An external feasibility study was commissioned by the School of Art, craft & Design and completed by Tennessee Tech University faculty members from the College of Business: Dr. Ferdinand DiFurio, Dr. Steve Isbell, and Ms. Yolunda Nabors. Surveys of current students, alumni and employers were distributed in spring 2019. All surveys were administered using Qualtrics software with respondent anonymity and the option to not participate. The survey responses show good support of the decision to develop a Bachelor of Science in Fine Arts. The complete feasibility survey and results are found in Appendix 1

### **The School of Art Craft and Design Feasibility Study for the Bachelor of Science in Studio Art: (Appendix 1A)**

The School of Art, Craft and Design in the College of Fine Arts at Tennessee Tech is submitting a proposal for a Bachelor of Science in Studio Art. The degree is intended to give students an education in essential art skills along with a wider range of skills for a diversified marketplace.

This feasibility study will assess the proposed degree program in the following areas, as outlined in the THEC guidelines: student interest, local and regional demand/need, employer need/demand, future sustainable need/demand, and in some cases, a section for external research. In some cases, there may be an unavoidable overlap of information provided across the regional and employer demand. This is because the demand for labor, whether regional or state-level, can be understood to be generated by firms.

### **Potential Student Interest**

#### Survey Overview

This report summarizes the results of a survey instrument used to assess student interest of the proposed degree program. The survey instrument was constructed to parallel standard surveys used by higher education institutions to appraise students' attractiveness to a potential degree program. In accordance with the Tennessee Higher Education Commission (THEC) approval process of new academic programs, the School of Art, Craft, and Design has employed Tennessee Tech University (TTU) College of Business faculty to collect and summarize prospective student interest data as a part of a feasibility study. The results from the survey instrument, in compilation with other report information, will be used to determine the program's potential.

#### Survey Methods

The survey was distributed to current TTU undergraduates majoring in Art. The undergraduate students were separated into two groups. Students classified as

freshman, sophomore, and junior were surveyed separately as group one and senior level undergraduates as group two. The online survey

instrument was developed using Qualtrics, "a powerful and multifaceted on-line data collection/survey tool". The survey was administered via email invitation to students from March 27, 2019 through April 5, 2019. During this period, recipients were reminded of the survey and encouraged to participate.

Each survey group received the same survey instrument. The following description which was sent to all students.

*"The School of Art, Craft & Design is in the process of gaining approval to offer a Bachelor of Science in Studio Art degree. This liberal arts degree would require the core art courses (2D Design, 3D design, Drawing, etc.), general education courses, plus several elective hours. With these electives, students could pursue a minor in another area of study, or apply them to additional art courses in their area of*

*interest. The degree will be an option for new students and also an option for current students who decide they do not want to pursue the professional Bachelor of Fine Arts degree (excluding Art Education), but who want a degree in art. The Bachelor of Science affords significant curricular flexibility and students' culminating experience will be a group exhibition instead of a solo exhibition (glass, metals, clay, fibers, wood, painting). Note: the current Bachelor of Fine Arts degree will continue, as usual. The proposal is to add a different degree option for students who are interested in an alternative to the BFA."*

The survey questions were designed to gauge student interest in the proposed degree program.

Questions addressed key areas of importance such as students' strength of interest, potential date of enrollment, and the benefits of the program to the students' future endeavors. Demographic information was collected and students were permitted to share their viewpoint of the program in an open-ended question format.

#### Description of Sample

Current undergraduates of Art were invited to participate in the survey. Of the 75 freshman, sophomore, and juniors surveyed, 34 responded for a 45.33% response rate. Thirty-two of the fifty-seven undergraduate seniors yielded response rate of 56.14%. The table below summarizes the data collected from survey instrument.<sup>2</sup>

#### Results

The response rates of both groups were satisfactory for the purpose of this study. The questionnaire required students to select an answer choice to proceed to the next question. The questionnaire contained 8 questions. Seven questions were multiple choice and the eighth question was open-ended. The survey began with the question, "[h]ave you read the description of the proposed Bachelor of Science Degree in Studio Art?" The purpose of the question was to ensure that all participants understood the proposed program and could informatively answer the questions that followed. If the student was not aware of the program description, he/she was given the option to review it before continuing the survey. The description was reviewed by all but one Art student before continuing to answer the questionnaire.

Approximately 9.63% freshman-junior respondents signaled high interest in the start-up of this program offering with 45.16% having moderate interest. Twenty-three percent of respondent's desire to enroll in the program immediately if the program commenced in Fall 2019. When students were asked if the proposed degree program better aligned with their future endeavors than currently offered

degree programs, 0% selected "definitely yes" and 47.06% selected "probably yes", while 11.76% indicated the degree program did not better align with future ventures. Twenty-nine percent of seniors estimated enrolling in the program immediately if offered. Approximately 17.65% of senior respondents consider the proposed degree program to be better aligned with their future careers than the presently offered degree program. The table in APPENDIX 1 displays the results of each survey question.

### **Local and Regional Need/Demand**

Undergraduate degrees provide general market skills that can be used in many different occupations, and make the acquisition of specific skills easier and more efficient once a graduate is hired by an employer. It is quite common for college graduates to find employment in occupations that are seemingly unrelated to their undergraduate major. This is not an indication of a slack in demand, of excess supply of specific degree holders, or a mistake in the choice of major. It is the normal operation of a dynamic labor market that allocates available skills to employers who demand those skills.

We use the 2017 Integrated Public Use Microdata Series (IPUMS) database from the American Community Survey of the Bureau of Labor and Statistics (BLS).<sup>4</sup> Most BLS data are in the form of aggregated tables. IPUMS data are at the individual level. This allows for the construction of customized tables that can accommodate specific comparisons of interrelated variables.

Tennessee residents who hold an undergraduate degree in art find employment in many diverse occupations. Table 1 shows the top six occupations of Tennessee art majors, and compares to US art majors. The occupational distribution of Tennessee art majors is very similar to that of art majors in the rest of the US.

Table 1: Common Occupations for Art Majors	TN Art Majors	USA Art Majors
Arts, Design, Entertainment, Sports, and Media Occupations	31.9	29.8
Education, Training, and Library Occupations	10.6	8.7
Sales and Related Occupations	10.5	10.7
Management, Business, Science, and Arts Occupations	9.4	11.9
Office and Administrative Support Occupations	7.2	9.5
Computer and Mathematical Occupations	4.1	4.3

Table 2 reports summary statistics on the distribution of earnings of art majors in Tennessee and compares it to the distributions of US art majors, Tennessee workers in general, and all US workers. The average annual earnings of art majors in Tennessee, regardless of current occupation is \$44549. This is 86% of the mean earnings of US art majors. Since Tennessee workers overall earn 87% of all US workers, this is a reflection of the regional wage differences in the US, and not of a deficiency in pay for art majors in Tennessee.

Note also that the standard deviation of the earnings of Tennessee art majors is very similar to that of US art majors, though the interquartile range (third quartile minus first quartile) is much larger for US art majors. This is likely because the US Art major earnings distribution is more positively skewed.

Table 2: Earnings Distribution Comparisons	TN Art Majors	US Art Majors	TN Workers	US Workers
mean	44549	51698	39634	45499
median	35000	40000	29000	31000
std deviation	53389	52260	49403	56281
1st quartile	20000	22000	13300	14700
3rd quartile	53000	65000	50000	57000

### Employer Need/Demand

In this section, focus is placed on assessing the employment opportunities and job outlook for the proposed Bachelor's degree in Art. The following section presents data and information obtained from the BLS and related sources. As mentioned earlier, there may be some overlap of information across the regional demand section and here. This is because labor markets do not treat these headings as mutually exclusive. In addition, regional demand and employer exhibit a dependent nature.<sup>5</sup>

A student may seek the Bachelor of Science in Studio Art to establish a "career in art, a broader career, or preparation for advanced study" (Winkle, Kimberly, LON, p. 4). Particular occupations in the marketplace, as defined by the Bureau of Labor and Statistics, that may accommodate the proposed degree are broad and diverse. Government statistics are available based on occupations that are directly, or indirectly related to the Arts. Although this information is valuable, it lacks the insight on where art majors are finding employment along with other critical aspects in the marketplace.

### Snapshot

There are several occupational headings under the Occupational Outlook Handbook in the BLS related to studio arts. The following subheadings are: Art Directors, Craft and Fine Artists, Fashion Designers, Floral Designers, Graphic Designers, Industrial Designers, Interior Designers, and Multimedia Artists and Animators.

In order to analyze the potential market for a bachelor's degree in Studio Arts, it is useful to focus on a single, or few similar occupations as defined by the BLS. And although a degree in Studio Arts will likely broaden the career choices for students, there may be a select number of occupational definitions that fit better than others. Based on the descriptions in the Sub-headings, this section follows Crafts and Fine Artists. The description reads "Craft and fine artists use a variety of materials and techniques to create art for sale and exhibition. Craft artists create handmade objects, such as pottery, glassware, textiles, and other objects that are designed to be functional. Fine Artists, including painters, sculptors, and illustrators, create original works of art for their aesthetic value, rather than for a functional one".

Summary information for the Crafts and Fine Artists reports a median annual salary for the nation of \$49,160, a number of jobs for 2016 in the nation of 53,400, and a projected growth rate from 2016 to 2026 of 6%. The BLS also offers a description of what duties this occupation fulfills, along with titles commonly used for these

professions. Some of these include, but are not limited to Cartoonists, Ceramic Artists, Furniture Makers, and Jewelry Artists.

The work environment for Craft and Fine Artists describes a detailed breakdown of the reported 53,400 jobs nationally as 1) Fine artists, including painters, sculptors, and illustrators at 28,000 2) Artists and related workers, all other at 12,800, and Craft Artists at 12,500. The largest employers nationally are as follows: Self employed (55%), Independent artists, writers and performers (11%), Federal government (7%), Motion picture and sound (3%), and Personal care services (2%).

#### Job Outlook

The job outlook for Craft and Fine Artists, as proposed by the BLS, is largely dependent on business cycles in the economy. Most of the goods and services provided by workers in this occupation are likely to be sensitive to economic downturns. The BLS reports that during an economic downturn, spending on these goods and services may be disproportionately lower than other goods. This is primarily due to these goods and services demonstrating an income elasticity greater than 1.6 Therefore, the demand for labor, which is a derived demand emanating from the output market, will also be sensitive.

The BLS also proposes that in a competitive marketplace, gaining monetary success may only come to the few that, in addition to having artistic skills, attain marketability in the economy. Regardless, the proposed degree in Studio Arts is likely to supply the average student with a balanced set of skills with the potential to thrive in the marketplace.<sup>7</sup>

Employment projections for Craft and Fine Artists for the nation from 2016 to 2026 are as follows (percent changes in parentheses):

Craft and fine artists: 53,400 to 56,500 (6%)

Craft artists: 12,500 to 13,100 (4%)

Fine artists, painters and sculptors: 28,000 to 29,900 (7%)

Artists and related 12,800 to 13,500 (5%)

When examining the employment by industry, the breakdown of which sectors are accepting these sub-occupations is provided Table 3 below summarizes briefly these results.



Table 3: Employment by Industry	Top employment sectors
Craft artists	Self-employed, Arts, Entertainment, and Recreation, Manufacturing
Fine artists, painters and sculptors	Self-employed, information sector, Independent artists, writers, and performers
Artists and related	Self-employed, Government

Similar occupations to Craft and Fine Artists are listed as Archivists, Curators, and Museum Workers, Art Directors, Fashion Designers, Graphic Designers, Industrial Designers, Jewelers and Precious Stone and Metal Workers, Multimedia Artists and Animators, Photographers, and Woodworkers. These occupations may represent potential employment for the degree holder in Studio Arts or networking opportunities.

There are other resources highlighted in the BLS repository. These include the National Association of Schools of Art and Design, American Craft Council, New York Foundation for the Arts, The Association of Medical Illustrators, National Assembly of State Arts Agencies, and the National Endowment for the Arts.

The American Craft Council, for example, offers a wide array of resources for the degree holder in Studio Arts. Some of these include Craft Museums in the U.S., National and Regional Craft Organizations, Schools with Craft Workshop and Courses, and State Arts and Crafts Councils.

#### Industry Profiles

Under the Occupational Employment Statistics for the classification for Craft Artists (27-1012), industry profiles are provided. Sectors hiring the most Craft Artists are Independent Artists, Writers and Performers, Mineral Manufacturing, Performing Arts Companies, Motion Picture and Video companies, and Electronic Shopping and Mail-Order Houses. The same sectors are listed as having the highest concentration of Craft Artists are listed with the addition of Museums, Historical Sites, and Similar Institutions. Finally, the top paying sectors for Craft Artists are Advertising, Public Relations, Motion Picture and Video Industries, Management of Companies and Enterprises, Colleges, Universities, and Professional Schools, and Performing Arts Companies. One can observe that a few industries, particularly in the top paying, are outside of the traditional career paths of fine arts.<sup>8</sup> These include Advertising and Public Relations along with Management of Companies and Enterprises.

The top paying sectors for Craft Artists, as listed previously, report annual mean wages in the table below:

Table 4: Mean wages of Top Paying Industries of Craft Artists	Annual Salary
Advertising, Public Relations, and Related Services	\$64,950
Motion Picture and Video Industries	56,600
Management of Companies and Enterprises	52,800
Colleges, Universities, and Professional Schools	46,390
Performing Arts Companies	44,050

A measure of industry-intensity for employment in art-related occupations, location quotients are presented here. A location quotient that is greater than one "indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average". The location quotients for the major metropolitan areas in TN for Arts, Design, Entertainment, Sports, and Media Occupations are reported below. It is evident that the middle part of the state generates the highest concentration of industry representation.

Knoxville:	.75
Nashville Davidson Murfreesboro Franklin:	1.18
Memphis	.58
Chattanooga	.78
Johnson City	.52

The information presented in this study will be used in a summary analysis that follows this document. Labor market conditions in conjunction with the analysis presented here will be used to make recommendations on the short and long run viability of this proposed degree in the marketplace.

**Summary and Viability**

Degree holders in the proposed Bachelor's degree in Studio Art may experience greater flexibility in the marketplace compared to more narrowly focused art degrees. Although students choosing to fine-tune their skills in the arts, such as painting, sculpting, and craft-making, may benefit from a university education in those fields, job prospects may be highly-dependent on overall economic conditions. This is due to the specific, albeit highly-skilled, nature of the discipline.

During an economic downturn, the demand for arts and crafts commodities may subside, at times dramatically, as incomes fall.<sup>1</sup> But the broader set of skills in the proposed Bachelors degree in Studio Arts may offer the degree holder more career alternatives to navigate an unstable economy. As outlined in the Letter of Notification, the degree will be designed "to build competency with a set of practical artistic and production skills" (Winkle, LON).

The findings in the IPUMs data support this broader flexibility of the proposed degree in Studio Art. As mentioned in the Regional Demand section, individuals often find jobs in a diverse range of occupations that may be outside their chosen field of study. For Tennessee art majors, this is especially true as the most common occupations are in areas such as education, sales, management, computers and mathematics.

When consideration is given to "where the art major finds employment" versus "whether art majors are finding jobs in art-related fields," the earnings of art majors across diverse occupations is competitive. The mean and median earnings for art majors in TN remain in-line with, and sometimes surpass, earnings of other workers for the state and nation (Table 2: Earnings Distribution Comparisons).

The outcome of the survey for the proposed degree in Studio Arts shows mixed results across student classification years. However, when the survey accounts for seniors close to graduation, there appears to be a healthy interest in enrollment if the degree were offered. Seniors may offer a unique perspective as they are able to compare their experiences in an existing program to a hypothetical proposed degree.

Although it is difficult to forecast the short and long-run viability of a degree in Studio Arts, the general belief is that this degree may offer more flexibility and resistance to business cycles compared to related art degrees. Short-run fluctuations in the economy along with the traditional challenges associated with frictional unemployment may place strain on degree holders as they seek an ideal work setting. But due to the broader flexibility that this proposed degree offers, they are likely to find stable positions that utilize their artistic skills in a productive capacity. Overall, it is believed that the proposed degree in Studio Art may become more viable in the long run.

## **School of Music Bachelor of Science Bachelor of Fine Arts Feasibility Study**

### **Potential Student Interest**

Current undergraduates of Music were invited to participate in the survey. Of the 80 freshman, sophomore, and juniors surveyed, 34 responded for a 42.5% response rate. Twenty-three of the forty-four undergraduate seniors yielded response rate

of 52.27%. The response rates of both groups were satisfactory for the purpose of this study.

The questionnaire contained 8 questions. Approximately 40.63% freshman-junior respondents signaled high interest in the start-up of this program offering, with 64% of these students desiring to enroll in the program immediately if the program commenced in Fall 2019. When students were asked if the proposed degree program better aligned with their future endeavors than currently offered degree programs, 36% selected "definitely yes" and 32% selected "probably yes", while 16% indicated the degree program did not better align with future ventures.

Due to the nature of the questionnaire, this study thought it best to identify the current status of senior-level students, as the likelihood of attending and interest in the newly proposed program could be affected by the proximity to graduation. Seventeen percent of senior-level respondents were very interested in the program, and 34.78% moderately interested. Fifty percent of seniors estimated enrolling in the program immediately if offered. Approximately 16.67% of senior respondents consider the proposed degree program to be better aligned with their future careers than the presently offered degree program.

#### **Local and Regional Need/Demand**

Undergraduate degrees provide general market skills that can be used in many different occupations, and make the acquisition of specific skills easier and more efficient once a graduate is hired by an employer. It is quite common for college graduates to find employment in occupations that are seemingly unrelated to their undergraduate major. This is not an indication of a slack in demand, of excess supply of specific degree holders, or a mistake in the choice of major. It is the normal operation of a dynamic labor market that allocates available skills to employers who demand those skills.

We use the 2017 Integrated Public Use Microdata Series (IPUMS) database from the American Community Survey of the BLS. Most BLS data are in the form of aggregated tables. IPUMS data are at the individual level. This allows for the construction of customized tables that can accommodate specific comparisons of interrelated variables.

Tennessee residents who hold an undergraduate degree in music find employment in many diverse occupations. Table 1 shows the top six occupations of Tennessee music majors. Note that musicians would be classified as "Arts, Design, Entertainment, Media", indicating that very few (14.2%) music majors become employed as musicians. This is very close to the proportion in the US population (14.7%). More Tennessee music majors are in education than are

employed as musicians. Also note that the last four occupations in Table 1 are all business-related occupations, so that we could conclude that over one-third (37.9%) end up in business. The occupational distribution of Tennessee music majors is very similar to that of US music majors, though more Tennessee majors end up in business, and fewer in education.

Table1: Top Occupations for TN Music Majors (in percent)

Occupation:	TN Music	USA Music Majors
Education, Training,	20.6	30.0
Arts, Design, Entertainment, Media	14.2	14.7
Management, Business,	13.9	11.1
Office and Administrative Support	11.8	9.4
Sales and Related	6.9	6.7
Business Operations	5.3	3.5

Table 2 reports statistics on the distribution of earnings of music majors in Tennessee and compares it to the distributions of US music majors, Tennessee workers in general, and all US workers.

Table 2: Earnings Distributions Comparisons

	TN Music	US Music	All TN	All US
mean	47166	50989	39634	45499
median	36000	40000	29000	31000
std	55499	57600	49403	56281
1 <sup>st</sup> quartile	19000	18000	13300	14700
3 <sup>rd</sup>	56000	65000	50000	57000

The average annual earnings of music majors in Tennessee, regardless of current occupation, is \$47166. This is substantially less than average of \$50989 for all music majors in the US. This likely is the result of differences in real earnings across all occupations in the US, as evidenced by comparing the average earnings of all Tennessee workers to the average earnings of all US workers. Tennessee's music

majors earn 93% of US music majors' earnings, while all Tennessee workers earn only 87% of all US workers' earnings.

The differences in the dispersion of earnings is also of interest. The variation of earnings of Tennessee music majors is about the same as that of US music majors, and all US workers. But the variation of all Tennessee workers is the smallest of the four. Although the standard deviation and first quartile of Tennessee music majors is very close to that of US music majors, the third quartile is much lower for Tennessee music majors. This indicates that the distribution of US music majors is more positively-skewed.

Whatever the differences in mean earnings, the biggest comparative difference that Tennessee music majors has is in the age-earnings profile. Typically, we observe that as workers age, their earnings increase, reaching a peak somewhere in the 50s to early 60s, and then decline. Table 3 shows the average earnings at various age groups.

Table 3: Mean Earnings by Age Group

Age	TN	Music	US	Music	All	TN	All US Workers
Less than	27862		27106		18995		21397
30-50	57452		56323		45331		53088
50-65	55032		64268		52304		58854
Over 65	40050		47937		40895		43773

The age-earnings profile of US music majors, all Tennessee workers, and all US workers all follow the usual profile. But Tennessee music majors' earnings peak earlier, and decline much more rapidly, than the comparison groups. This may imply that while younger Tennessee music majors enjoy the same earnings as the national average, future earnings may not increase as fast.

### **Employer need/demand**

In this section, focus is placed on assessing the employment opportunities and job outlook for the proposed Bachelor's degree in Music. The following section presents data and information obtained from the BLS and related sources. We investigate data from the BLS and related sources, such as location quotients, state and area data, and salary to gain a big picture view of music occupations. As mentioned earlier, there may be some overlap of information across the

regional demand section and here. This is because labor markets do not treat these headings as mutually exclusive. In addition, regional demand and employer exhibit a dependent nature.

A student may seek the Bachelor of Science in Music to fulfill a desire for a liberal arts education and/or to obtain a "generalist" degree in music (Mullen, Wendy, LON). Particular occupations in the marketplace, as defined by the Bureau of Labor and Statistics, that may accommodate the proposed degree are broad and diverse. Government statistics are available based on occupations that are directly, or indirectly related to music. Although this information is valuable, it lacks the insight on where music majors are finding employment along with other critical aspects in the marketplace. Therefore, this study includes alternative data from IPUM (discussed in an earlier section) that investigates questions not be addressed by the BLS.

Table 4: OES Occupational Descriptions

Headings	Ntl mean hourly wage
Musicians, Singers, and Related Workers	34.11
Music Directors and Composers	29.56
Musicians and Singers	35.86
Entertainers and Performers, Sports and Related Workers, All Other	23.15

The BLS includes information on occupations under the Occupational Outlook Handbook database (Handbook). It is not definitively clear how this information coincides with the Occupation Economic Statistics (OES). Because of this, this section will analyze select occupations from this database as part of the feasibility study. Under the aggregated category entitled Entertainment and Sports Occupations, the following sub-occupations are listed: Actors, Athletes and Sports Competitors, Coaches and Scouts, Dancers and Choreographers, Music Directors and Composers, Musicians and Singers, and Producers and Directors. We focus on the OES occupational category "Music Directors and Composers" as a baseline reference. This occupation cross-lists many jobs that a music major can attain, such as music adapters, music arrangers, music conductors, and music copyists.

The entry level of education required for this occupation is a Bachelor's degree (no field specified), and the number of jobs nationally listed at 74,800. The job outlook and employment change forecasted nationally for the period 2016-2026 is 6% and 4,300 respectively.

The BLS provides information on the job description for Music Directors and composers. Some of the select descriptions of directors include "select musical arrangement and compositions to be performed for live audiences or recording, direct rehearsals to prepare performances and recording, and meet with potential donors and attend fundraisers". Composers "write original music that orchestras, bands, and other musical groups perform, meet with orchestras, musical groups, and other who are interested in commissioning a piece of music, and work with musicians to record their music".

The job outlook reported by the BLS for music directors and composers is expected to be consistent with the average growth for all occupations. However, the BLS report suggests the market may realize some resistance from competition in the labor market along with funding challenges for performance venues and the arts in general.

The BLS reports 74,800 jobs nationally for Music directors and composers in 2016, and projects 79,100 jobs for 2026. Extended data is available in an Employment by Industry excel file. The reader can observe where Music directors and composers are finding employment. A relatively large share of employment is held at educational institutions, self-employment, and Religious, grantmaking, civic, professional, and similar organizations. When this outcome should be coupled with the information in IPUM section 3.4 that reveals "music" majors are also finding employment in several, seemingly unrelated occupations.

To answer the question of "Which employers hire music majors and related?" the work environment provided by the BLS can be explored. The BLS reports the largest of employers of music directors and composers as listed in Table 5. Also listed in the table are annual average wages for Music directors and composers by the top paying employers.

Table 5: Employers of Music Directors and Composers

Headings	% of total	Pay of Music Directors and composers by top
Religious, grantmaking, civic, professional, and similar organizations	56%	\$40,560
Self-employed workers	26	N/A
Elementary and Secondary schools: state, local and private	12	\$54,690
Performing arts companies	3	\$53,870



#### 4.2 Location Quotients

As a way of assessing industry-intensity for employment in music-related occupations, location quotients are investigated. Location quotients provide a measure of the employment concentration for a particular job. An quotient of greater than one "indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average."

The location quotients for the state of TN for Music Directors and Composers, Musicians and Singers, Entertainers and Performers, Sports and Related Workers are 1.24, 2.60, and 1.00 respectively is listed in Tennessee. There are likely geographical areas throughout the state that offer above average employment in music-related sectors that may explain the magnitudes of these indices. It is well known that in parts of Tennessee, the share of employment in sectors related to music composition, song writing, record producing, and supporting occupations is relatively high compared to other parts of the country.

#### 4.3 State and Area data

State and Area data for Music Directors and composers can be obtained via the OES database that links from the Occupational Handbook. In the state of TN, there are a reported 390 jobs under Music directors and composers for May of 2017.

The annual mean wage is provided by state for the period May 2017. A map is provided below that compares regions of U.S. There are clusters of high-salary states in the Northeast region with a scattered distribution of relatively high-salary states throughout the nation.

Tennessee does not report data for this map.

The BLS provides additional information for State and Area within an external research site entitled Projections Central. Short-term Occupational Projections for Music directors and composers in TN from 2018 – 2020 are estimated to go from 1,630 in 2018 to 1,670 in 2020, representing a 2.5% change with an annual average number of jobs available at 180 Long-term occupational projections for Music directors and composers in TN from 2016 to 2026 are estimated to go from 1,640 in 2016 to 1,790 in 2026, representing a 9.1% change (vs. 5.7% for the nation), with an annual average number of jobs available at 180.

#### 4.4 Industry Profiles

An Industry Profile, which is a list of employers that hire the most (as measured in levels) for this occupation of Music Directors and Composers, includes Elementary and Secondary Schools, Religious Organizations, Performing Arts Companies,

Colleges, Universities, and Professional Schools, Independent Artists, Writers, and Performers. Industries with the highest concentration of jobs for Music Directors and Composers include Religious Organizations, Performing Arts Companies, Sound Recording Industries, Independent Artists, Writers, and Performers, and Motion Picture and Video Industries. The top paying industries include Independent Artists, Writers and Performers, Sound Recording Industries, Performing Arts Companies, Promoters of Performing Arts, Sports, and Similar Events, and Junior Colleges.

For Musicians and Singers, the Industry Profiles for the most employers, highest concentration of jobs, and top paying sectors are similar to those listed for the previously listed Music Directors and Composers. There are a few exceptions for this occupational definition: Promoters of Performing Arts, Sports and Similar events are among the highest employers (levels) unique to this definition, and Local Government, excluding schools and hospitals are listed among the top paying sectors.

For Entertainers and Performers, many of the same occupations listed as the most employers (levels), highest share of jobs, and top paying industries are cross-listed with the other occupations listed previously. Some that are unique for Entertainers and Performers, et al. include Traveler Accommodation, Independent Artists, Writers, and Performers, and Drinking Places for highest employers, highest share of employers and top paying sectors respectively

The BLS provides information on similar occupations to Music directors and composers, many of which could accommodate degree holders of the proposed bachelor's degree in music. These include Actors, Dancers and Choreographers, High School teachers (\$59,170), Kindergarten and elementary school teachers (\$56,900), Middle School teachers (\$57,720), Musicians and Singers, Postsecondary Teachers (\$76,000), Producers and Directors (\$71,620), and Writers and Authors (\$61,820).

### **External Research**

There is additional information provided by the BLS that is external to the government's database. These resources include the National Association of Schools of Music, Future of Music Coalition, Music Composers and Arrangers, Music Directors, and Music Directors and Composers.

The National Association of Schools of Music (NASM) was started in 1924 and states in its purpose to "advance the course of music in American life and especially in higher education, to establish and maintain threshold standards for the education of musicians, while encouraging both diversity and excellence,

and provide a national forum for the discussion of issues related to these purposes" (NASM).

A record of job listings for this organization reveals the following:

- o Position of Accreditation Assistant
- o Position of Editorial and Programming Assistant

It is important to point out that these positions require and/or state as preferable a college degree in the arts and/or a degree in performing arts. These are a few examples of how the proposed Bachelor's degree in Music may help students seeking these positions in the Arts Industry. The Future of Music Coalition offers several resources to those in the music industry. A particular research project conducted by this group is Money from Music Quizzes. The study stresses the need for musicians to understand the fiscal aspects of the music industry along with copyright laws, licenses and agreements. The marketplace for these services may accommodate the degree holder in Music.

As part of providing more information for the music major in the marketplace, the BLS provides another alternative resource. The Career Outlook reference, which provides information on "careers for music lovers," is briefly summarized here.

Within the field of music, there are many jobs to filled that support the performance component. These jobs are also likely to accommodate a degree holder with a Bachelor's degree in Music. The BLS highlights Broadcast and sound engineer technicians along with music teachers. In terms of assessing the employment outlook, the BLS points out that obtaining reliable data on wages and employers is difficult since careers in music are broad and diverse. Many occupations within music have different titles and are indirectly related. For this reason, predicting where the music major will find employment is not clear. However, the broad-based skills.

### **Summary analysis and potential viability**

Since labor market conditions, particularly labor demand, are dependent on the output market, some discussion of what music produces is helpful. Degree holders in music may pursue careers that generate music-related goods and services. On a spectrum, these goods and services may be relatively income elastic within a certain range, implying that individuals are likely to increase their quantity demanded for them by proportionally more than some initial rise in income. This may be the case during an economic expansion, or conversely, in an economic contraction. This makes goods and services related to music particularly vulnerable to business cycles. As a result, the demand for labor, which is derived from the demand for the output good, may also be sensitive.

However, the results in the feasibility study show that music majors find employment in fields seemingly unrelated to their specialty. Individuals pursuing these alternative career paths may gain some degree of immunity to economic downturns, offering those employed with a layer of job security.

The analysis performed using the IPUMs database suggest unique and dynamic labor market conditions for the music major. In TN, music majors find employment in seemingly unrelated occupations such as education, business, sales and administrative support. A significant share (over one-third) find employment in business-related occupations. Also, the path of lifetime earnings for TN music majors appears to stagnate in a worker's later years when compared to national trends. The survey results for the proposed degree in Music show that close to a majority share of freshmen-junior level students expressed a high interest in the program, while over a majority share indicated they would enroll in the program.

Because business cycles, or fluctuations in real GDP around the long-run trend, are considered short run phenomenon, the viability of the music degree in the short run maybe uncertain. As degree holders find new employment opportunities resulting from structural shifts in the economy, they may settle into jobs that are less vulnerable to economic swings. As a result, the proposed music degree may become more viable in the long run.

After reviewing both reports of feasibility studies, particularly considering factors such as degree demand and the need for a flexible, market ready degree, the College of Fine Arts determined to pursue with a single undergraduate degree, Bachelor of Science in Fine Arts. The proposed degree will meet needs of students who are interested in BS in music or BS in studio arts by allowing students to gain breadth in a chosen program along with tailoring the degree to the market needs. The enrollment in the proposed program will provide a good student mass and ensure the program productivity and sustainability without putting a financial strain on the College or either School.

The complete feasibility survey and results are available in Appendix 1. Other evidence of need and future sustainability are provided by the letters of support from industry employers, alumni and current students, which be found in Appendix 2.

<b>Program cost/revenues:</b>
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The School of Art, Craft & Design and the School of Music will utilize resources presently available to develop, launch and support the new proposed program; no additional faculty, space or significant equipment will be needed initially in order to successfully implement the curriculum. While our current BFA, BM are healthy, some of our courses are not currently at full enrollment capacity, thus we are able to accommodate additional students who are interested in pursuing the Bachelor of Science degree in our current course offerings. As the proposed degree programs experience growth, we will employ the teaching assistance of local qualified individuals in our region to offer additional course sections of existing courses in existing studios/classrooms, as needed. Program revenues will support the salary of any additional adjunct faculty and needed equipment. As such, beyond implementing a new marketing and promotion program to include the new academic program, there are no other costs associated with the new degree. Our annual NASAD and NASM accreditation fees will not be affected by the expected growth in the program. The program will be supported via program revenues.

#### Enrollment and Financial Projections for Both combined

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Expenses</b>	\$1250	\$4950	\$4950	\$5100	\$5100
<b>Tuition/fees</b> (in-state)	\$71,472 (8 FTE students)	\$125,076 (14 FTE students)	\$178,680 (20 FTE students)	\$232,284 (26 FTE students)	\$268,620 (30 FTE students)
<b>SAC&amp;D SCF</b>	\$2400	\$3360	\$4800	\$6240	\$7200
<b>Net Profit</b>	<b>\$72,672</b>	<b>\$ 123,486</b>	<b>\$ 178,530</b>	<b>\$233, 424</b>	<b>\$ 268,620</b>

Revenues include: \*Based on in-state tuition

-Tuition/fees: \$4,467/student per semester at 12 credit hour enrollment x 2 semesters = \$8934/year/student

-School of Art, Craft & Design and School of Art specialized course fees: 12 credit hours (6 hours/semester) x \$20/per student = \$240 a student per year.

#### EXPENSES:

	Marketing/Promo	Add Adjunct	Supplies	Equipment	Total
<b>Year 1</b>	\$1250	0	0		\$1250
<b>Year 2</b>	\$750	\$2100	\$100	\$2000	\$4950
<b>Year 3</b>	\$750	\$2100	\$100	\$2000	\$4950

Year 4	\$750	\$4200	\$150		\$5100
Year 5	\$750	\$4200	\$150		\$5100

Expenses are expected to be supported with proposed program revenues.

**References:**

**Master Plan for Tennessee Postsecondary Education 2015-2025**

<https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/master-plan/MasterPlanSummary.pdf>

**Tennessee Tech Strategic Plan 2019: Tech Tomorrow**

<https://www.tntech.edu/strategic>

## Appendix 1- Feasibility Studies

Appendix 1 A- Bachelor of Science in Studio Art

Appendix 1B- Bachelor of Science in Music



## Appendix 1 A- Bachelor of Science in Studio Art

# Feasibility Study

## Bachelor of Science in Studio Art

### 1. Introduction

The School of Art, Craft and Design in the College of Fine Arts at Tennessee Tech is submitting a proposal for a Bachelor of Science in Studio Art. The degree is intended to give students an education in essential art skills along with a wider range of skills for a diversified marketplace.

This feasibility study will assess the proposed degree program in the following areas, as outlined in the THEC guidelines: student interest, local and regional demand/need, employer need/demand, future sustainable need/demand, and in some cases, a section for external research. In some cases, there may be an unavoidable overlap of information provided across the regional and employer demand. This is because the demand for labor, whether regional or state-level, can be understood to be generated by firms.

### 2. Potential Student Interest

#### 2.1 Survey Overview

This report summarizes the results of a survey instrument used to assess student interest of the proposed degree program. The survey instrument was constructed to parallel standard surveys used by higher education institutions to appraise students' attractiveness to a potential degree program. In accordance with the Tennessee Higher Education Commission (THEC) approval process of new academic programs, the School of Art, Craft, and Design has employed Tennessee Tech University (TTU) College of Business faculty to collect and summarize prospective student interest data as a part of a feasibility study. The results from the survey instrument, in compilation with other report information, will be used to determine the program's potential.

#### 2.2 Survey Methods

The survey was distributed to current TTU undergraduates majoring in Art. The undergraduate students were separated into two groups. Students classified as freshman, sophomore, and junior were surveyed separately as group one and senior level undergraduates as group two. The online survey instrument was developed using Qualtrics, "a powerful and multifaceted on-line data collection/survey tool".<sup>1</sup> The survey was administered via email invitation to students from March 27, 2019 through April 5, 2019. During this period, recipients were reminded of the survey and encouraged to participate. Each survey group received the same survey instrument. The following description which was sent to all students.

*"The School of Art, Craft & Design is in the process of gaining approval to offer a Bachelor of Science in Studio Art degree. This liberal arts degree would require the core art courses (2D Design, 3D design, Drawing, etc.), general education courses, plus several elective hours. With these electives, students could pursue a minor in another area of study, or apply them to additional art courses in their area of*

<sup>1</sup> <https://www.tntech.edu/institute/services/qualtrics-software>

*interest. The degree will be an option for new students and also an option for current students who decide they do not want to pursue the professional Bachelor of Fine Arts degree (excluding Art Education), but who want a degree in art. The Bachelor of Science affords significant curricular flexibility and students' culminating experience will be a group exhibition instead of a solo exhibition (glass, metals, clay, fibers, wood, painting). Note: the current Bachelor of Fine Arts degree will continue, as usual. The proposal is to add a different degree option for students who are interested in an alternative to the BFA."*

The survey questions were designed to gauge student interest in the proposed degree program. Questions addressed key areas of importance such as students' strength of interest, potential date of enrollment, and the benefits of the program to the students' future endeavors. Demographic information was collected and students were permitted to share their viewpoint of the program in an open-ended question format.

### 2.3 Description of Sample

Current undergraduates of Art were invited to participate in the survey. Of the 75 freshman, sophomore, and juniors surveyed, 34 responded for a 45.33% response rate. Thirty-two of the fifty-seven undergraduate seniors yielded response rate of 56.14%. The table below summarizes the data collected from survey instrument.<sup>2</sup>

### 2.4 Results

The response rates of both groups were satisfactory for the purpose of this study. The questionnaire required students to select an answer choice to proceed to the next question. The questionnaire contained 8 questions. Seven questions were multiple choice and the eighth question was open-ended. The survey began with the question, "[h]ave you read the description of the proposed Bachelor of Science Degree in Studio Art?" The purpose of the question was to ensure that all participants understood the proposed program and could informatively answer the questions that followed. If the student was not aware of the program description, he/she was given the option to review it before continuing the survey. The description was reviewed by all but one Art student before continuing to answer the questionnaire.

Approximately 9.63% freshman-junior respondents signaled high interest in the start-up of this program offering with 45.16% having moderate interest. Twenty-three percent of respondents desire to enroll in the program immediately if the program commenced in Fall 2019. When students were asked if the proposed degree program better aligned with their future endeavors than currently offered degree programs, 0% selected "definitely yes" and 47.06% selected "probably yes", while 11.76% indicated the degree program did not better align with future ventures.

Due to the nature of the questionnaire, this study thought it best to identify the current status of senior-level students, as the likelihood of attending and interest in the newly proposed program could be affected by the proximity to graduation. Approximately 17% of senior-level respondents were very interested in the program, and 40% moderately interested. Twenty-nine percent of seniors estimated enrolling in the program immediately if offered. Approximately 17.65% of senior respondents consider

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<sup>2</sup> Approximately 4 undergraduate freshman, sophomore, junior participants and 2 seniors partially completed the survey; however, their inputs are retained in the results.

the proposed degree program to be better aligned with their future careers than the presently offered degree program. The table below displays the results of each survey question.

<b>Student Interest Survey Results for Proposed Degree Program in Art: Bachelor of Science Degree in Studio Art</b>				
<b>Identify your current academic status</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Freshman	9	26.47	N/A	N/A
Sophomore	12	35.29	N/A	N/A
Junior	13	38.24	N/A	N/A
First Semester Senior	N/A	N/A	15	46.88
Second Semester Senior	N/A	N/A	9	28.13
Senior Status For More Than 2 Semesters	N/A	N/A	8	25
<b>Have you read the description of the proposed Bachelor of Science Degree in Studio Art which was enclosed in the email with the link to this survey?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Yes	20	58.82	23	74.19
No, but I would like to review the description	13	38.24	8	25.81
No, and I would not like to review the description	1	2.94	0	0
<b>To what extent are you interested in pursuing studies toward a Bachelor of Science Degree in Studio Art if offered at Tennessee Tech University?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Very	3	9.68	5	16.67
Moderately	14	45.16	12	40
Not at all	14	45.16	13	43.33
<b>Is a Bachelor of Science Degree in Studio Art better aligned with your future endeavors than currently offered degree programs?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Definitely yes	0	0	3	17.65
Probably yes	8	47.06	5	29.41
Might or might not	7	41.18	4	23.53
Probably not	2	11.76	5	29.41
Definitely not	0	0	0	0
<b>How soon would you enroll in the proposed Bachelor of Science Degree in Studio Art if one were to be established in Fall 2019?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Immediately	4	23.53	5	29.41
1 year	N/A	N/A	4	23.53
2 years	4	23.53	3	17.65
3 years	2	11.76	N/A	N/A
Not at all	7	41.18	5	29.41
<b>If this program moves forward, would you like to be kept informed?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Yes	22	73.33	24	80
No	8	26.67	6	20

Student Responses to Open-Ended Survey Question: "If you would like to share other thoughts as it pertains to your interest in the proposed degree program, please do so below"<sup>3</sup>

Freshman, sophomore, Junior Responses:

- I'm not sure how a Bachelor of Science helps the program in a meaningful way. If we were to gain a Bachelor of Science path, would the BFA path for Art be converted into a Bachelor of Art program? I don't see how adding this other degree path enhances the College of Fine Arts.
- I really like the idea of this degree and hope it is made possible for future students. I am very far into my degree so I will not change, but if this degree was possible when I started I would have done it
- I don't think it would help me personally but I think it's a good idea for other students who's situations better fit this degree.
- I might not be the most interested in this program, but I really do want to see this kove forward for other students who may wish to pursue an alternate degree in art. I want to make sure art is available to every in anyway way possible!
- I would just want to know more about the flexibility that it mentioned and the differences. And which degree is more beneficial to my career.

Senior Responses:

- I think a Bachelor of Science in Studio Art would be an excellent option for future students. As a senior, I do not have a need for the option as of right now, but I think it would be a great offering for future students.
- I'm excited that this might open more options for future students.
- I believe this Degree would be very flexible for incoming students and transfer students as it still offers experience in the arts, but doesn't force a student into a direct line of study.
- I am not personally interested in the program but I feel that it could be a great fit for others. This program would be great for those who are not quite sure what exactly they want to do.
- I support the idea, because the only studio art (with exception of craft) is painting and digital. I think the BS in Art could be very open for possibilities, interpretation. (Sculpture, and various types of medias other than what we already offer.)
- I am nearing graduation, but wished this was an option from the start! Even though this program is open to mixed media, having the flexibility to fully engage in other concentrations is difficult to fit into a full program. I feel that the direction of this potential program would offer a valuable experience for students, equip them for unique opportunities, and create a wider draw for the program
- As a transfer students from a liberal arts college- the class requirements more align with what I have already worked on.

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<sup>3</sup>Note, student responses were not altered to prevent misinterpretation of viewpoint.

### 3. Local and Regional Need/Demand

Undergraduate degrees provide general market skills that can be used in many different occupations, and make the acquisition of specific skills easier and more efficient once a graduate is hired by an employer. It is quite common for college graduates to find employment in occupations that are seemingly unrelated to their undergraduate major. This is not an indication of a slack in demand, of excess supply of specific degree holders, or a mistake in the choice of major. It is the normal operation of a dynamic labor market that allocates available skills to employers who demand those skills.

Table 1: Common Occupations for Art Majors	TN Art Majors	USA Art Majors
Arts, Design, Entertainment, Sports, and Media Occupations	31.9	29.8
Education, Training, and Library Occupations	10.6	8.7
Sales and Related Occupations	10.5	10.7
Management, Business, Science, and Arts Occupations	9.4	11.9
Office and Administrative Support Occupations	7.2	9.5
Computer and Mathematical Occupations	4.1	4.3

We use the 2017 Integrated Public Use Microdata Series (IPUMS) database from the American Community Survey of the Bureau of Labor and Statistics (BLS).<sup>4</sup> Most BLS data are in the form of aggregated tables. IPUMS data are at the individual level. This allows for the construction of customized tables that can accommodate specific comparisons of interrelated variables.

Tennessee residents who hold an undergraduate degree in art find employment in many diverse occupations. Table 1 shows the top six occupations of Tennessee art majors, and compares to US art majors. The occupational distribution of Tennessee art majors is very similar to that of art majors in the rest of the US.

Table 2 reports summary statistics on the distribution of earnings of art majors in Tennessee and

Table 2: Earnings Distribution Comparisons	TN Art Majors	US Art Majors	TN Workers	US Workers
mean	44549	51698	39634	45499
median	35000	40000	29000	31000
std deviation	53389	52260	49403	56281
1st quartile	20000	22000	13300	14700
3rd quartile	53000	65000	50000	57000

compares it to the distributions of US art majors, Tennessee workers in general, and all US workers. The average annual earnings of art majors in Tennessee, regardless of current occupation is \$44549. This is 86% of the mean earnings of US art majors. Since Tennessee workers overall earn 87% of all US workers, this is a reflection of the regional wage differences in the US, and not of a deficiency in pay for art majors in Tennessee.

Note also that the standard deviation of the earnings of Tennessee art majors is very similar to that of US art majors, though the interquartile range (third quartile minus first quartile) is much larger for US art majors. This is likely because the US Art major earnings distribution is more positively skewed.

<sup>4</sup> Steven Ruggles, Sarah Flood, Ronald Goeken, Josiah Grover, Erin Meyer, Jose Pacas, and Matthew Sobek. IPUMS USA: Version 9.0 [dataset]. Minneapolis, MN: IPUMS, 2019. <https://doi.org/10.18128/D010.V9.0>



## 4. Employer need/demand

In this section, focus is placed on assessing the employment opportunities and job outlook for the proposed Bachelor's degree in Art. The following section presents data and information obtained from the BLS and related sources. As mentioned earlier, there may be some overlap of information across the regional demand section and here. This is because labor markets do not treat these headings as mutually exclusive. In addition, regional demand and employer exhibit a dependent nature.<sup>5</sup>

A student may seek the Bachelor of Science in Studio Art to establish a "career in art, a broader career, or preparation for advanced study" (Winkle, Kimberly, LON, p. 4). Particular occupations in the marketplace, as defined by the Bureau of Labor and Statistics, that may accommodate the proposed degree are broad and diverse. Government statistics are available based on occupations that are directly, or indirectly related to the Arts. Although this information is valuable, it lacks the insight on where art majors are finding employment along with other critical aspects in the marketplace.

### 4.1 Snapshot

There are several occupational headings under the Occupational Outlook Handbook in the BLS related to studio arts. The following subheadings are: Art Directors, Craft and Fine Artists, Fashion Designers, Floral Designers, Graphic Designers, Industrial Designers, Interior Designers, and Multimedia Artists and Animators ([Arts and Design, Sub-headings, Appendix B](#)).

In order to analyze the potential market for a bachelor's degree in Studio Arts, it is useful to focus on a single, or few similar occupations as defined by the BLS. And although a degree in Studio Arts will likely broaden the career choices for students, there may be a select number of occupational definitions that fit better than others. Based on the descriptions in the Sub-headings, this section follows Crafts and Fine Artists ([Arts and Design, Sub-headings, Appendix B](#)). The description reads "Craft and fine artists use a variety of materials and techniques to create art for sale and exhibition. Craft artists create handmade objects, such as pottery, glassware, textiles, and other objects that are designed to be functional. Fine Artists, including painters, sculptors, and illustrators, create original works of art for their aesthetic value, rather than for a functional one" ([Arts and Design, Sub-headings, Appendix B](#)).

Summary information for the Crafts and Fine Artists reports a median annual salary for the nation of \$49,160, a number of jobs for 2016 in the nation of 53,400, and a projected growth rate from 2016 to 2026 of 6% ([Craft and Fine Artists, Summary, Appendix B](#)). The BLS also offers a description of what duties this occupation fulfills, along with titles commonly used for these professions ([Craft and Fine Artists, Summary, Appendix B](#)). Some of these include, but are not limited to Cartoonists, Ceramic Artists, Furniture Makers, and Jewelry Artists.

The work environment for Craft and Fine Artists describes a detailed breakdown of the reported 53,400 jobs nationally as 1) Fine artists, including painters, sculptors, and illustrators at 28,000 2) Artists and related workers, all other at 12,800, and Craft Artists at 12,500 ([Craft and Fine Artists, Work Enviro, Appendix B](#)). The largest employers nationally are as follows: Self employed (55%), Independent artists, writers and performers (11%), Federal government (7%), Motion picture and sound (3%), and Personal care services (2%).

<sup>5</sup> DiFurio, Ferdinand. Feasibility Study on Music.

For this occupation of Craft and Fine Artists, the BLS points out that colleges and universities offer degree programs in studio arts along with other fundamental subjects for students in English and Sciences ([Craft and Fine Artists, How to Become One, Appendix B](#)).

Using the BLS Occupational Outlook Handbook to research pay, the reader should understand these figures represent Craft and Fine Artists, and therefore not every other related field. The median annual wage was \$49,160 in 2017 ([Craft and Fine Artists, Pay, Appendix B](#)). When one looks at the pay offered by the top employers for this occupation in 2017, the breakdown is as follows: Federal government (\$82,380), Motion picture and sound (\$64,010), Independent Artists, writers, and performers (\$42,030), and Personal care services (\$40,260).

#### 4.2 Job Outlook

The job outlook for Craft and Fine Artists, as proposed by the BLS, is largely dependent on business cycles in the economy ([Craft and Fine Artists, Job Outlook, Appendix B](#)). Most of the goods and services provided by workers in this occupation are likely to be sensitive to economic downturns. The BLS reports that during an economic downturn, spending on these goods and services may be disproportionately lower than other goods. This is primarily due to these goods and services demonstrating an income elasticity greater than 1.<sup>6</sup> Therefore, the demand for labor, which is a derived demand emanating from the output market, will also be sensitive.

The BLS also proposes that in a competitive marketplace, gaining monetary success may only come to the few that, in addition to having artistic skills, attain marketability in the economy ([Craft and Fine Artists, Job Outlook, Appendix B](#)). Regardless, the proposed degree in Studio Arts is likely to supply the average student with a balanced set of skills with the potential to thrive in the marketplace.<sup>7</sup>

Employment projections for Craft and Fine Artists for the nation from 2016 to 2026 are as follows (percent changes in parentheses):

Craft and fine artists:	53,400 to 56,500 (6%)
Craft artists:	12,500 to 13,100 (4%)
Fine artists, painters and sculptors:	28,000 to 29,900 (7%)
Artists and related	12,800 to 13,500 (5%)

When examining the employment by industry, the breakdown of which sectors are accepting these sub-occupations is provided ([Craft and Fine Artists, Employment by Industry projections, excel tables, Appendix B](#)). Table 3 below summarizes briefly these results.

Table 3: Employment by Industry	Top employment sectors
Craft artists	Self-employed, Arts, Entertainment, and Recreation, Manufacturing
Fine artists, painters and sculptors	Self-employed, information sector, Independent artists, writers, and performers
Artists and related	Self-employed, Government

Similar occupations to Craft and Fine Artists are listed as Archivists, Curators, and Museum Workers, Art Directors, Fashion Designers, Graphic Designers, Industrial Designers, Jewelers and

<sup>6</sup> Often referred to as "luxury goods," these goods are those that experience a proportionally greater drop in quantity demanded from an initial fall in income, all else held constant.

<sup>7</sup> Economic theory is unique in its ability to view the viability of an event, or endeavor, as being measured in both monetary and nonmonetary forms. An understanding of this become especially important for the Arts. It is likely that, more so than other majors, students seeking this degree are motivated by nonmonetary factors. A case can be made that this particular motivation may bring success in nontraditional ways, many not measured here, during their careers.

Precious Stone and Metal Workers, Multimedia Artists and Animators, Photographers, and Woodworkers (**Craft and Fine Artists, Similar Occupations, Appendix B**). These occupations may represent potential employment for the degree holder in Studio Arts or networking opportunities.

There are other resources highlighted in the BLS repository (**Craft and Fine Artists, More Resources, Appendix B**). These include the National Association of Schools of Art and Design, American Craft Council, New York Foundation for the Arts, The Association of Medical Illustrators, National Assembly of State Arts Agencies, and the National Endowment for the Arts.

The American Craft Council, for example, offers a wide array of resources for the degree holder in Studio Arts (**Craft and Fine Artists, Craft Council, Appendix B**). Some of these include Craft Museums in the U.S., National and Regional Craft Organizations, Schools with Craft Workshop and Courses, and State Arts and Crafts Councils.

### 4.3 Industry Profiles

Under the Occupational Employment Statistics for the classification for Craft Artists (27-1012), industry profiles are provided (**Craft Artists, IP, Appendix B**). Sectors hiring the most Craft Artists are Independent Artists, Writers and Performers, Mineral Manufacturing, Performing Arts Companies, Motion Picture and Video companies, and Electronic Shopping and Mail-Order Houses. The same sectors are listed as having the highest concentration of Craft Artists are listed with the addition of Museums, Historical Sites, and Similar Institutions. Finally, the top paying sectors for Craft Artists are Advertising, Public Relations, Motion Picture and Video Industries, Management of Companies and Enterprises, Colleges, Universities, and Professional Schools, and Performing Arts Companies. One can observe that a few industries, particularly in the top paying, are outside of the traditional career paths of fine arts.<sup>8</sup> These include Advertising and Public Relations along with Management of Companies and Enterprises.

The top paying sectors for Craft Artists, as listed previously, report annual mean wages in the table below:

Table 4: Mean wages of Top Paying Industries of Craft Artists	Annual Salary
Advertising, Public Relations, and Related Services	\$64,950
Motion Picture and Video Industries	56,600
Management of Companies and Enterprises	52,800
Colleges, Universities, and Professional Schools	46,390
Performing Arts Companies	44,050

A measure of industry-intensity for employment in art-related occupations, location quotients are presented here. A location quotient that is greater than one “indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average” (**LQ, Arts Appendix B**).<sup>9</sup> The location quotients for the major

<sup>8</sup> Various state and area data for Craft Artists are not available under the Industry Profile repository in the BLS.

<sup>9</sup> The BLS provides a definition of a location quotient as: “The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.” The value of the LQ is listed for TN.

[https://www.bls.gov/oes/current/oes272041.htm#\(9\)](https://www.bls.gov/oes/current/oes272041.htm#(9))

metropolitan areas in TN for Arts, Design, Entertainment, Sports, and Media Occupations are reported below (LQ, Arts, Appendix B). It is evident that the middle part of the state generates the highest concentration of industry representation.

Knoxville:	.75
Nashville Davidson Murfreesboro Franklin:	1.18
Memphis	.58
Chattanooga	.78
Johnson City	.52

The information presented in this study will be used in a summary analysis that follows this document. Labor market conditions in conjunction with the analysis presented here will be used to make recommendations on the short and long run viability of this proposed degree in the marketplace.

# Appendix A: Survey Instrument

<b>Student Interest Survey Results for Proposed Degree Program in Art: Bachelor of Science Degree in Studio Art</b>				
<b>Identify your current academic status</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Freshman	9	26.47	N/A	N/A
Sophomore	12	35.29	N/A	N/A
Junior	13	38.24	N/A	N/A
First Semester Senior	N/A	N/A	15	46.88
Second Semester Senior	N/A	N/A	9	28.13
Senior Status For More Than 2 Semesters	N/A	N/A	8	25
<b>Have you read the description of the proposed Bachelor of Science Degree in Studio Art which was enclosed in the email with the link to this survey?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Yes	20	58.82	23	74.19
No, but I would like to review the description	13	38.24	8	25.81
No, and I would not like to review the description	1	2.94	0	0
<b>To what extent are you interested in pursuing studies toward a Bachelor of Science Degree in Studio Art if offered at Tennessee Tech University?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Very	3	9.68	5	16.67
Moderately	14	45.16	12	40
Not at all	14	45.16	13	43.33
<b>Is a Bachelor of Science Degree in Studio Art better aligned with your future endeavors than currently offered degree programs?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Definitely yes	0	0	3	17.65
Probably yes	8	47.06	5	29.41
Might or might not	7	41.18	4	23.53
Probably not	2	11.76	5	29.41
Definitely not	0	0	0	0
<b>How soon would you enroll in the proposed Bachelor of Science Degree in Studio Art if one were to be established in Fall 2019?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Immediately	4	23.53	5	29.41
1 year	N/A	N/A	4	23.53
2 years	4	23.53	3	17.65
3 years	2	11.76	N/A	N/A
Not at all	7	41.18	5	29.41
<b>If this program moves forward, would you like to be kept informed?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Yes	22	73.33	24	80
No	8	26.67	6	20

# Appendix B: References with Graphics BS in Studio Arts

## Arts and Design, Sub-headings

<https://www.bls.gov/ooh/arts-and-design/home.htm>

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## Arts and Design Occupations

Employment of arts and design occupations is projected to grow 4 percent from 2016 to 2026, slower than the average for all occupations, adding about 33,700 new jobs. More workers will be needed to meet the growing demand for animation and visual effects in video games, movies, television, and on smartphones, as well as to help create visually appealing and effective layouts of websites and other media platforms. Other arts and design workers are employed in industries that are projected to decline, however, including publishing, manufacturing, and floral shops.

The median annual wage for arts and design occupations was \$45,250 in May 2017, which was higher than the median annual wage for all occupations of \$37,690.

	OCCUPATION	JOB SUMMARY	ENTRY-LEVEL EDUCATION	2017 MEDIAN PAY
	<a href="#">Art Directors</a>	Art directors are responsible for the visual style and images in magazines, newspapers, product packaging, and movie and television productions. They create the overall design of a project and direct others who develop artwork and layouts.	Bachelor's degree	\$92,500
	<a href="#">Craft and Fine Artists</a>	Craft and fine artists use a variety of materials and techniques to create art for sale and exhibition. Craft artists create handmade objects, such as pottery, glassware, textiles, and other objects that are designed to be functional. Fine artists, including painters, sculptors, and illustrators, create original works of art for their aesthetic value, rather than for a functional one.	<a href="#">See How to Become One</a>	\$49,160
	<a href="#">Fashion Designers</a>	Fashion designers create original clothing, accessories, and footwear. They sketch designs, select fabrics and patterns, and give instructions on how to make the products they design.	Bachelor's degree	\$67,420
	<a href="#">Floral Designers</a>	Floral designers, also called florists, cut and arrange live, dried, and silk flowers and greenery to make decorative displays. They also help customers select flowers, containers, ribbons, and other accessories.	High school diploma or equivalent	\$26,350
	<a href="#">Graphic Designers</a>	Graphic designers create visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate consumers. They develop the overall layout and production design for various applications such as advertisements, brochures, magazines, and corporate reports.	Bachelor's degree	\$48,700
	<a href="#">Industrial Designers</a>	Industrial designers develop the concepts for manufactured products, such as cars, home appliances, and toys. They combine art, business, and engineering to make products that people use every day. Industrial designers consider the function, aesthetics, production costs, and usability of products when developing new product concepts.	Bachelor's degree	\$65,970
	<a href="#">Interior Designers</a>	Interior designers make interior spaces functional, safe, and beautiful by determining space requirements and selecting decorative items, such as colors, lighting, and materials. They read blueprints and must be aware of building codes and inspection regulations, as well as universal accessibility standards.	Bachelor's degree	\$51,500
	<a href="#">Multimedia Artists and Animators</a>	Multimedia artists and animators create animation and visual effects for television, movies, video games, and other forms of media.	Bachelor's degree	\$70,530

Last Modified Date: Friday, April 13, 2018








## Craft and Fine Artists, Summary

<https://www.bls.gov/ooh/arts-and-design/craft-and-fine-artists.htm>

## Craft and Fine Artists

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### Summary

Quick Facts: Craft and Fine Artists	
<b>2017 Median Pay</b> 	\$49,160 per year \$23.64 per hour
<b>Typical Entry-Level Education</b> 	<a href="#">See How to Become One</a>
<b>Work Experience in a Related Occupation</b> 	None
<b>On-the-job Training</b> 	Long-term on-the-job training
<b>Number of Jobs, 2016</b> 	53,400
<b>Job Outlook, 2016-26</b> 	6% (As fast as average)
<b>Employment Change, 2016-26</b> 	3,100



#### [What Craft and Fine Artists Do](#)

Craft and fine artists use a variety of materials and techniques to create art for sale and exhibition.

Craft artists create handmade objects, such as pottery, glassware, textiles, and other objects that are designed to be functional. Fine artists, including painters, sculptors, and illustrators, create original works of art for their aesthetic value, rather than for a functional one.

#### [Work Environment](#)

Many artists work in fine-art studios or commercial art studios located in office buildings, warehouses, or lofts. Others work in private studios in their homes. Some artists share studio space, where they also may exhibit their work.

#### [How to Become a Craft or Fine Artist](#)

Craft and fine artists improve their skills through practice and repetition. Most fine artists earn a bachelor's or master's degree in fine arts in order to improve their skills and job prospects.

#### [Pay](#)

The median annual wage for craft and fine artists was \$49,160 in May 2017.

#### [Job Outlook](#)

Overall employment of craft and fine artists is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth for artists depends in large part on the overall state of the economy and whether people are willing to spend money on art, because people usually make art purchases when they can afford to spend the money.

#### [State & Area Data](#)

Explore resources for employment and wages by state and area for craft and fine artists.

#### [Similar Occupations](#)

Compare the job duties, education, job growth, and pay of craft and fine artists with similar occupations.

#### [More Information, Including Links to O\\*NET](#)

Learn more about craft and fine artists by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

### Craft and Fine Artists, Duties

<https://www.bls.gov/ooh/arts-and-design/craft-and-fine-artists.htm#tab-2>

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# OCCUPATIONAL OUTLOOK HANDBOOK

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## Craft and Fine Artists

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### What Craft and Fine Artists Do

Craft and fine artists use a variety of materials and techniques to create art for sale and exhibition. Craft artists create handmade objects, such as pottery, glassware, textiles, and other objects that are designed to be functional. Fine artists, including painters, sculptors, and illustrators, create original works of art for their aesthetic value, rather than for a functional one.



Craft and fine artists use a variety of materials and techniques to create art for sale and exhibition.

#### Duties

Craft and fine artists typically do the following:

- Use techniques such as knitting, weaving, glassblowing, painting, drawing, and sculpting
- Develop creative ideas or new methods for making art
- Create sketches, templates, or models to guide their work
- Select which materials to use on the basis of color, texture, strength, and other qualities
- Shape, join, or cut materials for a final product
- Use visual techniques, such as composition, color, space, and perspective, to produce desired artistic effects
- Develop portfolios highlighting their artistic styles and abilities to show to gallery owners and others interested in their work
- Display their work at auctions, craft fairs, galleries, museums, and online marketplaces
- Complete grant proposals and applications to obtain financial support for projects

Artists create objects that are beautiful, thought provoking, and sometimes shocking. They often strive to communicate ideas or feelings through their art.

Craft artists work with many different materials, including ceramics, glass, textiles, wood, metal, and paper, to create unique pieces of art, such as pottery, quilts, stained glass, furniture, jewelry, and clothing. Many craft artists also use fine-art techniques—for example, painting, sketching, and printing—to add finishing touches to their products.

Fine artists typically display their work in museums, in commercial or nonprofit art galleries, at craft fairs, in corporate collections, on the Internet, and in private homes. Some of their artwork may be commissioned (requested by a client), but most is sold by the artist or through private art galleries or dealers. The artist, gallery, and dealer together decide in advance how much of the proceeds from the sale each will keep.

Most craft and fine artists spend their time and effort selling their artwork to potential customers and building a reputation. In addition to selling their artwork, many artists have at least one other job to support their craft or art careers.

Some artists work in museums or art galleries as [art directors](#) or as [archivists, curators, or museum workers](#), planning and setting up exhibits. Others teach craft or art classes or conduct workshops in schools or in their own studios. For more information on workers who teach art classes, see the profiles on [kindergarten and elementary school teachers](#), [middle school teachers](#), [high school teachers](#), [career and technical education teachers](#), and [postsecondary teachers](#).

### Craft and Fine Artists, Work Enviro

<https://www.bls.gov/ooh/arts-and-design/craft-and-fine-artists.htm#tab-3>



## Work Environment

About this section [?](#)

Craft and fine artists held about 53,400 jobs in 2016. Employment in the detailed occupations that make up craft and fine artists was distributed as follows:

Fine artists, including painters, sculptors, and illustrators	28,000
Artists and related workers, all other	12,800
Craft artists	12,500

The largest employers of craft and fine artists were as follows:

Self-employed workers	55%
Independent artists, writers, and performers	11
Federal government, excluding postal service	7
Motion picture and sound recording industries	3
Personal care services	2

Many artists work in fine-art studios or commercial art studios located in office buildings, warehouses, or lofts. Others work in private studios in their homes. Some artists share studio space, where they also may exhibit their work.

Studios are usually well lit and ventilated. However, artists may be exposed to fumes from glue, paint, ink, and other materials. They may also have to deal with dust or other residue from filings, splattered paint, or spilled cleaning and other fluids. Artists often wear protective gear, such as breathing masks and goggles, in order to remain safe from exposure to harmful materials. Ceramic and glass artists must use caution when they operate equipment and tools that can get very hot, such as kilns.



Many artists work in fine art or commercial art studios located in office buildings, warehouses, or lofts.

### Work Schedules

Most craft and fine artists work full time, although part-time and variable work schedules are also common. Many hold another job in addition to their work as an artist. During busy periods, artists may work additional hours to meet deadlines.

[← What They Do](#)

[How to Become One →](#)

## Craft and Fine Artists, How to Become One

<https://www.bls.gov/ooh/arts-and-design/craft-and-fine-artists.htm#tab-4>

## How to Become a Craft or Fine Artist

About this section ?

Craft and fine artists improve their skills through practice and repetition. Most fine artists earn a bachelor's or master's degree in fine arts in order to improve their skills and job prospects.

### Education

Most fine artists pursue postsecondary education to earn degrees that can improve their skills and job prospects. A formal educational credential is typically not needed for anyone to be a craft artist. However, it is difficult to gain adequate artistic skills without some formal education. High school classes such as art, shop, and home economics can teach prospective craft artists some of the basic skills they will need, such as drawing, woodworking, and sewing.

A large number of colleges and universities offer bachelor's and master's degrees in fine arts. In addition to offering studio art and art history, postsecondary programs may include core subjects, such as English, marketing, social science, and natural science. Independent schools of art and design also offer postsecondary education programs, which can lead to a certificate in an art-related specialty or to an associate's, bachelor's, or master's degree in fine arts.

In 2016, the [National Association of Schools of Art and Design](#)® (NASAD) accredited approximately 352 postsecondary institutions with programs in art and design. Most of these schools award a degree in art.

Medical illustrators must have a demonstrated artistic ability and a detailed knowledge of human and animal anatomy, living organisms, and surgical and medical procedures. They usually need a bachelor's degree that combines art and premedical courses. Medical illustrators may choose to get a master's degree in medical illustration. Three accredited schools offer this degree in the United States.

Education gives artists an opportunity to develop their portfolio, which is a collection of an artist's work that demonstrates his or her styles and abilities. Portfolios are essential, because art directors, clients, and others look at them when deciding whether to hire an artist or to buy the artist's work. In addition to compiling a physical portfolio, many artists choose to create a portfolio online so that potential buyers and clients can view their work on the Internet.

Those who want to teach fine arts at public elementary or secondary schools usually must have a teaching certificate in addition to a bachelor's degree. For more information on workers who teach art classes, see the profiles on [kindergarten and elementary school teachers](#), [middle school teachers](#), [high school teachers](#), [career and technical education teachers](#), and [postsecondary teachers](#).

### Training

Craft and fine artists improve their skills through practice and repetition. They can train in several ways other than—or in addition to—formal schooling. Craft and fine artists can train with simpler projects before attempting something more ambitious.

Some artists learn on the job from more experienced artists. Others attend noncredit classes or workshops or take private lessons, which may be offered in artists' studios or at community colleges, art centers, galleries, museums, or other art-related institutions.



Education gives artists an opportunity to develop their portfolio, which is a collection of an artist's work that demonstrates his or her styles and abilities.

## Craft and Fine Artists, Pay

<https://www.bls.gov/ooh/arts-and-design/craft-and-fine-artists.htm#tab-5>

## Craft and Fine Artists

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### Pay

The median annual wage for craft and fine artists was \$49,160 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$22,630, and the highest 10 percent earned more than \$101,120.

Median annual wages for craft and fine artists in May 2017 were as follows:

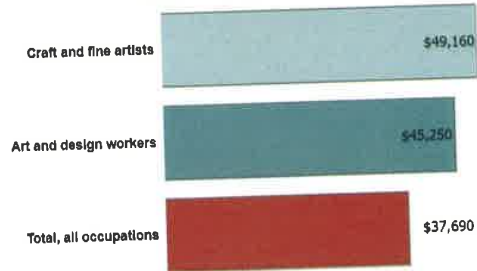
Artists and related workers, all other	\$63,540
Fine artists, including painters, sculptors, and illustrators	49,520
Craft artists	34,940

In May 2017, the median annual wages for craft and fine artists in the top industries in which they worked were as follows:

Federal government, excluding postal service	\$82,380
Motion picture and sound recording industries	64,010
Independent artists, writers, and performers	42,030
Personal care services	40,260

### Craft and Fine Artists

Median annual wages, May 2017



Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

Earnings for self-employed artists vary widely. Some charge only a nominal fee while they gain experience and build a reputation for their work. Those artists who are well established can earn more than salaried artists.

Most craft and fine artists work full time, although part-time and variable work schedules are also common. In addition to pursuing their work as an artist, many hold another job because it may be difficult to rely solely on income earned from selling paintings or other works of art. During busy periods, artists may work long hours to meet deadlines.

[< How to Become One](#)

[Job Outlook >](#)

### Craft and Fine Artists, Job Outlook

<https://www.bls.gov/occupational-outlook/arts-and-design/craft-and-fine-artists.htm#tab-6>

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# OCCUPATIONAL OUTLOOK HANDBOOK

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## Craft and Fine Artists

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### Job Outlook

Overall employment of craft and fine artists is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations.

Employment growth for artists depends in large part on the overall state of the economy and whether people are willing to spend money on art, because people usually make art purchases when they can afford to spend the money. During good economic times, people and businesses are interested in buying more artwork; during economic downturns, they generally buy less. However, there is always some demand for art by private collectors and museums.

Job growth for craft and fine artists may be limited by the sale of inexpensive, machine-produced items designed to look like handmade American crafts. A continued interest in locally made products and crafted goods will likely offset some of these employment losses.

Illustrators and cartoonists who work in publishing may see their job opportunities decline as traditional print publications lose ground to other media forms. However, new opportunities are expected to arise as the number of electronic magazines and other Internet-based publications continues to grow.

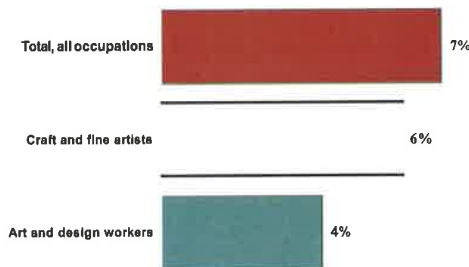
### Job Prospects

Competition for jobs as craft and fine artists is expected to be strong because there are more qualified candidates than available jobs. Competition is likely to grow among independent or self-employed artists, given that many of them sell their work in the same online marketplaces. In addition, competition among artists for the privilege of having their work shown in galleries is expected to remain intense.

Because the demand for artwork depends on consumers having extra income to spend, many of these artists will find that their income changes alongside the overall economy. Only the most successful craft and fine artists receive major commissions for their work.

Despite the competition, studios, galleries, and individual clients are always on the lookout for artists who display outstanding talent, creativity, and style. Talented individuals who have developed a mastery of artistic techniques and marketing skills are likely to have the best job prospects.

**Craft and Fine Artists**  
Percent change in employment, projected 2016-26



Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment projections data for craft and fine artists, 2016-26

Occupational Title	SOC Code	Employment, 2016	Projected Employment, 2026	Change, 2016-26	Percent	Numeric	Employment by Industry
<b>Craft and fine artists</b>		53,400	56,500	6	3,100		
<b>Craft artists</b>	27-1012	12,800	13,300	1	500		
<b>Artists, including painters, sculptors, and illustrators</b>	27-1013	28,000	29,900	7	1,900		
<b>Artists and related workers, all other</b>	27-1019	12,600	13,300	6	700		

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

### Craft and Fine Artists, Employment by Industry projections, excel tables

**Employment by industry, occupation, and percent distribution, 2018 and projected 2028**  
**27-1012 Craft artists**

(Employment in thousands)  
 Industries with fewer than 50 jobs, confidential data, or poor quality data are not displayed

Sort Order	Code	Industry Title	2016			2026			Percent change	Emp or
			Employment	Percent of industry	Percent of occupation	Employment	Percent of industry	Percent of occupation		
1	TE1000	Total employment	12.6	0.0	100.0	13.1	0.0	100.0	4.3	
2	TE1100	Self-employed workers	7.5	0.1	59.9	7.8	0.1	59.8	4.1	
3	TE1200	Total wage and salary employment	5.0	0.0	40.1	5.2	0.0	40.2	4.6	
4	31-330	Manufacturing	1.2	0.0	9.3	1.1	0.0	8.2	-8.6	
5	327000	Nonmetallic mineral product manufacturing	0.7	0.2	5.3	0.6	0.2	4.6	-9.1	
6	327100	Clay product and refractory manufacturing	0.4	1.1	1.7	0.2	0.3	1.5	-9.2	
7	327200	Glass and glass product manufacturing	0.2	0.3	2.3	0.3	0.0	2.0	-6.1	
8	339000	Miscellaneous manufacturing	0.3	0.0	2.3	0.3	0.1	2.0	-6.1	
9	339500	Other miscellaneous manufacturing	0.3	0.1	2.3	0.3	0.1	2.7	18.2	
10	339910	Jewelry and silverware manufacturing	0.1	0.2	0.4	0.0	0.2	0.3	-28.6	
11	420000	Wholesale trade	0.1	0.0	1.1	0.1	0.0	1.1	4.7	
12	44-450	Retail trade	0.4	0.0	2.9	0.4	0.0	3.0	8.5	
13	4445R0	Retail trade, except motor vehicle and parts dealers, food and beverage stores, and general merchandise stores	0.4	0.0	2.8	0.4	0.0	2.9	8.5	
14	442000	Furniture and home furnishings stores	0.2	0.0	1.3	0.2	0.0	1.4	9.5	
15	510000	Information	0.3	0.0	2.4	0.4	0.0	2.7	17.9	
16	512000	Motion picture and sound recording industries	0.3	0.1	2.4	0.3	0.1	2.7	18.2	
17	512100	Motion picture and video industries	0.3	0.1	2.4	0.3	0.1	2.7	18.2	
18	540000	Professional, scientific, and technical services	0.4	0.0	2.8	0.4	0.0	2.9	7.1	
19	541000	Professional, scientific, and technical services	0.4	0.0	2.8	0.4	0.0	2.9	7.1	
20	541400	Specialized design services	0.1	0.0	0.6	0.1	0.1	0.6	8.1	
21	560000	Administrative and support and waste management and remediation services	0.1	0.0	1.0	0.1	0.0	1.0	4.7	
22	561000	Administrative and support services	0.1	0.0	1.0	0.1	0.0	1.0	4.7	
23	810000	Educational services, state, local, and private	0.1	0.0	0.9	0.1	0.0	0.7	12.6	

**Employment by industry, occupation, and percent distribution, 2016 and projected 2026**  
**27-1013 Fine artists, including painters, sculptors, and illustrators**

(Employment in thousands)  
 Industries with fewer than 50 jobs, confidential data, or poor quality data are not displayed

Sort Order	Code	Industry Title	2016			2026			Percent change	Emp or
			Employment	Percent of industry	Percent of occupation	Employment	Percent of industry	Percent of occupation		
1	TE1000	Total employment	28.0	0.0	100.0	29.9	0.0	100.0	6.6	
2	TE1100	Self-employed workers	16.4	0.2	58.6	17.1	0.2	57.3	4.1	
3	TE1200	Total wage and salary employment	11.6	0.0	41.4	12.8	0.0	42.7	10.2	
4	31-330	Manufacturing	1.1	0.0	4.0	1.1	0.0	3.5	-5.5	
5	327000	Nonmetallic mineral product manufacturing	0.4	0.1	1.3	0.3	0.1	0.9	-9.2	
6	327200	Glass and glass product manufacturing	0.3	0.4	1.1	0.3	0.1	1.0	-0.4	
7	339000	Miscellaneous manufacturing	0.3	0.1	1.1	0.3	0.1	1.0	-0.9	
8	339500	Other miscellaneous manufacturing	0.3	0.1	1.0	0.3	0.1	0.8	-7.0	
9	420000	Wholesale trade	0.2	0.0	0.6	0.2	0.0	0.6	-12.8	
10	424000	Merchant wholesalers, nondurable goods	0.1	0.0	0.3	0.1	0.0	0.3	-15.3	
11	424100	Paper and paper product merchant wholesalers	0.1	0.1	0.4	0.1	0.1	0.3	-15.3	
12	44-450	Retail trade	0.5	0.0	1.7	0.6	0.0	1.9	17.8	
13	4445R0	Retail trade, except motor vehicle and parts dealers, food and beverage stores, and general merchandise stores	0.4	0.0	1.6	0.5	0.0	1.7	18.2	
14	453000	Miscellaneous store retailers	0.3	0.0	1.2	0.4	0.0	1.3	19.7	
15	453900	Other miscellaneous store retailers	0.3	0.1	1.2	0.4	0.1	1.3	19.7	
16	454000	Nonstore retailers	0.1	0.0	0.2	0.1	0.0	0.2	19.3	
17	510000	Information	2.0	0.1	7.2	2.3	0.1	7.7	13.5	
18	511000	Publishing industries (except Internet)	0.9	0.1	3.2	0.9	0.1	3.1	3.4	
19	511100	Newspaper, periodical, book, and directory publishers	0.4	0.1	1.4	0.3	0.1	1.1	-16.3	
20	511110	Newspaper publishers	0.1	0.1	0.3	0.1	0.1	0.2	-34.4	
21	511200	Software publishers	0.5	0.1	1.8	0.6	0.1	2.0	18.6	
22	512000	Motion picture and sound recording industries	1.0	0.2	3.6	1.2	0.3	4.0	18.2	
23	512100	Motion picture and video industries	1.0	0.2	3.6	1.2	0.3	4.0	18.2	
24	519000	Other information services	0.1	0.0	0.4	0.2	0.0	0.6	49.7	

Employment by industry, occupation, and percent distribution, 2016 and projected 2026										
27-1019 Artists and related workers, all other										
(Employment in thousands) Industries with fewer than 50 jobs, confidential data, or poor quality data are not displayed										
Sort Order	Code	Industry	2016			2026			Percent change	Emptc ohe
			Employment	Percent of Industry	Percent of occupation	Employment	Percent of industry	Percent of occupation		
1	TE1000	Total employment	12.8	0.0	100.0	13.5	0.0	100.0	5.5	
2	TE1100	Self-employed workers	5.5	0.1	42.8	5.7	0.1	42.3	4.1	
3	TE1200	Total wage and salary employment	7.3	0.0	57.2	7.8	0.0	57.7	6.5	
4	31-330	Manufacturing	0.1	0.0	0.6	0.1	0.0	0.5	-6.4	
5	424100	Paper and paper product merchant wholesalers	0.2	0.1	1.3	0.1	0.1	1.0	-15.3	
6	44-450	Retail trade	0.3	0.0	2.3	0.4	0.0	2.7	20.1	
7	4445R0	Retail trade, except motor vehicle and parts dealers, food and beverage stores, and general merchandise stores	0.3	0.0	2.2	0.3	0.0	2.5	20.5	
8	48-480	Transportation and warehousing	0.1	0.0	0.7	0.1	0.0	0.8	25.9	
9	510000	Information	0.4	0.0	2.8	0.4	0.0	3.0	12.7	
10	511000	Publishing industries (except internet)	0.1	0.0	0.8	0.1	0.0	0.7	-3.5	
11	512000	Motion picture and sound recording industries	0.2	0.1	1.8	0.3	0.1	2.0	18.2	
12	512100	Motion picture and video industries	0.2	0.1	1.8	0.3	0.1	2.0	18.2	
13	540000	Professional, scientific, and technical services	0.7	0.0	5.7	0.8	0.0	5.9	7.7	
14	541000	Professional, scientific, and technical services	0.7	0.0	5.7	0.8	0.0	5.9	7.7	
15	541400	Specialized design services	0.1	0.1	0.7	0.1	0.1	0.7	8.1	
16	541500	Computer systems design and related services	0.2	0.0	1.6	0.2	0.0	1.8	19.6	
17	541600	Management, scientific, and technical consulting services	0.1	0.0	0.4	0.1	0.0	0.5	25.4	
18	541800	Advertising, public relations, and related services	0.3	0.1	2.5	0.3	0.1	2.4	4.1	
19	560000	Administrative and support and waste management and remediation services	0.1	0.0	0.6	0.1	0.0	0.6	0.0	
20	561000	Administrative and support services	0.1	0.0	0.6	0.1	0.0	0.6	0.0	
21	561300	Employment services	0.1	0.0	0.6	0.1	0.0	0.5	0.1	
22	810000	Educational services, state, local, and private	0.4	0.0	3.2	0.5	0.0	3.5	13.6	
23	811000	Educational services, state, local, and private	0.4	0.0	3.2	0.5	0.0	3.5	13.6	

Craft and Fine Artists, Similar Occupations

<https://www.bls.gov/ooh/arts-and-design/craft-and-fine-artists.htm#tab-8>

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# OCCUPATIONAL OUTLOOK HANDBOOK

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## Craft and Fine Artists

Summary What They Do Work Environment How to Become One Pay Job Outlook State & Area Data **Similar Occupations** More Info

### Similar Occupations

About this section 0

This table shows a list of occupations with job duties that are similar to those of craft and fine artists.

OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2017 MEDIAN PAY
 <a href="#">Archivists, Curators, and Museum Workers</a>	Archivists appraise, process, catalog, and preserve permanent records and historically valuable documents. Curators oversee collections of artwork and historic items, and may conduct public service activities for an institution. Museum technicians and conservators prepare and restore objects and documents in museum collections and exhibits.	<a href="#">See How to Become One</a>	\$47,360
 <a href="#">Art Directors</a>	Art directors are responsible for the visual style and images in magazines, newspapers, product packaging, and movie and television productions. They create the overall design of a project and direct others who develop artwork and layouts.	Bachelor's degree	\$92,500
 <a href="#">Fashion Designers</a>	Fashion designers create original clothing, accessories, and footwear. They sketch designs, select fabrics and patterns, and give instructions on how to make the products they design.	Bachelor's degree	\$67,420
 <a href="#">Graphic Designers</a>	Graphic designers create visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate consumers. They develop the overall layout and production design for various applications, such as advertisements, brochures, magazines, and corporate reports.	Bachelor's degree	\$48,700
 <a href="#">Industrial Designers</a>	Industrial designers develop the concepts for manufactured products, such as cars, home appliances, and toys. They combine art, business, and engineering to make products that people use every day. Industrial designers consider the function, aesthetics, production costs, and usability of products when developing new product concepts.	Bachelor's degree	\$65,970
 <a href="#">Jewelers and Metal Workers</a>	Jewelers and precious stone and metal workers design, construct, adjust, repair, appraise and sell jewelry.	High school diploma or equivalent	\$37,960
 <a href="#">Multimedia Artists and Animators</a>	Multimedia artists and animators create animation and visual effects for television, movies, video games, and other forms of media.	Bachelor's degree	\$70,530
 <a href="#">Photographers</a>	Photographers use their technical expertise, creativity, and composition skills to produce and preserve images that tell a story or record an event.	High school diploma or equivalent	\$32,490
 <a href="#">Woodworkers</a>	Woodworkers manufacture a variety of products such as cabinets and furniture, using wood, veneers, and laminates. They often combine and incorporate different materials into wood.	High school diploma or equivalent	\$30,850

State & Area Data



**SUGGESTED CITATION:**

Bureau of Labor Statistics. U.S. Department of Labor. *Occupational Outlook Handbook*. Craft and Fine Artists, on the Internet at <https://www.bls.gov/occupations-and-destiny/craft-and-fine-artists.htm> (visited March 21, 2019).

Craft Artists, IP

<https://www.bls.gov/oes/current/oes271012.htm>



## Occupational Employment Statistics

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### Occupational Employment and Wages, May 2018

#### 27-1012 Craft Artists

Create or reproduce hand-made objects for sale and exhibition using a variety of techniques, such as welding, weaving, pottery, and needlecraft.

[National estimates for this occupation](#)  
[for the state profile for this occupation](#)  
[for the local profile for this occupation](#)

#### National estimates for this occupation

Employment estimate and mean wage estimates for this occupation:

Employment (1)	RSE (J)	Mean hourly wage	Mean annual wage (2)	RSE (K)
3,980	8.3%	\$19.47	\$40,490	2.3%

Percentile wage estimates for this occupation:

Percentile	100%	75%	50% (Median)	25%	10%
Hourly Wage	\$10.24	\$12.50	\$16.46	\$23.42	\$33.23
Annual Wage (2)	\$21,310	\$25,990	\$34,240	\$48,720	\$69,110

#### Industry profile for this occupation

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Independent Artists, Writers, and Performers	1,490	2.86	\$18.51	\$38,500
Nonmetallic Mineral Product Manufacturing	510	0.12	\$17.88	\$37,180
Performing Artists	220	0.17	\$21.18	\$44,050
Motion Picture and Video Industries	150	0.04	\$27.21	\$56,600
Electronic Shopping and Mail-Order Houses	110	0.03	(a)	(1)

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Independent Artists, Writers, and Performers	1,490	2.86	\$18.51	\$38,500
Performing Artists	220	0.17	\$21.18	\$44,050
Nonmetallic Mineral Product Manufacturing	510	0.12	\$17.88	\$37,180
Historical Sites, and Similar Institutions	110	0.06	\$20.35	\$42,320
Motion Picture and Video Industries	150	0.04	\$27.21	\$56,600

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BLS SPEAKERS AVAILABLE

Top paying Industries for this occupation:

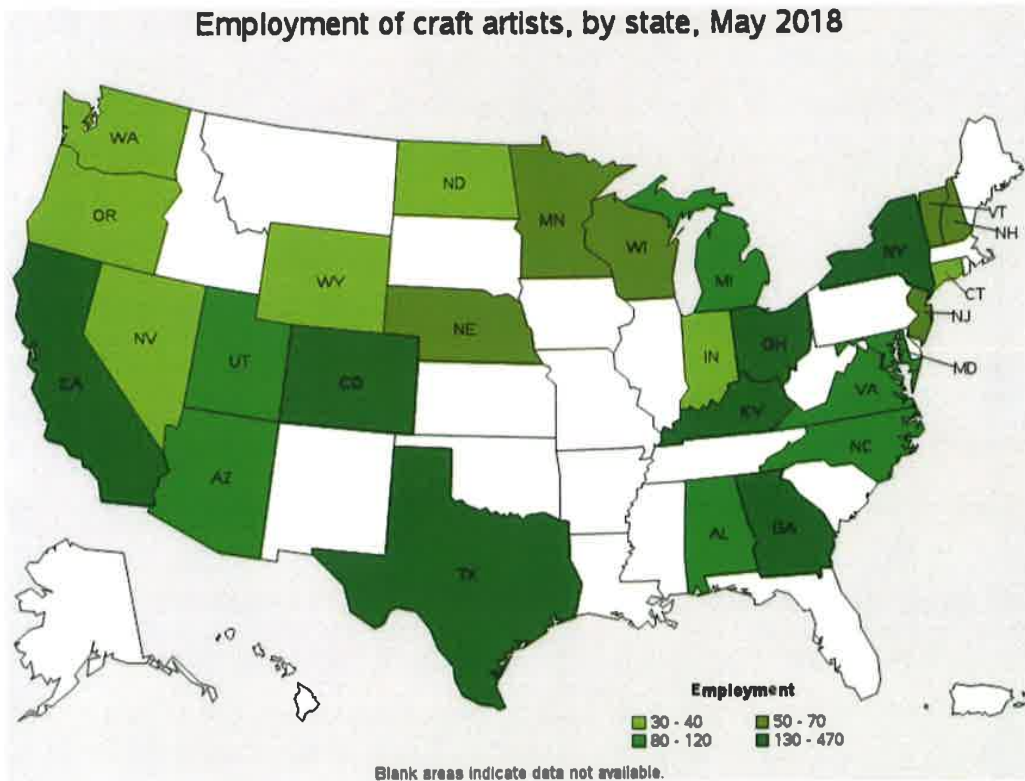
Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Advertising, Public Relations, and Related Services</a>	80	0.02	\$31.23	\$64,950
<a href="#">Motion Picture and Video Industries</a>	150	0.04	\$27.21	\$56,600
<a href="#">Management of Companies and Enterprises</a>	40	(Z)	\$25.38	\$52,800
<a href="#">Colleges, Universities, and Professional Schools</a>	70	(Z)	\$22.30	\$46,390
<a href="#">Performing Arts Companies</a>	220	0.17	\$21.18	\$44,050

**Geographic profile for this occupation: Top**

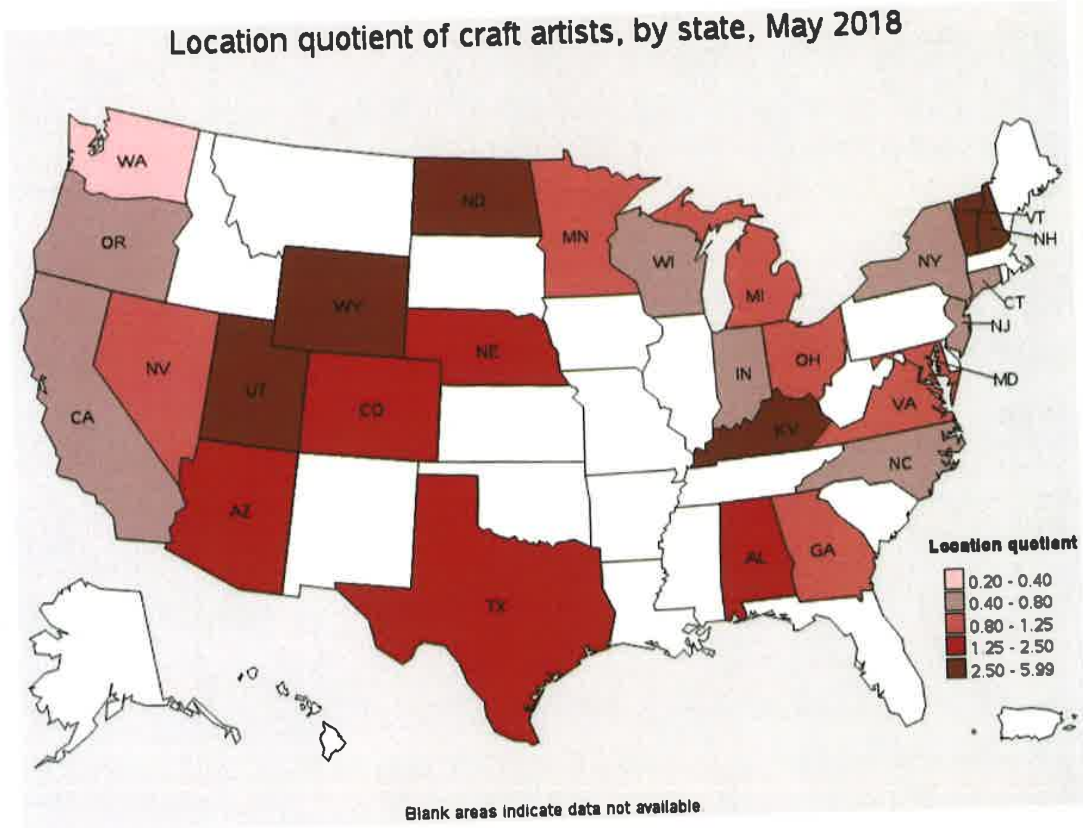
States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.

CraftArtists, IP  
Data N/A for TN

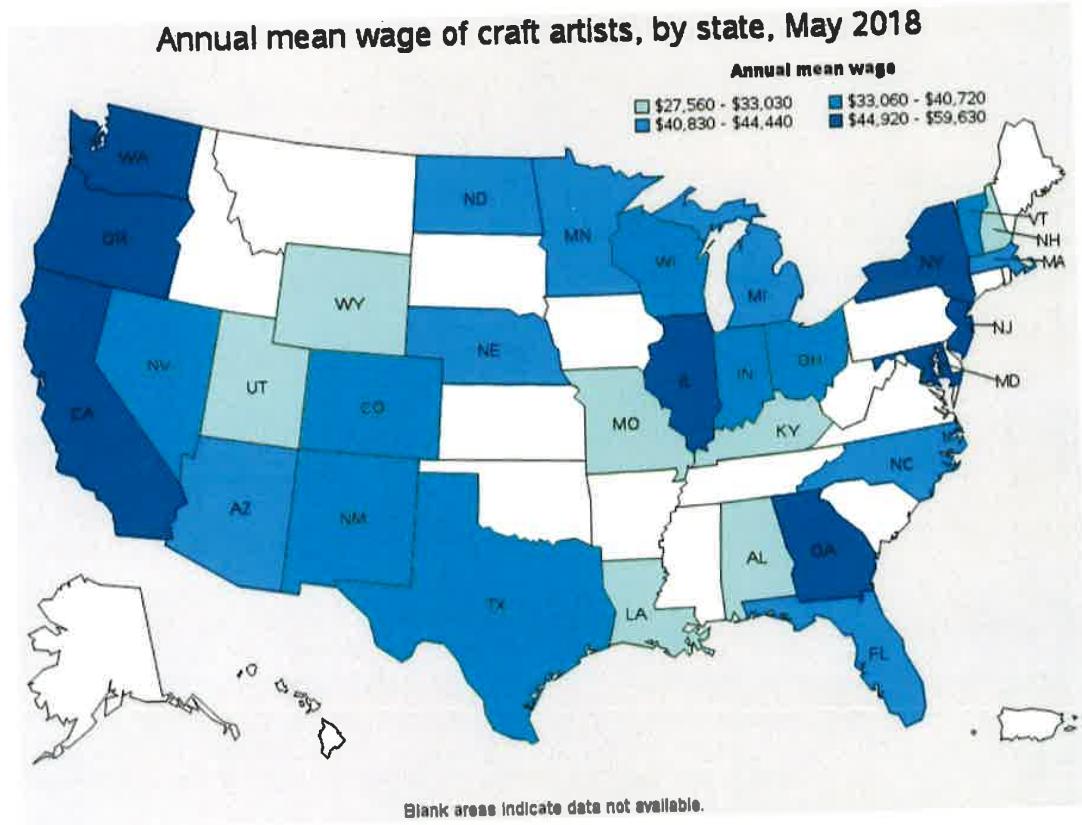
**Employment of craft artists, by state, May 2018**



CraftArtists, IP  
Data N/A for TN



Craft Artists, IP  
Data N/A for TN



LQ, Arts  
Knoxville, Nashville Davidson Murfreesboro Franklin, Memphis, Chattanooga, and Johnson City

Knowlville, TN - May 2018 CES M

https://www.bls.gov/

Occupation code	Occupation title	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
27-1011	Acting Head of School	detail	60	29.9%	0.158	0.57	\$29.28	\$35.34	\$73,500	9.1%
27-1021	Acting Vice President	detail	64	30.0%	0.161	0.51	\$30.96	\$30.31	\$63,040	11.6%
27-1023	Assistant Vice President	detail	190	33.6%	0.485	1.62	\$13.56	\$13.77	\$28,630	3.8%
27-1024	Assistant Vice President	detail	450	17.6%	1.174	0.78	\$19.53	\$22.60	\$47,000	10.3%
27-1025	Assistant Vice President	detail	110	26.5%	0.293	0.74	\$23.96	\$24.05	\$50,010	4.6%
27-1026	Assistant Vice President	detail	390	41.3%	1.014	1.14	\$11.23	\$12.87	\$26,130	0.2%
27-1029	Assistant Vice President	detail	30	21.9%	0.080	1.38	\$49.52	\$53.27	\$110,800	8.6%

Nashville-Davidson - Murfreesboro

https://www.bls.gov/

Occupation code	Occupation title	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
27-0000	Education administrator	major	15,350	5.7%	15.853	1.18	\$22.98	\$29.53	\$61,430	4.1%
27-1011	Acting Head of School	detail	180	14.7%	0.185	0.66	\$36.22	\$38.12	\$79,300	7.1%
27-1013	Acting Vice President	detail	60	45.3%	0.058	0.72	\$14.24	\$17.67	\$36,750	15.6%
27-1014	Assistant Vice President	detail	100	33.9%	0.115	0.58	\$29.37	\$32.50	\$67,610	5.6%
27-1021	Acting Vice President	detail	220	35.8%	0.223	0.97	\$25.95	\$26.28	\$54,650	3.8%
27-1022	Assistant Vice President	detail	70	49.3%	0.070	0.51	\$31.10	\$31.10	\$64,700	15.1%

Memphis TN MS AR - May 2018

https://www.bls.gov/

Occupation code	Occupation title	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
27-0000	Education administrator	major	4,850	5.7%	7.787	0.58	\$19.37	\$22.65	\$47,110	4.0%
27-1011	Acting Head of School	detail	40	23.2%	0.063	0.23	\$35.34	\$43.91	\$91,330	8.9%
27-1013	Acting Vice President	detail	150	41.1%	0.151	0.61	\$33.39	\$27.23	\$56,640	20.3%
27-1014	Assistant Vice President	detail	30	24.9%	0.051	0.26	\$25.74	\$27.18	\$56,530	5.4%
27-1021	Acting Vice President	detail	80	47.0%	0.124	0.54	\$22.90	\$24.84	\$51,670	8.4%
27-1023	Assistant Vice President	detail	130	17.4%	0.206	0.69	\$10.40	\$11.78	\$24,500	8.5%
27-1024	Assistant Vice President	detail	710	13.4%	1.143	0.76	\$22.55	\$24.57	\$51,110	3.9%

Chattanooga, TN-GA - May 2018

https://www.bls.gov/

Occupation code	Occupation title	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
27-0000	Education administrator	major	2,590	10.1%	10.527	0.78	\$19.73	\$23.22	\$48,300	3.8%
27-1011	Acting Head of School	detail	40	24.8%	0.148	0.53	\$39.95	\$40.04	\$83,290	10.4%
27-1013	Acting Vice President	detail	100	41.1%	0.125	1.55	\$22.32	\$24.84	\$51,670	16.3%
27-1021	Acting Vice President	detail	50	27.3%	0.222	0.97	\$23.43	\$24.82	\$51,630	4.9%
27-1023	Assistant Vice President	detail	70	16.5%	0.295	0.99	\$12.05	\$12.38	\$25,750	6.1%
27-1024	Assistant Vice President	detail	120	12.2%	1.280	0.85	\$20.38	\$21.44	\$44,590	4.5%

The screenshot shows a web browser window with the URL [https://www.bls.gov/ooh/current/oes\\_27740.htm#27-0000](https://www.bls.gov/ooh/current/oes_27740.htm#27-0000). The browser tabs include 'Johnson City, TN - May 2018 Of...', 'Figure Drawing I, A...', 'Learn!', 'Login - TN eCampus', 'Google', 'YouTube', 'Banner', 'TTU - Tennessee', 'Division of Water R...', and 'Septic'. The main content is a table with the following data:

Code	Occupation Name	Level	Count	Percentage	Value 1	Value 2	Value 3	Value 4	Value 5	Value 6
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	major	540	12.0%	7,002	0.52	\$16.62	\$18.62	\$38,720	3.4%
27-1023	Floral Designers	detail	40	20.9%	0.480	1.60	\$11.26	\$11.58	\$24,090	3.5%
27-1024	Graphic Designers	detail	100	25.5%	1.294	0.86	\$15.42	\$17.62	\$36,640	7.1%

Craft and Fine Artists, More Resources

<https://www.bls.gov/ooh/arts-and-design/craft-and-fine-artists.htm#tab-9>

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Summary What They Do Work Environment How to Become One Pay Job Outlook State & Area Data Similar Occupations More Info

### Contacts for More Information

About this section

For more about art and design and a list of accredited college-level programs, visit  
[National Association of Schools of Art and Design](#)

For more information on careers in the craft arts and for a list of schools and workshops, visit  
[American Craft Council](#)

For more information on careers in the arts, visit  
[New York Foundation for the Arts](#)

For more information on careers in medical illustration, visit  
[The Association of Medical Illustrators](#)

For information on grant-funding programs and other local resources for artists, contact your state arts agency. A list of these agencies is available from the  
[National Assembly of State Arts Agencies](#).

For more information on how the federal government awards grants for art, visit  
[National Endowment for the Arts](#)

#### O\*NET

[Artists and Related Workers, All Other](#)  
[Craft Artists](#)  
[Fine Artists, Including Painters, Sculptors, and Illustrators](#)

<< Similar Occupations

**SUGGESTED CITATION:**  
Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Craft and Fine Artists, on the Internet at <https://www.bls.gov/oooh/arts-and-design/craft-and-fine-artists.htm> (visited March 21, 2019).

**Last Modified Date:** Tuesday, October 9, 2018

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Craft and Fine Artists, Craft Council  
<https://craftcouncil.org/resources>

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Home

## Resources

### **Craft Museums in the United States**

View museums that collect and exhibit contemporary craft.

### **National and Regional Craft Organizations**

Find contact information for an organization near you.

### **Schools with Craft Workshops and Courses**

These schools offer workshops or courses in craft in a broad sample of mediums. Some of these schools may also offer degree or certificate programs in craft arts. Course catalogues are available through the schools' websites. For further information on art / craft degrees and programs in your community, visit your public library. You can also browse searchable listings of all college and university programs through [Peterson's Education and Career Center](#).

### **State Arts and Crafts Councils**

State arts councils are an excellent source of information on grants and other funding opportunities. Local craft organizations often have information regarding workshops, exhibitions, local craft shows, and networking opportunities for artists.



## Summary and Viability

Degree holders in the proposed Bachelor's degree in Studio Art may experience greater flexibility in the marketplace compared to more narrowly focused art degrees. Although students choosing to fine-tune their skills in the arts, such as painting, sculpting, and craft-making, may benefit from a university education in those fields, job prospects may be highly-dependent on overall economic conditions. This is due to the specific, albeit highly-skilled, nature of the discipline.

During an economic downturn, the demand for arts and crafts commodities may subside, at times dramatically, as incomes fall.<sup>1</sup> But the broader set of skills in the proposed Bachelors degree in Studio Arts may offer the degree holder more career alternatives to navigate an unstable economy. As outlined in the Letter of Notification, the degree will be designed "to build competency with a set of practical artistic and production skills" (Winkle, LON).

The findings in the IPUMs data support this broader flexibility of the proposed degree in Studio Art. As mentioned in the Regional Demand section, individuals often find jobs in a diverse range of occupations that may be outside their chosen field of study. For Tennessee art majors, this is especially true as the most common occupations are in areas such as education, sales, management, computers and mathematics.

When consideration is given to "where the art major finds employment" versus "whether art majors are finding jobs in art-related fields," the earnings of art majors across diverse occupations is competitive. The mean and median earnings for art majors in TN remain in-line with, and sometimes surpass, earnings of other workers for the state and nation (Table 2: Earnings Distribution Comparisons).

The outcome of the survey for the proposed degree in Studio Arts shows mixed results across student classification years. However, when the survey accounts for seniors close to graduation, there appears to be a healthy interest in enrollment if the degree were offered. Seniors may offer a unique perspective as they are able to compare their experiences in an existing program to a hypothetical proposed degree.

Although it is difficult to forecast the short and long-run viability of a degree in Studio Arts, the general belief is that this degree may offer more flexibility and resistance to business cycles compared to related art degrees. Short-run fluctuations in the economy along with the traditional challenges

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<sup>1</sup> The assumption is that arts and crafts commodities have at the very least an income elasticity that is greater than zero, and may exhibit elasticities greater than 1 within certain ranges.

associated with frictional unemployment may place strain on degree holders as they seek an ideal work setting. But due to the broader flexibility that this proposed degree offers, they are likely to find stable positions that utilize their artistic skills in a productive capacity. Overall, it is believed that the proposed degree in Studio Art may become more viable in the long run.

### General Disclaimer

Independence: The thoughts and views of the authors of this study are based on their professional judgement and were not influenced by an outside party and do not present a known conflict of interest.

The Economics: Making predictions on the viability of a new academic program in the short and long run depends on many factors, many of which are not measured in this study. Input (labor market) and output markets play a critical role in this process. For instance, it is important to understand how a new degree will affect labor markets, and thus, the nominal wage. There are also feedback effects to consider regarding how the market influences the degree.

Ideally, understanding an output or input market begins with characterizing the structure of the market along a spectrum. The four main market structures in the output market are the Monopoly, Oligopoly, Monopolistic Competition, and Perfect Competition. Similar structures exist for the input markets. This study does not include an analysis of market structure.

Although earnings in the marketplace are not the only return one receives for their talents and skills, the focus of this study is largely on the monetary aspect associated with a proposed degree program. This study places a large focus on input markets, but does not consider the wide range of nonmonetary factors that may encourage someone to seek a new degree.

The interplay between output and input markets, the timing of these markets, and economic shocks, are just some of the elements that should be accounted for in the prediction process. Overall, this makes forecasting very complex and difficult. Because these factors are not considered here, caution should be taken when considering the summary analysis in this study.

## Appendix 1 B- Bachelor of Science in Music

# Feasibility Study

## Bachelor of Science in Music

### 1. Introduction

The School of Music at Tennessee Tech is submitting a proposal for a Bachelor of Science in Music. This proposed degree includes core music courses as well as electives students can choose that will help them pursue a specific career.

This feasibility study will assess the proposed degree program in the following areas, as outlined in the THEC guidelines: student interest, local and regional demand/need, employer need/demand, future sustainable need/demand, and in some cases, a section for external research. In some instances, there may be an unavoidable overlap of information provided across the regional and employer demand. This is because the demand for labor, whether regional or state-level, can be understood to be generated by firms.

### 2. Potential Student Interest

#### 2.1 Survey Overview

This report summarizes the results of a survey instrument used to assess student interest of the proposed degree program. The survey instrument was constructed to parallel standard surveys used by higher education institutions to appraise students' attractiveness to a potential degree program. In accordance with the Tennessee Higher Education Commission (THEC) approval process of new academic programs, the School of Music has employed Tennessee Tech University (TTU) College of Business faculty to collect and summarize prospective student interest data as a part of a feasibility study. The results from the survey instrument, in compilation with other report information, will be used to determine the program's potential.

#### 2.2 Survey Methods

The survey was distributed to current TTU undergraduates majoring in Music. The undergraduate students were separated into two groups. Students classified as freshman, sophomore, and junior were surveyed separately as group one and senior level undergraduates as group two. The online survey instrument was developed using Qualtrics, "a powerful and multifaceted on-line data collection/survey tool".<sup>1</sup> The survey was administered via email invitation to students from March 27, 2019 through April 5, 2019. During this period, recipients were reminded of the survey and encouraged to participate. Each survey group received the same survey instrument. The following description was sent to all students.

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<sup>1</sup> <https://www.tntech.edu/institute/services/qualtrics-software>

*“The School of Music is in the process of gaining approval to offer a Bachelor of Science in Music degree. This liberal arts degree would require the core music classes (harmony, aural skills, piano proficiency, applied study at 1 hour credit, music history, etc.), general education courses, plus several elective hours. With these electives, students could pursue a minor in another area of study, or apply them to music courses in their area of interest. The degree will be an option for new students and also an option for current students who decide they do not want to pursue music education or performance, but want a degree in music.”*

The survey questions were designed to gauge student interest in the proposed degree program. Questions addressed key areas of importance such as students’ strength of interest, potential date of enrollment, and the benefits of the program to the students’ future endeavors. Demographic information was collected and students were permitted to share their viewpoint of the program in an open-ended question format.

### 2.3 Description of Sample

Current undergraduates of Music were invited to participate in the survey. Of the 80 freshman, sophomore, and juniors surveyed, 34 responded for a 42.5% response rate. Twenty-three of the forty-four undergraduate seniors yielded response rate of 52.27%. The table below summarizes the data collected from survey instrument.<sup>2</sup>

### 2.4 Results

The response rates of both groups were satisfactory for the purpose of this study. The questionnaire required students to select an answer choice to proceed to the next question. The questionnaire contained 8 questions. Seven questions were multiple choice and the eighth question was open-ended. The survey began with the question, “[h]ave you read the description of the proposed Bachelor of Science Degree in Music?” The purpose of the question was to ensure that all participants understood the proposed program and could informatively answer the questions that followed. If the student was not aware of the program description, he/she was given the option to review it before continuing the survey. The description was reviewed by all Music students before continuing to answer the questionnaire.

Approximately 40.63% freshman-junior respondents signaled high interest in the start-up of this program offering, with 64% of these students desiring to enroll in the program immediately if the program commenced in Fall 2019. When students were asked if the proposed degree program better aligned with their future endeavors than currently offered degree programs, 36% selected “definitely yes” and 32% selected “probably yes”, while 16% indicated the degree program did not better align with future ventures.

Due to the nature of the questionnaire, this study thought it best to identify the current status of senior-level students, as the likelihood of attending and interest in the newly proposed program could be affected by the proximity to graduation. Seventeen percent of senior-level respondents were very

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<sup>2</sup> Approximately 1 undergraduate freshman, sophomore, junior participant and 4 seniors partially completed the survey; however, their inputs are retained in the results.

interested in the program, and 34.78% moderately interested. Fifty percent of seniors estimated enrolling in the program immediately if offered. Approximately 16.67% of senior respondents consider the proposed degree program to be better aligned with their future careers than the presently offered degree program. The table below displays the results of each survey question.

<b>Student Interest Survey Results for Proposed Degree Program in Music: Bachelor of Science Degree in Music</b>				
<b>Identify your current academic status</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Freshman	14	41.18	N/A	N/A
Sophomore	15	44.12	N/A	N/A
Junior	5	14.71	N/A	N/A
First Semester Senior	N/A	N/A	11	44
Second Semester Senior	N/A	N/A	12	48
Senior Status For More Than 2 Semesters	N/A	N/A	2	8
<b>Have you read the description of the proposed Bachelor of Science Degree in Music which was enclosed in the email with the link to this survey?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Yes	21	63.64	14	60.87
No, but I would like to review the description	12	36.36	9	39.13
No, and I would not like to review the description	0	0	0	0
<b>To what extent are you interested in pursuing studies toward a Bachelor of Science Degree in Music if offered at Tennessee Tech University?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Very	13	40.63	4	17.39
Moderately	12	37.5	8	34.78
Not at all	7	21.88	11	47.83
<b>Is a Bachelor of Science Degree in Music better aligned with your future endeavors than currently offered degree programs?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Definitely yes	9	36	2	16.67
Probably yes	8	32	3	25
Might or might not	4	16	3	25
Probably not	3	12	4	33.33
Definitely not	1	4	0	0
<b>How soon would you enroll in the proposed Bachelor of Science Degree in Music if one were to be established in Fall 2019?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Immediately	16	64	6	50
1 year	N/A	N/A	1	8.33
2 years	5	20	0	0
3 years	0	0	N/A	N/A
Not at all	4	16	5	41.67
<b>If this program moves forward, would you like to be kept informed?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>
Yes	30	93.75	14	66.67
No	2	6.25	7	33.33

Student Responses to Open-Ended Survey Question: "If you would like to share other thoughts as it pertains to your interest in the proposed degree program, please do so below"<sup>3</sup>

Freshman, Sophomore, Junior Responses:

- Sounds like a great idea for people who want to pursue music outside of education or performance purposes! I am not interested simply because I want to be a music teacher, but I believe this sounds like a great idea!
- I believe that this degree would be a great addition to the music department
- It would help me focus on other music that interests me more than the standard classical, which takes up the majority of my time. It takes a huge load off since I don't really want to do classical music for my career.
- Not everyone has a firm grasp on whether they want to teach or perform, so rather than picking one or even double majoring, a degree in Music is a great way to establish middle ground without any pressure to make a decision on that. It's a flexible degree which can later be used to refine for a graduate degree. Thanks a lot.
- I am hoping to eventually do music therapy, so this is exactly what I would like.

Senior Responses:

- A Bachelor of Music degree does not seem to present a significant opportunity for employment without pursuing Graduate school after undergraduate studies. An education degree is the most well-rounded degree you can get. The performance expectations are just as high as a performance degree, plus the knowledge, resources, and experience accumulated during the course of an education degree are so vast in scope that any field of study beyond that of an undergraduate degree is well supported by an education degree. A bachelor of science degree seems to leave an individual with less experience, less knowledge, and less resources to use after graduation. It seems, to me, like the easy way out of a music degree. "The path of least persistence".
- This would be amazing for people who want/need a degree in music but don't want to pursue education specifically. Such as, music therapy, music business, composition, etc.
- I've had a large interest in music therapy, and believe that a degree program like this would help students with interests outside specifically performance or education be able to gear classes to their independent goals, such as therapy, commercial music, business, technology, etc. It seems like the programs that were aimed toward therapy or business in the past failed because it was too small of a niche, and there weren't enough students to support entire majors dedicated to each program. This seems like a great step in the right direction, to begin building up other areas of music study for a more diverse program.
- Good opportunity for the university to further its academic program options
- It's hard enough for people to find a job with a music degree in either performance or education. (Not to mention having a music degree is a joke now a days) I think there's not a point in going in music if you aren't doing one or the other. I think music business should be the alternative. BUT there should be MUSIC business classes. Not just music classes and then business classes. You might as well minor in one or the other and it be the same thing. With a music business degree that would give students that think performance or education isn't what

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<sup>3</sup> Note, student responses were not altered to prevent misinterpretation of viewpoint.



they want, an option of managing an orchestra, or studio, or shops. But I'm sure you all have made your decision on this other degree program already without our input anyways so..

- I think this is a terrible idea. As this degree is a comp out for people who are unable to do the normal requirements of a Ed or performance music major. I think that the school should just let people fail instead of try to keep their numbers up and create a degree that is easier for people who can not achieve the real deal. This is a step down for tech and it is a bad move.
- I think this degree will help our School of Music better recruit students interested in music composition and theory.
- I think I'm theory this is a good idea, but I do not see a good application for this degree. If an individual is interested in university teaching or music therapy, an education degree would be, from what I know and believe, much more beneficial. For those interested in doing music business, a degree we do not offer, I think it may be beneficial, but a performance or Ed degree still seems like better options. It seems to be an easier path to getting a music degree. If we're doing this so that more people have an opportunity to earn a degree, so that we can graduate more students are we focused on the quantity of students in our program, or the quality of student we produce in the program. I would like to think quality is the first priority, and that comes from requiring hard work, dedication, and providing the most well-rounded, in-depth experience possible, not create a path of least persistence.

### 3. Local and Regional Need/Demand

Undergraduate degrees provide general market skills that can be used in many different occupations, and make the acquisition of specific skills easier and more efficient once a graduate is hired by an employer. It is quite common for college graduates to find employment in occupations that are seemingly unrelated to their undergraduate major. This is not an indication of a slack in demand, of excess supply of specific degree holders, or a mistake in the choice of major. It is the normal operation of a dynamic labor market that allocates available skills to employers who demand those skills.

We use the 2017 Integrated Public Use Microdata Series (IPUMS) database from the American Community Survey of the BLS.<sup>4</sup> Most BLS data are in the form of aggregated tables. IPUMS data are at the individual level. This allows for the construction of customized tables that can accommodate specific comparisons of interrelated variables.

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<sup>4</sup> Steven Ruggles, Sarah Flood, Ronald Goeken, Josiah Grover, Erin Meyer, Jose Pacas, and Matthew Sobek. IPUMS USA: Version 9.0 [dataset]. Minneapolis, MN: IPUMS, 2019. <https://doi.org/10.18128/D010.V9.0>

Tennessee residents who hold an undergraduate degree in music find employment in many diverse occupations. Table 1 shows the top six occupations of Tennessee music majors. Note that musicians

Table1: Top Occupations for TN Music Majors (in percent)

Occupation:	TN Music Majors	USA Music Majors
Education, Training, Library	20.6	30.0
Arts, Design, Entertainment, Media	14.2	14.7
Management, Business, Science/Art	13.9	11.1
Office and Administrative Support	11.8	9.4
Sales and Related Occupations	6.9	6.7
Business Operations Specialists	5.3	3.5

would be classified as "Arts, Design, Entertainment, Media", indicating that very few (14.2%) music majors become employed as musicians. This is very close to the proportion in the US population (14.7%). More Tennessee music majors are in education than are employed as musicians. Also note that the last four occupations in Table 1 are all business-related occupations, so that we could conclude that over one-third (37.9%) end up in business. The occupational distribution of Tennessee music majors is very similar to that of US music majors, though more Tennessee majors end up in business, and fewer in education.

Table 2 reports statistics on the distribution of earnings of music majors in Tennessee and compares it to

Table 2: Earnings Distributions Comparisons

	TN Music Majors	US Music Majors	All TN Workers	All US Workers
mean	47166	50989	39634	45499
median	36000	40000	29000	31000
std deviation	55499	57600	49403	56281
1 <sup>st</sup> quartile	19000	18000	13300	14700
3 <sup>rd</sup> quartile	56000	65000	50000	57000

the distributions of US music majors, Tennessee workers in general, and all US workers. The average annual earnings of music majors in Tennessee, regardless of current occupation, is \$47166. This is substantially less than average of \$50989 for all music majors in the US. This likely is the result of differences in real earnings across all occupations in the US, as evidenced by comparing the average earnings of all Tennessee workers to the average earnings of all US workers. Tennessee's music majors earn 93% of US music majors' earnings, while all Tennessee workers earn only 87% of all US workers' earnings.

The differences in the dispersion of earnings is also of interest. The variation of earnings of Tennessee music majors is about the same as that of US music majors, and all US workers. But the variation of all Tennessee workers is the smallest of the four. Although the standard deviation and first quartile of Tennessee music majors is very close to that of US music majors, the third quartile is much lower for Tennessee music majors. This indicates that the distribution of US music majors is more positively-skewed.

Whatever the differences in mean earnings, the biggest comparative difference that Tennessee music majors has is in the age-earnings profile. Typically, we observe that as workers age, their earnings increase, reaching a peak somewhere in the 50s to early 60s, and then decline. Table 3 shows the

Table 3: Mean Earnings by Age Group

Age Group:	TN Music Majors	US Music Majors	All TN Workers	All US Workers
Less than 30	27862	27106	18995	21397
30-50	57452	56323	45331	53088
50-65	55032	64268	52304	58854
Over 65	40050	47937	40895	43773

average earnings at various age groups. The age-earnings profile of US music majors, all Tennessee workers, and all US workers all follow the usual profile. But Tennessee music majors' earnings peak earlier, and decline much more rapidly, than the comparison groups. This may imply that while younger Tennessee music majors enjoy the same earnings as the national average, future earnings may not increase as fast.

#### 4. Employer need/demand

In this section, focus is placed on assessing the employment opportunities and job outlook for the proposed Bachelor's degree in Music. The following section presents data and information obtained from the BLS and related sources. We investigate data from the BLS and related sources, such as location quotients, state and area data, and salary to gain a big picture view of music occupations. As mentioned earlier, there may be some overlap of information across the regional demand section and

here. This is because labor markets do not treat these headings as mutually exclusive. In addition, regional demand and employer exhibit a dependent nature.<sup>5</sup>

A student may seek the Bachelor of Science in Music to fulfill a desire for a liberal arts education and/or to obtain a “generalist” degree in music (Mullen, Wendy, LON). Particular occupations in the marketplace, as defined by the Bureau of Labor and Statistics, that may accommodate the proposed degree are broad and diverse. Government statistics are available based on occupations that are directly, or indirectly related to music. Although this information is valuable, it lacks the insight on where music majors are finding employment along with other critical aspects in the marketplace. Therefore, this study includes alternative data from IPUM (discussed in an earlier section) that investigates questions not be addressed by the BLS.

#### 4.1 Snapshot

As part of gaining a big picture view, or snapshot of occupations in music, the Bureau of Labor Statistics provides data in the Occupational Employment Statistics repository (OES). After a careful review of this particular database, focus was placed on the general heading Arts, Design, Entertainment, Sports, and Media Occupations (OES Group ID Appendix B). There are several sub-occupational definitions under this description that make reference to music, such as Musicians, Singers, and Related Workers (27-2040),<sup>6</sup> Music Directors and Composers (27-2041), Musicians and Singers (27-2042), and Entertainers and Performers, Sports and Related Workers, All Other (27-2099) (OES Sub-Group Appendix B). However, there is no single occupation defined as “music” listed in the OES. And although the “music degree holder” may find employment in related and seemingly non-related fields, Table 4 summarizes key information for the aforementioned occupations to provide a baseline for the reader.

Table 4: OES Occupational Descriptions

Headings	Nt'l mean hourly wage
Musicians, Singers, and Related Workers	34.11
Music Directors and Composers	29.56
Musicians and Singers	35.86
Entertainers and Performers, Sports and Related Workers, All Other	23.15

The BLS includes information on occupations under the Occupational Outlook Handbook database (Handbook). It is not definitively clear how this information coincides with the Occupation Economic Statistics (OES). Because of this, this section will analyze select occupations from this database as part of the feasibility study.

<sup>5</sup> DiFurio, Ferdinand. Feasibility Study on Music.

<sup>6</sup> Detailed information was not available for this occupation, such as LQs and related employer data.

Under the aggregated category entitled Entertainment and Sports Occupations, the following sub-occupations are listed: Actors, Athletes and Sports Competitors, Coaches and Scouts, Dancers and Choreographers, Music Directors and Composers, Musicians and Singers, and Producers and Directors.

We focus on the OES occupational category "Music Directors and Composers" as a baseline reference. This occupation cross-lists many jobs that a music major can attain ([Directors, Cross-list Appendix B](#)), such as music adapters, music arrangers, music conductors, and music copyists.<sup>7</sup>

The 2017 annual national median pay for Music directors and composers is listed as \$50,590. The entry level of education required for this occupation is a Bachelor's degree (no field specified), and the number of jobs nationally listed at 74,800. The job outlook and employment change forecasted nationally for the period 2016-2026 is 6% and 4,300 respectively ([Music directors, Job Outlook, Appendix B](#)).

The BLS provides information on the job description for Music Directors and composers. Some of the select descriptions of directors include "select musical arrangement and compositions to be performed for live audiences or recording, direct rehearsals to prepare performances and recording, and meet with potential donors and attend fundraisers" ([Music Directors, Job Description, Appendix B](#)). Composers "write original music that orchestras, bands, and other musical groups perform, meet with orchestras, musical groups, and other who are interested in commissioning a piece of music, and work with musicians to record their music" ([Music Directors, Job Description, Appendix B](#)).

The job outlook reported by the BLS for music directors and composers is expected to be consistent with the average growth for all occupations ([Music directors, Job Outlook, A.4](#)). However, the BLS report suggests the market may realize some resistance from competition in the labor market along with funding challenges for performance venues and the arts in general ([Music directors, Job Outlook, Appendix B](#)).

The BLS reports 74,800 jobs nationally for Music directors and composers in 2016, and projects 79,100 jobs for 2026. Extended data is available in an Employment by Industry excel file ([Music Directors, Projections Central, Excel, Appendix B](#)). The reader can observe where Music directors and composers are finding employment. A relatively large share of employment is held at educational institutions, self-employment, and Religious, grantmaking, civic, professional, and similar organizations ([Music Directors, Projections Central, Employment by Industry, Excel, Appendix B](#)). When this outcome should be coupled with the information in IPUM section 3.4 that reveals "music" majors are also finding employment in several, seemingly unrelated occupations.

To answer the question of "Which employers hire music majors and related?" the work environment provided by the BLS can be explored. The BLS reports the largest of employers of music directors and composers as listed in Table 5 ([Music Directors, Work Enviro, Appendix B](#)). Also listed in the

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<sup>7</sup> The BLS cross-references the Music Professor with Post-secondary Teachers. Drama, Art, Music Teachers: Post-secondary is covered in this study briefly under the analysis using the OES repository. See section A.4. It is also worthwhile mentioning that Music video directors and Music video producers are cross-listed with Producers and directors in general. There are several other occupations listed that could qualify as a baseline reference. However, to accommodate various resource constraints of the feasibility study, this particular choice was made. In addition, information is provided by the BLS on post-secondary teaching careers in music. However, the School of Music already offers a Music Education degree that is separate from the proposed Bachelor's degree in Music.

table are annual average wages for Music directors and composers by the top paying employers (**Music Directors, Pay, Appendix B**).

Table 5: Employers of Music Directors and Composers

Headings	% of total	Pay of Music Directors and composers by top employers
Religious, grantmaking, civic, professional, and similar organizations	56%	\$40,560
Self-employed workers	26	N/A
Elementary and Secondary schools: state, local, and private	12	\$54,690
Performing arts companies	3	\$53,870

#### 4.2 Location Quotients

As a way of assessing industry-intensity for employment in music-related occupations, location quotients are investigated. Location quotients provide a measure of the employment concentration for a particular job. An quotient of greater than one “indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.” (LQ).<sup>8</sup>

The location quotients for the state of TN for Music Directors and Composers, Musicians and Singers, Entertainers and Performers, Sports and Related Workers are 1.24, 2.60, and 1.00 respectively is listed in TN (LQ, **Music Directors and Composers Appendix B** ; LQ, **Musicians and Singers** ; LQ, **Entertainers and Performers**). There are likely geographical areas throughout the state that offer above average employment in music-related sectors that may explain the magnitudes of these indices. It is well known that in parts of Tennessee, the share of employment in sectors related to music composition, song writing, record producing, and supporting occupations is relatively high compared to other parts of the country.

#### 4.3 State and Area data

State and Area data for Music Directors and composers can be obtained via the OES database that links from the Occupational Handbook (**Music Directors, State and Area, Appendix B**). In the state of TN, there are a reported 390 jobs under Music directors and composers for May of 2017.

The annual mean wage is provided by state for the period May 2017. A map is provided below that compares regions of U.S. (**Music Directors, Maps, Appendix B**). There are clusters of high-salary states in the Northeast region with a scattered distribution of relatively high-salary states throughout the nation.

<sup>8</sup> The BLS provides a definition of a location quotient as: “The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.” The value of the LQ is listed for TN.

[https://www.bls.gov/oes/current/oes272041.htm#\(9\)](https://www.bls.gov/oes/current/oes272041.htm#(9))

Tennessee does not report data for this map. More information on the geographical distribution, metropolitan versus nonmetropolitan, of pay and employment is listed in the Appendix ([Music Directors, Metro, Appendix B](#)).

The BLS provides additional information for State and Area within an external research site entitled Projections Central. Short-term Occupational Projections for Music directors and composers in TN from 2018 – 2020 are estimated to go from 1,630 in 2018 to 1,670 in 2020, representing a 2.5% change with an annual average number of jobs available at 180 ([Music Directors, Projections Central, Excel, Appendix B](#)).<sup>9</sup> Long-term occupational projections for Music directors and composers in TN from 2016 to 2026 are estimated to go from 1,640 in 2016 to 1,790 in 2026, representing a 9.1% change (vs. 5.7% for the nation), with an annual average number of jobs available at 180.

#### 4.4 Industry Profiles

An Industry Profile, which is a list of employers that hire the most (as measured in levels) for this occupation of Music Directors and Composers, includes Elementary and Secondary Schools, Religious Organizations, Performing Arts Companies, Colleges, Universities, and Professional Schools, Independent Artists, Writers, and Performers. Industries with the highest concentration of jobs for Music Directors and Composers include Religious Organizations, Performing Arts Companies, Sound Recording Industries, Independent Artists, Writers, and Performers, and Motion Picture and Video Industries. The top paying industries include Independent Artists, Writers and Performers, Sound Recording Industries, Performing Arts Companies, Promoters of Performing Arts, Sports, and Similar Events, and Junior Colleges ([IP Music Directors and Composers Appendix B](#)).

For Musicians and Singers, the Industry Profiles for the most employers, highest concentration of jobs, and top paying sectors are similar to those listed for the previously listed Music Directors and Composers ([IP Musicians and Singers Appendix B](#)). There are a few exceptions for this occupational definition: Promoters of Performing Arts, Sports and Similar events are among the highest employers (levels) unique to this definition, and Local Government, excluding schools and hospitals are listed among the top paying sectors.

For Entertainers and Performers, many of the same occupations listed as the most employers (levels), highest share of jobs, and top paying industries are cross-listed with the other occupations listed previously. Some that are unique for Entertainers and Performers, et al. include Traveler Accommodation, Independent Artists, Writers, and Performers, and Drinking Places for highest employers, highest share of employers and top paying sectors respectively ([IP Entertainers and Performers Appendix B](#)).

The BLS provides information on similar occupations to Music directors and composers, many of which could accommodate degree holders of the proposed bachelor's degree in music. These include Actors, Dancers and Choreographers, High School teachers (\$59,170), Kindergarten and elementary school teachers (\$56,900), Middle School teachers (\$57,720), Musicians and Singers, Postsecondary Teachers (\$76,000), Producers and Directors (\$71,620), and Writers and Authors (\$61,820).<sup>10</sup> ([Music Directors, Projections Central, Excel, Appendix B](#)).

<sup>9</sup> A short-term rate of change was not available for the nation for Music directors and composers.

<sup>10</sup> Figures in parentheses are 2017 Median wage reported for the occupations.

## 5. External Research

There is additional information provided by the BLS that is external to the government's database. These resources include the National Association of Schools of Music, Future of Music Coalition, Music Composers and Arrangers, Music Directors, and Music Directors and Composers ([Music Directors, More information, Appendix B](#)).

The National Association of Schools of Music (NASM) was started in 1924 and states in its purpose to "advance the course of music in American life and especially in higher education, to establish and maintain threshold standards for the education of musicians, while encouraging both diversity and excellence, and provide a national forum for the discussion of issues related to these purposes" (NASM). A record of job listings for this organization reveals the following:

- Position of Accreditation Assistant
- Position of Editorial and Programming Assistant

It is important to point out that these positions require and/or state as preferable a college degree in the arts and/or a degree in performing arts. These are a few examples of how the proposed Bachelor's degree in Music may help students seeking these positions in the Arts Industry ([Music Directors, NASM, Appendix B](#))

The Future of Music Coalition offers several resources to those in the music industry. A particular research project conducted by this group is Money from Music Quizzes. The study stresses the need for musicians to understand the fiscal aspects of the music industry along with copyright laws, licenses and agreements. The marketplace for these services may accommodate the degree holder in Music ([Music Directors, Future of Music Coalition, Appendix B](#)).

As part of providing more information for the music major in the marketplace, the BLS provides another alternative resource. The Career Outlook reference, which provides information on "careers for music lovers," is briefly summarized here ([Music Directors, Career Outlook, Appendix B](#)).

Within the field of music, there are many jobs to filled that support the performance component. These jobs are also likely to accommodate a degree holder with a Bachelor's degree in Music. The BLS highlights Broadcast and sound engineer technicians along with music teachers.

In terms of assessing the employment outlook, the BLS points out that obtaining reliable data on wages and employers is difficult since careers in music are broad and diverse. Many occupations within music have different titles and are indirectly related. For this reason, predicting where the music major will find employment is not clear. However, the broad-based skillset of the music major can offer a spectrum of employment opportunities in a competitive labor market.



## Summary and Viability

Since labor market conditions, particularly labor demand, are dependent on the output market, some discussion of what music produces is helpful. Degree holders in music may pursue careers that generate music-related goods and services. On a spectrum, these goods and services may be relatively income elastic within a certain range, implying that individuals are likely to increase their quantity demanded for them by proportionally more than some initial rise in income. This may be the case during an economic expansion, or conversely, in an economic contraction. This makes goods and services related to music particularly vulnerable to business cycles. As a result, the demand for labor, which is derived from the demand for the output good, may also be sensitive.

However, the results in the feasibility study show that music majors find employment in fields seemingly unrelated to their specialty. Individuals pursuing these alternative career paths may gain some degree of immunity to economic downturns, offering those employed with a layer of job security.

The analysis performed using the IPUMs database suggest unique and dynamic labor market conditions for the music major. In TN, music majors find employment in seemingly unrelated occupations such as education, business, sales and administrative support. A significant share (over one-third) find employment in business-related occupations. Also, the path of lifetime earnings for TN music majors appears to stagnate in a worker's later years when compared to national trends.

The survey results for the proposed degree in Music show that close to a majority share of freshmen-junior level students expressed a high interest in the program, while over a majority share indicated they would enroll in the program.

Because business cycles, or fluctuations in real GDP around the long-run trend, are considered short run phenomenon, the viability of the music degree in the short run maybe uncertain. As degree holders find new employment opportunities resulting from structural shifts in the economy, they may settle into jobs that are less vulnerable to economic swings. As a result, the proposed music degree may become more viable in the long run.

In summary, the viability of the proposed degree program in this study depends on several factors, several of which cannot be measured here. Labor market conditions, and how they respond to output market conditions, will dictate the demand for this proposed degree. Further, the survey results from this study may not always correlate with the actions respondents take in real life. The combination of these things add a large degree of uncertainty in forecasting the viability of the new program.

### General Disclaimer

Independence: The thoughts and views of the authors of this study are based on their professional judgement and were not influenced by an outside party and do not present a known conflict of interest.

The Economics: Making predictions on the viability of a new academic program in the short and long run depends on many factors, many of which are not measured in this study. Input (labor market) and output markets play a critical role in this process. For instance, it is important to understand how a new degree will affect labor markets, and thus, the nominal wage. There are also feedback effects to consider regarding how the market influences the degree.

Ideally, understanding an output or input market begins with characterizing the structure of the market along a spectrum. The four main market structures in the output market are the Monopoly, Oligopoly, Monopolistic Competition, and Perfect Competition. Similar structures exist for the input markets. This study does not include an analysis of market structure.

Although earnings in the marketplace are not the only return one receives for their talents and skills, the focus of this study is largely on the monetary aspect associated with a proposed degree program. This study places a large focus on input markets, but does not consider the wide range of nonmonetary factors that may encourage someone to seek a new degree.

The interplay between output and input markets, the timing of these markets, and economic shocks, are just some of the elements that should be accounted for in the prediction process. Overall, this makes forecasting very complex and difficult. Because these factors are not considered here, caution should be taken when considering the summary analysis in this study.

## Appendix A: Survey Instrument

<b>Student Interest Survey Results for Proposed Degree Program in Music: Bachelor of Science Degree in Music</b>					
<b>Identify your current academic status</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>	
Freshman	14	41.18	N/A	N/A	
Sophomore	15	44.12	N/A	N/A	
Junior	5	14.71	N/A	N/A	
First Semester Senior	N/A	N/A	11	44	
Second Semester Senior	N/A	N/A	12	48	
Senior Status For More Than 2 Semesters	N/A	N/A	2	8	
<b>Have you read the description of the proposed Bachelor of Science Degree in Music which was enclosed in the email with the link to this survey?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>	
Yes	21	63.64	14	60.87	
No, but I would like to review the description	12	36.36	9	39.13	
No, and I would not like to review the description	0	0	0	0	
<b>To what extent are you interested in pursuing studies toward a Bachelor of Science Degree in Music if offered at Tennessee Tech University?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>	
Very	13	40.63	4	17.39	
Moderately	12	37.5	8	34.78	
Not at all	7	21.88	11	47.83	
<b>Is a Bachelor of Science Degree in Music better aligned with your future endeavors than currently offered degree programs?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>	
Definitely yes	9	36	2	16.67	
Probably yes	8	32	3	25	
Might or might not	4	16	3	25	
Probably not	3	12	4	33.33	
Definitely not	1	4	0	0	
<b>How soon would you enroll in the proposed Bachelor of Science Degree in Music if one were to be established in Fall 2019?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>	
Immediately	16	64	6	50	
1 year	N/A	N/A	1	8.33	
2 years	5	20	0	0	
3 years	0	0	N/A	N/A	
Not at all	4	16	5	41.67	
<b>If this program moves forward, would you like to be kept informed?</b>	<b>Freshman, Sophomore, Junior Count</b>	<b>Freshman, Sophomore, Junior Respondents %</b>	<b>Senior Count</b>	<b>Senior Respondents %</b>	
Yes	30	93.75	14	66.67	
No	2	6.25	7	33.33	

# Appendix B: References with Graphics

## BS in Music

OES Group ID: 27-0000

[https://www.bls.gov/oes/current/oes\\_nat.htm#27-0000](https://www.bls.gov/oes/current/oes_nat.htm#27-0000)

### Occupational Employment Statistics

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### May 2017 National Occupational Employment and Wage Estimates

#### United States

These estimates are calculated with data collected from employers in all industry sectors in metropolitan and nonmetropolitan areas in every state and the District of Columbia.

Additional information, including the hourly and annual 10th, 25th, 75th, and 90th percentile wages, is available in the [downloadable XLS file](#).

Major Occupational Groups (**Note**--clicking a link will scroll the page to the occupational group):

- 00-0000 [All Occupations](#)
- 11-0000 [Management Occupations](#)
- 13-0000 [Business and Financial Operations Occupations](#)
- 15-0000 [Computer and Mathematical Occupations](#)
- 17-0000 [Architecture and Engineering Occupations](#)
- 19-0000 [Life, Physical, and Social Science Occupations](#)
- 21-0000 [Community and Social Service Occupations](#)
- 23-0000 [Legal Occupations](#)
- 25-0000 [Education, Training, and Library Occupations](#)
- 27-0000 [Arts, Design, Entertainment, Sports, and Media Occupations](#)
- 29-0000 [Healthcare Practitioners and Technical Occupations](#)
- 31-0000 [Healthcare Support Occupations](#)
- 33-0000 [Protective Service Occupations](#)
- 35-0000 [Food Preparation and Serving Related Occupations](#)
- 37-0000 [Building and Grounds Cleaning and Maintenance Occupations](#)
- 39-0000 [Personal Care and Service Occupations](#)
- 41-0000 [Sales and Related Occupations](#)
- 43-0000 [Office and Administrative Support Occupations](#)
- 45-0000 [Farming, Fishing, and Forestry Occupations](#)
- 47-0000 [Construction and Extraction Occupations](#)
- 49-0000 [Installation, Maintenance, and Repair Occupations](#)
- 51-0000 [Production Occupations](#)
- 53-0000 [Transportation and Material Moving Occupations](#)





OES Sub-Group 27-0000

[https://www.bls.gov/oes/current/oes\\_nat.htm#27-0000](https://www.bls.gov/oes/current/oes_nat.htm#27-0000)

Occupation code	Occupation title (click on the occupation title to view its profile)	Level	Employment	Employment RSE	Employment per 1,000 jobs	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
-----------------	--	-------	------------	----------------	---------------------------	--------------------	------------------	------------------	---------------

27-2040	Musicians, Singers, and Related Workers	broad	55,570	2.4%	0.390	\$25.95	\$34.11	(4)	2.0%
27-2041	<a href="#">Music Directors and Composers</a>	detail	15,400	3.2%	0.108	\$24.32	\$29.56	\$61,490	2.8%
27-2042	<a href="#">Musicians and Singers</a>	detail	40,170	3.1%	0.282	\$26.96	\$35.86	(4)	2.4%
27-2099	<a href="#">Entertainers and Performers, Sports and Related Workers, All Other</a>	detail	11,440	17.7%	0.080	\$17.09	\$23.15	(4)	3.0%


UNITED STATES DEPARTMENT OF LABOR
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## OCCUPATIONAL OUTLOOK HANDBOOK

- [Music adapters](#), see: [Music directors and composers](#)
- [Music arrangers](#), see: [Music directors and composers](#)
- [Music conductors](#), see: [Music directors and composers](#)
- [Music copyists](#), see: [Music directors and composers](#)
- [Music directors and composers](#)
- [Music directors](#), see: [Music directors and composers](#)
- [Musicians and singers](#)
- [Musicians](#), see: [Musicians and singers](#)
- [Music librarians](#), see: [Librarians](#)
- [Music ministers](#), see: [Music directors and composers](#)
- [Music pastors](#), see: [Music directors and composers](#)
- [Music professors](#), see: [Postsecondary teachers](#)
- [Music video directors](#), see: [Producers and directors](#)
- [Music video producers](#), see: [Producers and directors](#)

<https://www.bls.gov/ooh/a-z-index.htm#M>

OES Group ID: 27-0000

https://www.bls.gov/oes/current/oes\_nat.htm#(4)

The screenshot shows the Bureau of Labor Statistics website. The main heading is "Occupational Employment Statistics" and the sub-heading is "May 2017 National Occupational Employment and Wage Estimates United States". The page explains that these estimates are calculated with data collected from employers in all industry sectors in metropolitan and nonmetropolitan areas in every state and the District of Columbia. It also mentions that additional information, including hourly and annual wages, is available in a downloadable XLS file.

Major Occupational Groups (Note-clicking a link will scroll the page to the occupational group):

- 00-0000 [All Occupations](#)
- 11-0000 [Management Occupations](#)
- 13-0000 [Business and Financial Operations Occupations](#)
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### IP Music Directors and Composers

**Industry profile for this occupation: [Top](#)**

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Elementary and Secondary Schools</a>	6,100	0.07	\$27.90	\$58,030
<a href="#">Religious Organizations</a>	4,430	2.29	\$26.64	\$55,420
<a href="#">Performing Arts Companies</a>	2,500	1.97	\$34.35	\$71,450
<a href="#">Colleges, Universities, and Professional Schools</a>	500	0.02	\$32.46	\$67,510
<a href="#">Independent Artists, Writers, and Performers</a>	380	0.73	\$34.52	\$71,810

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Religious Organizations</a>	4,430	2.29	\$26.64	\$55,420
<a href="#">Performing Arts Companies</a>	2,500	1.97	\$34.35	\$71,450
<a href="#">Sound Recording Industries</a>	170	1.01	\$34.36	\$71,480
<a href="#">Independent Artists, Writers, and Performers</a>	380	0.73	\$34.52	\$71,810
<a href="#">Motion Picture and Video Industries</a>	370	0.09	(8)	(8)

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Independent Artists, Writers, and Performers</a>	380	0.73	\$34.52	\$71,810
<a href="#">Sound Recording Industries</a>	170	1.01	\$34.36	\$71,480
<a href="#">Performing Arts Companies</a>	2,500	1.97	\$34.35	\$71,450
<a href="#">Promoters of Performing Arts, Sports, and Similar Events</a>	90	0.07	\$33.93	\$70,570
<a href="#">Junior Colleges</a>	110	0.02	\$32.82	\$68,270

**Geographic profile for this occupation: [Top](#)**

States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.

## IP Musicians and Singers

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Performing Arts Companies</u>	20,210	15.97	\$38.43	(4)
<u>Religious Organizations</u>	9,500	4.91	\$37.24	(4)
<u>Colleges, Universities, and Professional Schools</u>	2,330	0.08	\$28.31	(4)
<u>Promoters of Performing Arts, Sports, and Similar Events</u>	1,520	1.08	\$36.65	(4)
<u>Elementary and Secondary Schools</u>	1,520	0.02	\$25.32	(4)

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Performing Arts Companies</u>	20,210	15.97	\$38.43	(4)
<u>Religious Organizations</u>	9,500	4.91	\$37.24	(4)
<u>Independent Artists, Writers, and Performers</u>	1,010	1.97	\$29.25	(4)
<u>Promoters of Performing Arts, Sports, and Similar Events</u>	1,520	1.08	\$36.65	(4)
<u>Sound Recording Industries</u>	180	1.07	\$41.79	(4)

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Sound Recording Industries</u>	180	1.07	\$41.79	(4)
<u>Local Government, excluding schools and hospitals (OES Designation)</u>	340	0.01	\$40.82	(4)
<u>Performing Arts Companies</u>	20,210	15.97	\$38.43	(4)
<u>Other Amusement and Recreation Industries</u>	(8)	(8)	\$38.05	(4)
<u>Religious Organizations</u>	9,500	4.91	\$37.24	(4)



## IP Entertainers and Performers

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Motion Picture and Video Industries</u>	1,750	0.41	(8)	(8)
<u>Performing Arts Companies</u>	1,400	1.11	\$23.15	(4)
<u>Spectator Sports</u>	1,150	0.81	\$17.97	(4)
<u>Independent Artists, Writers, and Performers</u>	1,000	1.94	\$31.74	(4)
<u>Traveler Accommodation</u>	860	0.04	\$26.08	(4)

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Independent Artists, Writers, and Performers</u>	1,000	1.94	\$31.74	(4)
<u>Performing Arts Companies</u>	1,400	1.11	\$23.15	(4)
<u>Spectator Sports</u>	1,150	0.81	\$17.97	(4)
<u>Promoters of Performing Arts, Sports, and Similar Events</u>	630	0.45	\$16.61	(4)
<u>Motion Picture and Video Industries</u>	1,750	0.41	(8)	(8)

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Business, Professional, Labor, Political, and Similar Organizations</u>	30	0.01	\$33.90	(4)
<u>Independent Artists, Writers, and Performers</u>	1,000	1.94	\$31.74	(4)
<u>Employment Services</u>	90	(7)	\$29.54	(4)
<u>Traveler Accommodation</u>	860	0.04	\$26.08	(4)
<u>Drinking Places (Alcoholic Beverages)</u>	350	0.09	\$24.52	(4)

## IP Art, Drama

<https://www.bls.gov/oes/current/oes251121.htm>

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Colleges, Universities, and Professional Schools</u>	69,360	2.30	(4)	\$78,610
<u>Junior Colleges</u>	17,910	2.43	(4)	\$78,270
<u>Other Schools and Instruction</u>	6,920	1.62	(4)	\$83,410
<u>Technical and Trade Schools</u>	560	0.42	(4)	\$55,160
<u>Performing Arts Companies</u>	150	0.12	(4)	\$72,970

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Junior Colleges</u>	17,910	2.43	(4)	\$78,270
<u>Colleges, Universities, and Professional Schools</u>	69,360	2.30	(4)	\$78,610
<u>Other Schools and Instruction</u>	6,920	1.62	(4)	\$83,410
<u>Technical and Trade Schools</u>	560	0.42	(4)	\$55,160
<u>Performing Arts Companies</u>	150	0.12	(4)	\$72,970

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Other Schools and Instruction</u>	6,920	1.62	(4)	\$83,410
<u>Colleges, Universities, and Professional Schools</u>	69,360	2.30	(4)	\$78,610
<u>Junior Colleges</u>	17,910	2.43	(4)	\$78,270
<u>Performing Arts Companies</u>	150	0.12	(4)	\$72,970
<u>Technical and Trade Schools</u>	560	0.42	(4)	\$55,160

Entertainment and Sports Occupations

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# OCCUPATIONAL OUTLOOK HANDBOOK

Search Handbook

Occupational Outlook Handbook > Entertainment and Sports > Entertainment and Sports Occupations

Employment of entertainment and sports occupations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Employment is projected to increase by about 79,600. Strong demand from the public for more movies and television shows, as well as the increasing popularity of sports, will contribute to job growth for the entertainment and sports occupations.

The median annual wage for entertainment and sports occupations was \$42,010 in May 2017, which was higher than the median annual wage for all occupations of \$37,690.

OCCUPATION	JOB SUMMARY	ENTRY-LEVEL EDUCATION	2017 MEDIAN PAY
 <b>Actors</b>	Actors express ideas and portray characters in theater, film, television, and other performing arts media. They interpret a writer's script to entertain or inform an audience.	Some college, no degree	The annual wage is not available.
 <b>Athletes and Sports Competitors</b>	Athletes and sports competitors participate in organized, officiated sporting events to entertain spectators.	No formal educational credential	\$51,370
 <b>Coaches and Scouts</b>	Coaches teach amateur or professional athletes the skills they need to succeed at their sport. Scouts look for new players and evaluate their skills and likelihood for success at the college, amateur, or professional level. Many coaches also are involved in scouting.	Bachelor's degree	\$32,270
 <b>Dancers and Choreographers</b>	Dancers and choreographers use dance performances to express ideas and stories. There are many types of dance, such as ballet, tango, modern dance, tap, and jazz.	See How to Acquire the Education	The annual wage is not available.
 <b>Music Directors and Composers</b>	Music directors, also called conductors, lead orchestras and other musical groups during performances and recording sessions. Composers write and arrange original music in a variety of musical styles.	Bachelor's degree	\$50,590
 <b>Musicians and Singers</b>	Musicians and singers play instruments or sing for live audiences and in recording studios.	No formal educational credential	The annual wage is not available.
 <b>Producers and Directors</b>	Producers and directors create motion pictures, television shows, live theater, commercials, and other performing arts productions. They interpret a writer's script to entertain or inform an audience.	Bachelor's degree	\$71,620
 <b>Umpires, Referees, and Other Sports Officials</b>	Umpires, referees, and other sports officials preside over competitive athletic or sporting events to help maintain standards of play. They detect infractions and decide penalties according to the rules of the game.	High school diploma or equivalent	\$26,800

Last Modified Date: Friday, April 13, 2018

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Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Motion Picture and Video Industries</u>	1,750	0.41	(8)	(8)
<u>Performing Arts Companies</u>	1,400	1.11	\$23.15	(4)
<u>Spectator Sports</u>	1,150	0.81	\$17.97	(4)
<u>Independent Artists, Writers, and Performers</u>	1,000	1.94	\$31.74	(4)
<u>Traveler Accommodation</u>	860	0.04	\$26.08	(4)

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Independent Artists, Writers, and Performers</u>	1,000	1.94	\$31.74	(4)
<u>Performing Arts Companies</u>	1,400	1.11	\$23.15	(4)
<u>Spectator Sports</u>	1,150	0.81	\$17.97	(4)
<u>Promoters of Performing Arts, Sports, and Similar Events</u>	630	0.45	\$16.61	(4)
<u>Motion Picture and Video Industries</u>	1,750	0.41	(8)	(8)

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Business, Professional, Labor, Political, and Similar Organizations</u>	30	0.01	\$33.90	(4)
<u>Independent Artists, Writers, and Performers</u>	1,000	1.94	\$31.74	(4)
<u>Employment Services</u>	90	(7)	\$29.54	(4)
<u>Traveler Accommodation</u>	860	0.04	\$26.08	(4)
<u>Drinking Places (Alcoholic Beverages)</u>	350	0.09	\$24.52	(4)

IP Art, Drama

<https://www.bls.gov/oes/current/oes272041.htm>

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Colleges, Universities, and Professional Schools</u>	69,360	2.30	(4)	\$78,610
<u>Junior Colleges</u>	17,910	2.43	(4)	\$78,270
<u>Other Schools and Instruction</u>	6,920	1.62	(4)	\$83,410
<u>Technical and Trade Schools</u>	560	0.42	(4)	\$55,160
<u>Performing Arts Companies</u>	150	0.12	(4)	\$72,970

Industries with the highest concentration of employment in this occupation:

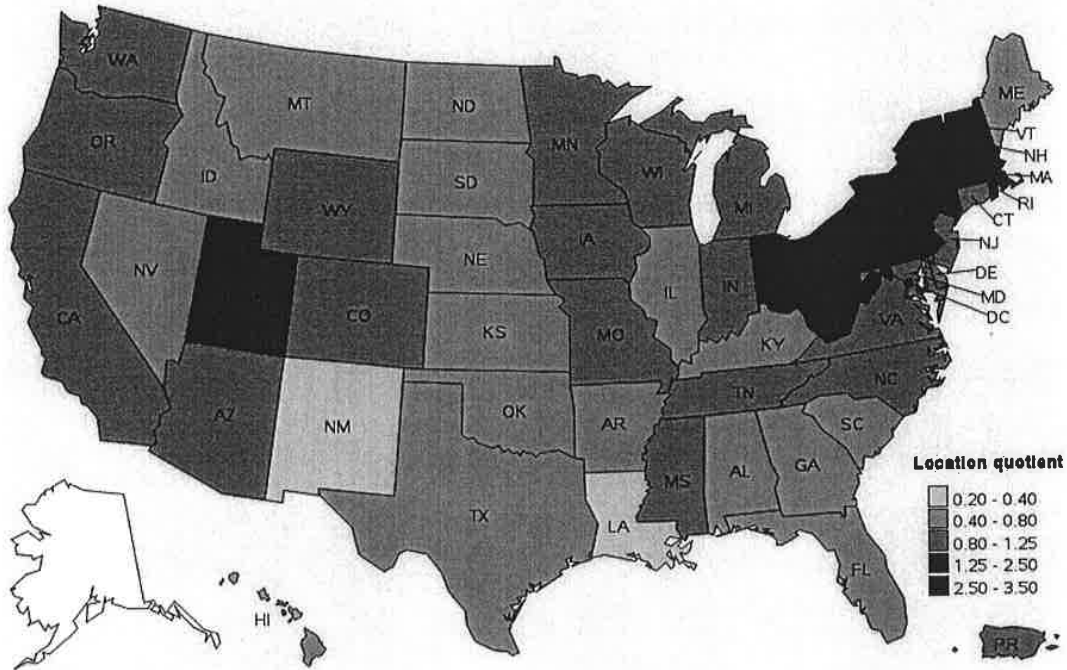
Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<u>Junior Colleges</u>	17,910	2.43	(4)	\$78,270
<u>Colleges, Universities, and Professional Schools</u>	69,360	2.30	(4)	\$78,610
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LQ, Art, Drama and music teachers, postsecondary

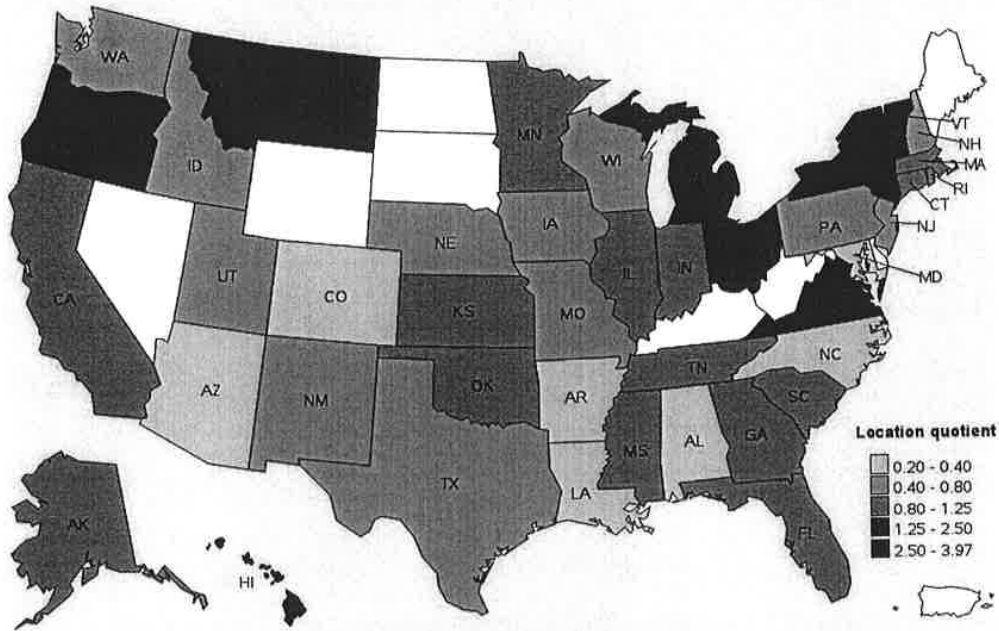
Location quotient of art, drama, and music teachers, postsecondary, by state, May 2017



Blank areas indicate data not available.

LQ, Music Directors and Composers

Location quotient of music directors and composers, by state, May 2017



Blank areas indicate data not available.

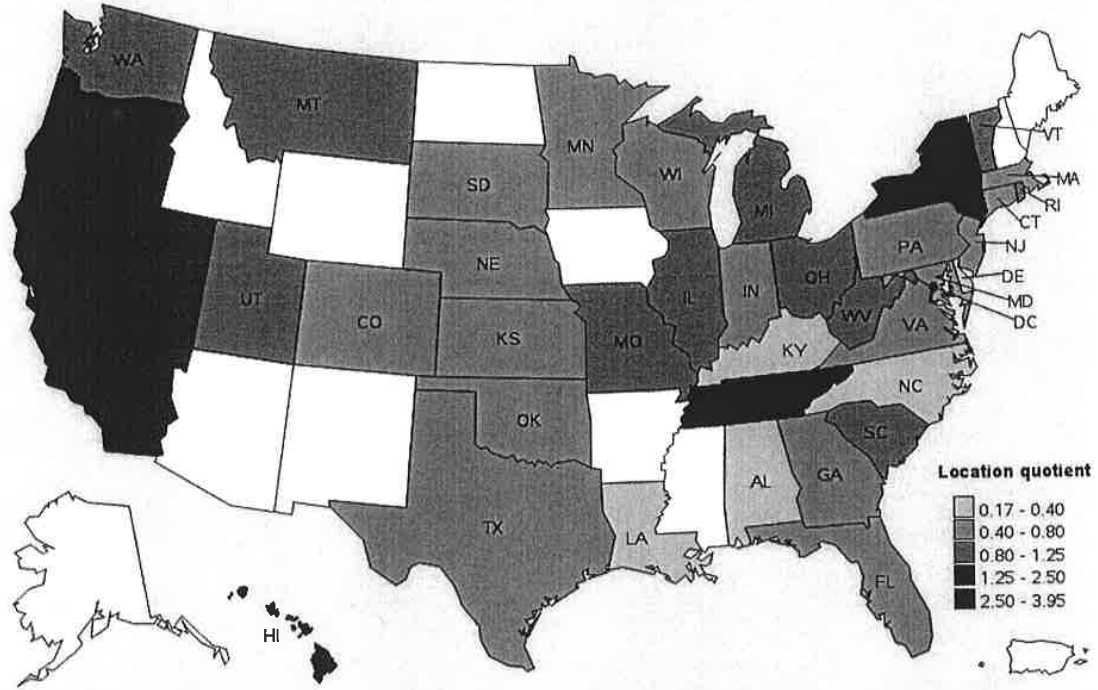
For Music Directors:

States with the highest employment level in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
New York	2,920	0.32	2.94	\$37.43	\$77,850
California	1,850	0.11	1.02	\$29.08	\$60,480
Texas	940	0.08	0.73	\$27.44	\$57,070
Ohio	820	0.15	1.42	\$30.23	\$62,870
Oregon	790	0.43	3.97	\$21.50	\$44,730

LQ, Musicians and Singers

Location quotient of musicians and singers, by state, May 2017

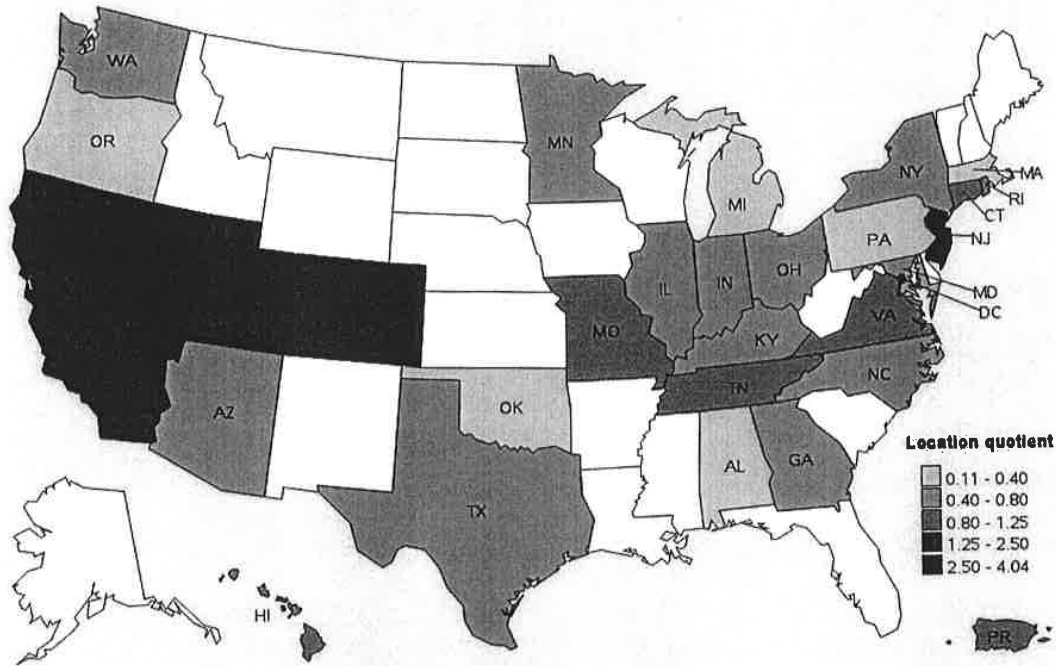


Blank areas indicate data not available.



LQ, Entertainers and Performers

Location quotient of entertainers and performers, sports and related workers, all other by state, May 2017



Blank areas indicate data not available.

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Link to the OES

[https://www.bls.gov/oes/current/oes\\_nat.htm#27-0000](https://www.bls.gov/oes/current/oes_nat.htm#27-0000)

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Directors, Similar Occupation

<https://www.bls.gov/ooH/entertainment-and-sports/music-directors-and-composers.htm#tab-8>

Occupational Outlook Handbook > Entertainment and Sports >

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Music Directors and Composers

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	<b>Similar Occupations</b>	More Info
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About this section

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of music directors and composers.

OCCUPATION ^	JOB DUTIES	ENTRY-LEVEL EDUCATION	2017 MEDIAN PAY
<b>Actors</b>	Actors express ideas and portray characters in theater, film, television, and other performing arts media. They interpret a writer's script to entertain or inform an audience.	Some college, no degree	The annual wage is not available.
<b>Dancers and Choreographers</b>	Dancers and choreographers use dance performances to express ideas and stories. There are many types of dance, such as ballet, tango, modern dance, tap, and jazz.	<a href="#">See How to Become One</a>	The annual wage is not available.
<b>High School Teachers</b>	High school teachers help prepare students for life after graduation. They teach academic lessons and various skills that students will need to attend college and to enter the job market.	Bachelor's degree	\$59,170
<b>Kindergarten and Elementary School Teachers</b>	Kindergarten and elementary school teachers instruct young students in basic subjects, such as math and reading, in order to prepare them for future schooling.	Bachelor's degree	\$56,900
<b>Middle School Teachers</b>	Middle school teachers educate students, typically in sixth through eighth grades. They help students build on the fundamentals they learned in elementary school and prepare them for the more difficult curriculum they will face in high school.	Bachelor's degree	\$57,720
<b>Musicians and Singers</b>	Musicians and singers play instruments or sing for live audiences and in recording studios.	No formal educational credential	The annual wage is not available.
<b>Postsecondary Teachers</b>	Postsecondary teachers instruct students in a wide variety of academic and technical subjects beyond the high school level. They may also conduct research and publish scholarly papers and books.	<a href="#">See How to Become One</a>	\$76,000
<b>Producers and Directors</b>	Producers and directors create motion pictures, television shows, live theater, commercials, and other performing arts productions. They interpret a writer's script to entertain or inform an audience.	Bachelor's degree	\$71,620
<b>Writers and Authors</b>	Writers and authors develop written content for various types of media, including advertisements; books; magazines; movie, play, and television scripts; and blogs.	Bachelor's degree	\$61,820

[<- State & Area Data](#)

[More Info ->](#)

## Directors, Cross-list



- [Municipal firefighters](#), see: [Firefighters](#)
- [Muralists](#), see: [Craft and fine artists](#)
- [Mural painters](#), see: [Craft and fine artists](#)
- [Musculoskeletal sonographers](#), see: [Diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists](#)
- [Museum archivists](#), see: [Archivists, curators, and museum workers](#)
- [Museum curators](#), see: [Archivists, curators, and museum workers](#)
- [Museum directors](#), see: [Archivists, curators, and museum workers](#)
- [Museum exhibit technicians](#), see: [Archivists, curators, and museum workers](#)
- [Museum technicians](#), see: [Archivists, curators, and museum workers](#)
- [Music adapters](#), see: [Music directors and composers](#)
- [Music arrangers](#), see: [Music directors and composers](#)
- [Music conductors](#), see: [Music directors and composers](#)
- [Music copyists](#), see: [Music directors and composers](#)
- [Music directors and composers](#)
- [Music directors](#), see: [Music directors and composers](#)
- [Musicians and singers](#)
- [Musicians](#), see: [Musicians and singers](#)
- [Music librarians](#), see: [Librarians](#)
- [Music ministers](#), see: [Music directors and composers](#)
- [Music pastors](#), see: [Music directors and composers](#)
- [Music professors](#), see: [Postsecondary teachers](#)
- [Music video directors](#), see: [Producers and directors](#)
- [Music video producers](#), see: [Producers and directors](#)
- [Mutual fund sales agents](#), see: [Securities, commodities, and financial services sales agents](#)
- [Mycologists](#), see: [Microbiologists](#)

## Music directors, Job Outlook

<https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm#tab-6>

Occupational Outlook Handbook &gt; Entertainment and Sports &gt;

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## Music Directors and Composers

Summary What They Do Work Environment How to Become One Pay Job Outlook State & Area Data Similar Occupations More Info

## Summary

Quick Facts: Music Directors and Composers	
2017 Median Pay	\$50,590 per year \$24.32 per hour
Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	Less than 5 years
On-the-job Training	None
Number of Jobs, 2016	74,800
Job Outlook, 2016-26	6% (As fast as average)
Employment Change, 2016-26	4,300

**What Music Directors and Composers Do**

Music directors, also called *conductors*, lead orchestras and other musical groups during performances and recording sessions. Composers write and arrange original music in a variety of musical styles.

**Work Environment**

Most music directors work for religious organizations and schools, or are self-employed. Music directors may spend a lot of time traveling to different performances. Composers can work in offices, recording studios, or their own homes.

**How to Become a Music Director or Composer**

Educational and training requirements for music directors and composers vary, although most positions require related work experience. A music director or conductor for a symphony orchestra typically needs a master's degree; a choir director may need a bachelor's degree. There are no formal educational requirements for those interested in writing popular music.

**Pay**

The median annual wage for music directors and composers was \$50,590 in May 2017.

**Job Outlook**

Employment of music directors and composers is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. The number of people attending musical performances, such as symphonies and concerts, and theatrical performances, such as ballets and musical theater, is expected to remain steady. Despite expected growth, tough competition for jobs is anticipated because of the large number of people interested in entering this field.

**State & Area Data**

Explore resources for employment and wages by state and area for music directors and composers.

**Similar Occupations**

Compare the job duties, education, job growth, and pay of music directors and composers with similar occupations.

**More Information, Including Links to O\*NET**

Learn more about music directors and composers by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

<https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm>

## Music Directors and Composers

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- Summary
- What They Do
- Work Environment
- How to Become One
- Pay
- Job Outlook**
- State & Area Data
- Similar Occupations
- More Info

### Job Outlook

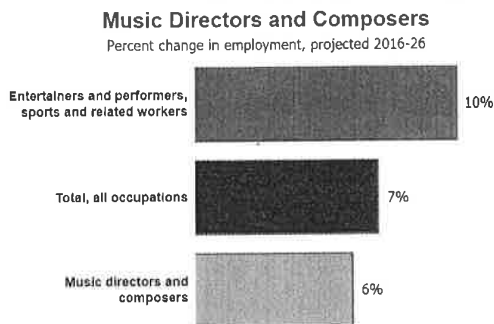
[About this section](#)

Employment of music directors and composers is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations.

The number of people attending musical performances, such as symphonies and concerts, and theatrical performances, such as ballets and musical theater, is expected to remain steady. Music directors will be needed to lead orchestras for concerts and musical theater performances. They also will conduct the music that accompanies ballet troupes and opera companies.

In addition, there will likely be a need for composers to write original music and arrange known works for performances. Composers will be needed as well to write film scores and music for television and commercials.

However, growth is expected to be limited because orchestras, opera companies, and other musical groups can have difficulty getting funds. Some music groups are nonprofit organizations that rely on donations and corporate sponsorships, in addition to ticket sales, to fund their work. These organizations often have difficulty finding enough money to cover their expenses. In addition, growth may be limited for music directors in schools due to struggles with school funding, and music programs may be cut.



Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Employment Projections program

### Job Prospects

Despite expected growth, tough competition for jobs is anticipated because of the large number of people interested in entering this field. In particular, there will be considerable competition for full-time music director and composer positions. Candidates with exceptional musical talent and dedication should have the best opportunities.

Music directors and composers may experience periods without work. During these times, they may work in other occupations, give music lessons, attend auditions, or write music.

#### Employment projections data for music directors and composers, 2016-26

Occupational Title	SOC Code	Employment, 2016	Projected Employment, 2026	Change, 2016-26		Employment by Industry
				Percent	Numeric	
Music directors and composers	27-2041	74,800	79,100	6	4,300	<a href="#">Excel</a> <a href="#">XLSX</a>

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[< Pay](#)

[State & Area Data >](#)

## Music Directors, Job Description

<https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm#tab-2>

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### Music Directors and Composers

Summary **What They Do** Work Environment How to Become One Pay Job Outlook State & Area Data Similar Occupations More Info

## What Music Directors and Composers Do

About this section [?](#)

Music directors, also called *conductors*, lead orchestras and other musical groups during performances and recording sessions. Composers write and arrange original music in a variety of musical styles.

### Duties

Music directors typically do the following:

- Select musical arrangements and compositions to be performed for live audiences or recordings
- Prepare for performances by reviewing and interpreting musical scores
- Direct rehearsals to prepare for performances and recordings
- Choose guest performers and soloists
- Audition new performers or assist section leaders with auditions
- Practice conducting to improve their technique
- Meet with potential donors and attend fundraisers



Composers write and arrange original music in a variety of musical styles.

Music directors lead orchestras, choirs, and other musical groups. They ensure that musicians play with one coherent sound, balancing the melody, timing, rhythm, and volume. They also give feedback to musicians and section leaders on sound and style.

Music directors may work with a variety of musical groups, including church choirs, youth orchestras, and high school or college bands, choirs, or orchestras. Some work with orchestras that accompany dance and opera companies.

Composers typically do the following:

- Write original music that orchestras, bands, and other musical groups perform
- Arrange existing music into new compositions
- Write lyrics for music or work with a lyricist
- Meet with orchestras, musical groups, and others who are interested in commissioning a piece of music
- Study and listen to music of various styles for inspiration
- Work with musicians to record their music

Composers write music for a variety of types of musical groups and users. Some work in a particular style of music, such as classical or jazz. They also may write for musicals, operas, or other types of theatrical productions.

Music Directors, Work Enviro

<https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm#tab-3>

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**Music Directors and Composers**

Summary | What They Do | **Work Environment** | How to Become One | Pay | Job Outlook | State & Area Data | Similar Occupations | More Info

**Work Environment**

About this section [?](#)

Music directors and composers held about 74,800 jobs in 2016. The largest employers of music directors and composers were as follows:

Religious, grantmaking, civic, professional, and similar organizations	56%
Self-employed workers	26
Elementary and secondary schools; state, local, and private	12
Performing arts companies	3



Music directors ensure that musicians play with one coherent sound, balancing the melody, timing, rhythm, and volume.

Music directors commonly work in concert halls and recording studios, and they may spend a lot of time traveling to different performances. Composers can work in offices, recording studios, or their own homes.

Jobs for music directors and composers are found all over the country. However, many jobs are located in cities in which entertainment activities are concentrated, such as New York, Los Angeles, Nashville, and Chicago.

**Work Schedules**

Rehearsals and recording sessions are commonly held during business hours, but performances take place most often on nights and weekends. Because music writing is done primarily independently, composers may be able to set their own schedules.

[← What They Do](#)

[How to Become One →](#)

**SUGGESTED CITATION:**  
 Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Music Directors and Composers, on the Internet at <https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm> (visited February 18, 2019).

**Last Modified Date:** Monday, July 2, 2018

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<https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm#tab-3>

Music Directors, Pay

<https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm#tab-5>

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**Music Directors and Composers**

Summary | What They Do | Work Environment | How to Become One | **Pay** | Job Outlook | State & Area Data | Similar Occupations | More Info

[About this section](#)

**Pay**

The median annual wage for music directors and composers was \$50,590 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$21,010, and the highest 10 percent earned more than \$109,300.

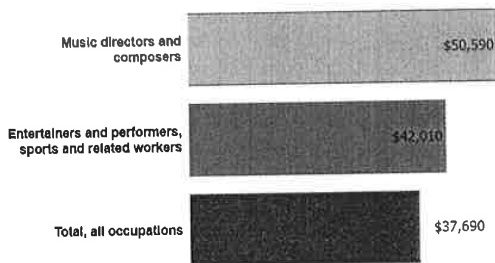
In May 2017, the median annual wages for music directors and composers in the top industries in which they worked were as follows:

Elementary and secondary schools; state, local, and private	\$54,690
Performing arts companies	53,870
Religious, grantmaking, civic, professional, and similar organizations	40,560

Rehearsals and recording sessions are commonly held during business hours, but performances take place most often on nights and weekends. Because music writing is done primarily independently, composers may be able to set their own schedules.

**Music Directors and Composers**

Median annual wages, May 2017



Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

[← How to Become One](#)

[Job Outlook →](#)

**SUGGESTED CITATION:**  
Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Music Directors and Composers, on the Internet at <https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm> (visited February 18, 2019).

Last Modified Date: Monday, July 2, 2018

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<https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm#tab-5>



Music Directors, Projections Central, Excel

## Long Term Occupational Projections (2016-2026)

This page allows you to sort, search and export long term projections. To sort the data click on the header of the column to sort. You can filter the data by clicking on the "Search" button at the bottom of the grid. Click the "Export - CSV" button to export the data based on the current sort and filter options. If the grid below is blank when a particular state is selected, it means that that state has not yet submitted their projections. You can go to the "Projections Site" link at the left and select individual state links for more information.

Search

Area	Occupations
United States	<ul style="list-style-type: none"> <li>Motorcycle Mechanics</li> <li>Multimedia Artists and Animators</li> <li>Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic</li> <li>Museum Technicians and Conservators</li> <li>Music Directors and Composers</li> <li>Musical Instrument Repairers and Tuners</li> </ul>

If highlighting specific occupations, please select no more than 40.

Area	Title	Base	Projected	Change	% Change	Avg. Anl Openings
United States	Music Directors and Composers	74,800	79,100	4,300	5.7	7,700

<http://www.projectionscentral.com/Projections/LongTerm>

## Long Term Occupational Projections (2016-2026)

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Search

Area	Occupations
Tennessee	<ul style="list-style-type: none"> <li>Motorcycle Mechanics</li> <li>Multimedia Artists and Animators</li> <li>Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic</li> <li>Museum Technicians and Conservators</li> <li>Music Directors and Composers</li> <li>Musical Instrument Repairers and Tuners</li> </ul>

If highlighting specific occupations, please select no more than 40. Search Reset

Area	Title	Base	Projected	Change	% Change	Avg. Anl Openings
Tennessee	Music Directors and Composers	1,640	1,790	150	9.1	180

Export - CSV
Page 1 of 1
View 1 - 1 of 1

<http://www.projectionscentral.com/Projections/LongTerm>

## Short Term Occupational Projections (2018-2020)

This page allows you to sort, search and export short term projections. To sort the data click on the header of the column to sort. You can filter the data by clicking on the "Search" button at the bottom of the grid. Click the "Export - CSV" button to export the data based on the current sort and filter options. If the grid below is blank when a particular state is selected, it means that that state has not yet submitted their projections. You can go to the "Projections Site" link at the left and select individual state links for more information.

Search

Area	Occupations
Tennessee	<ul style="list-style-type: none"> <li>Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic</li> <li>Museum Technicians and Conservators</li> <li>Music Directors and Composers</li> <li>Musical Instrument Repairers and Tuners</li> <li>Musicians and Singers</li> <li>Natural Sciences Managers</li> </ul>

If highlighting specific occupations, please select no more than 40.

Area	Title	Base	Projected	Change	% Change	Avg. Anl Openings
Tennessee	Music Directors and Compose	1,630	1,670	40	2.5	180

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View 1 - 1 of 1

<http://www.projectionscentral.com/Projections/ShortTerm>

Music Directors, Projections Central, Employment by Industry, Excel

Employment by industry, occupation, and percent distribution, 2016 and projected 2026  
27-2041 Music directors and composers

(Employment in thousands)

Industries with fewer than 50 jobs, confidential data, or poor quality data are not displayed

Sort Order	Code	Industry Title	2016			2026		
			Employment	Percent of industry	Percent of occupation	Employment	Percent of industry	Percent of occupation
1	TE1000	Total employment	74.8	0.0	100.0	79.1	0.0	100.0
2	TE1100	Self-employed workers	19.3	0.2	25.8	20.4	0.2	25.8
3	TE1200	Total wage and salary employment	55.6	0.0	74.2	58.7	0.0	74.2
4	510000	Information	0.7	0.0	0.9	0.7	0.0	0.9
5	512000	Motion picture and sound recording industries	0.5	0.1	0.6	0.5	0.1	0.6
6	512100	Motion picture and video industries	0.3	0.1	0.4	0.4	0.1	0.4
7	512200	Sound recording industries	0.2	1.1	0.2	0.2	1.1	0.2
8	515000	Broadcasting (except internet)	0.2	0.1	0.2	0.1	0.1	0.2
9	515100	Radio and television broadcasting	0.2	0.1	0.2	0.1	0.1	0.2
10	515110	Radio broadcasting	0.1	0.1	0.2	0.1	0.1	0.1
11	610000	Educational services, state, local, and private	9.9	0.1	13.2	10.1	0.1	12.7
12	611000	Educational services, state, local, and private	9.9	0.1	13.2	10.1	0.1	12.7
13	611100	Elementary and secondary schools, state, local, and private	8.7	0.1	11.7	8.7	0.1	11.0
14	611105	Elementary and secondary schools, private	2.9	0.3	3.9	3.0	0.3	3.8
15	611103	Elementary and secondary schools, local	5.8	0.1	7.8	5.7	0.1	7.2
16	6112-3	Junior colleges, colleges, universities, and professional schools, state, local, and private	0.8	0.0	1.0	0.9	0.0	1.1
17	611200	Junior colleges, state, local, and private	0.1	0.0	0.2	0.1	0.0	0.2
18	611203	Junior colleges, local	0.1	0.0	0.2	0.1	0.0	0.2
19	611300	Colleges, universities, and professional schools, state, local, and private	0.6	0.0	0.9	0.7	0.0	0.9
20	611305	Colleges, universities, and professional schools, private	0.5	0.0	0.7	0.6	0.0	0.8
21	611302	Colleges, universities, and professional schools, state	0.1	0.0	0.2	0.1	0.0	0.2
22	6114-7	Other educational services, state, local, and private	0.4	0.1	0.5	0.5	0.1	0.7
23	611600	Other schools and instruction, state, local, and private	0.4	0.1	0.5	0.5	0.1	0.6
25	620000	Healthcare and social assistance	0.1	0.0	0.1	0.1	0.0	0.1
26	710000	Arts, entertainment, and recreation	3.1	0.1	4.2	3.2	0.1	4.0
27	711000	Performing arts, spectator sports, and related industries	3.1	0.7	4.2	3.2	0.7	4.0
28	711100	Performing arts companies	2.6	2.2	3.5	2.6	2.2	3.3
29	711110	Theater companies and dinner theaters	0.3	0.5	0.4	0.3	0.5	0.4
30	7113-4	Promoters of events, and agents and managers	0.1	0.1	0.2	0.1	0.1	0.2
31	711300	Promoters of performing arts, sports, and similar events	0.1	0.1	0.2	0.1	0.1	0.2
32	711500	Independent artists, writers, and performers	0.4	0.8	0.5	0.4	0.8	0.6
33	810000	Other services (except public administration)	41.7	0.6	55.7	44.6	0.7	56.3
34	813000	Religious, grantmaking, civic, professional, and similar organizations	41.7	1.4	55.7	44.6	1.5	56.3
35	8134-9	Civic, social, professional, and similar organizations	0.1	0.0	0.1	0.1	0.0	0.1
36	813400	Civic and social organizations	0.1	0.0	0.1	0.1	0.0	0.1

## Music Directors, State and Area

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# OCCUPATIONAL OUTLOOK HANDBOOK

Occupational Outlook Handbook > Entertainment and Sports > EN ESPAÑOL | PRINTER-FRIENDLY

## Music Directors and Composers

Summary
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### State & Area Data

#### Occupational Employment Statistics (OES)

The [Occupational Employment Statistics](#) (OES) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OES data maps for employment and wages by state and area.

- [Music directors and composers](#)

#### Projections Central

Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at [www.projectionscentral.com](http://www.projectionscentral.com). Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

#### CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

<- Job Outlook
Similar Occupations >

SUGGESTED CITATION:  
 Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Music Directors and Composers,  
 on the Internet at <https://www.bls.gov/oooh/entertainment-and-sports/music-directors-and-composers.htm> (visited February 23, 2019).

Last Modified Date: Monday, July 2, 2018

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<https://www.bls.gov/oooh/entertainment-and-sports/music-directors-and-composers.htm#tab-7>

## Music Directors, Metro

Top paying metropolitan areas for this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>Minneapolis-St. Paul-Bloomington, MN-WI</u>	150	0.08	0.70	\$52.52	\$109,250
<u>New York-Jersey City-White Plains, NY-NJ Metropolitan Division</u>	1,590	0.24	2.20	\$39.39	\$81,920
<u>Seattle-Bellevue-Everett, WA Metropolitan Division</u>	100	0.06	0.54	\$38.26	\$79,590
<u>Cleveland-Elyria, OH</u>	190	0.19	1.73	\$36.32	\$75,550
<u>Baltimore-Columbia-Towson, MD</u>	50	0.03	0.31	\$36.08	\$75,050
<u>Columbus, OH</u>	100	0.10	0.90	\$34.03	\$70,780
<u>Boston-Cambridge-Newton, MA NECTA Division</u>	270	0.15	1.34	\$33.96	\$70,640
<u>Atlanta-Sandy Springs-Roswell, GA</u>	140	0.05	0.50	\$33.80	\$70,300
<u>Indianapolis-Carmel-Anderson, IN</u>	80	0.08	0.76	\$32.75	\$68,110
<u>Oakland-Hayward-Berkeley, CA Metropolitan Division</u>	220	0.19	1.76	\$32.57	\$67,740

Nonmetropolitan areas with the highest employment in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>Southwest New York nonmetropolitan area</u>	120	0.69	6.36	\$15.35	\$31,940
<u>North Northeastern Ohio non-metropolitan area (non-contiguous)</u>	90	0.27	2.51	\$26.81	\$55,770
<u>Capital/Northern New York nonmetropolitan area</u>	80	0.53	4.89	(8)	(8)
<u>Central New York nonmetropolitan area</u>	80	0.60	5.54	\$20.78	\$43,220
<u>North Texas Region of Texas nonmetropolitan area</u>	50	0.18	1.67	\$26.74	\$55,610

Nonmetropolitan areas with the highest concentration of jobs and location quotients in this occupation:

<b>Nonmetropolitan area</b>	<b>Employment (1)</b>	<b>Employment per thousand jobs</b>	<b>Location quotient (9)</b>	<b>Hourly mean wage</b>	<b>Annual mean wage (2)</b>
<u>Northwest Massachusetts nonmetropolitan area</u>	30	1.16	10.73	\$27.14	\$56,440
<u>Southwest New York nonmetropolitan area</u>	120	0.69	6.36	\$15.35	\$31,940
<u>Central New York nonmetropolitan area</u>	80	0.60	5.54	\$20.78	\$43,220
<u>Capital/Northern New York nonmetropolitan area</u>	80	0.53	4.89	(8)	(8)
<u>Southwest Kansas nonmetropolitan area</u>	40	0.47	4.33	\$25.20	\$52,420

Top paying nonmetropolitan areas for this occupation:

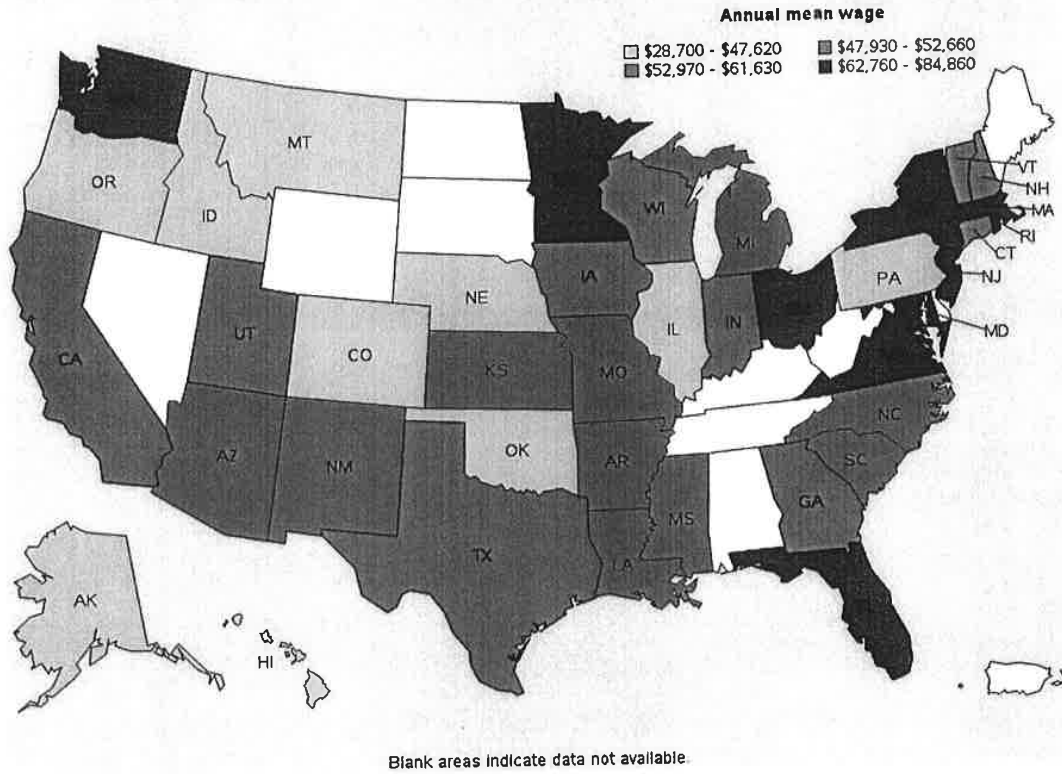
<b>Nonmetropolitan area</b>	<b>Employment (1)</b>	<b>Employment per thousand jobs</b>	<b>Location quotient (9)</b>	<b>Hourly mean wage</b>	<b>Annual mean wage (2)</b>
<u>Coastal Plains Region of Texas nonmetropolitan area</u>	30	0.21	1.93	\$27.92	\$58,070
<u>West Texas Region of Texas nonmetropolitan area</u>	40	0.21	1.93	\$27.62	\$57,450
<u>Big Thicket Region of Texas nonmetropolitan area</u>	40	0.39	3.60	\$27.33	\$56,850
<u>Northwest Massachusetts nonmetropolitan area</u>	30	1.16	10.73	\$27.14	\$56,440
<u>North Northeastern Ohio non-metropolitan area (non-contiguous)</u>	90	0.27	2.51	\$26.81	\$55,770

About May 2017 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates

<https://www.bls.gov/oes/current/oes272041.htm#st>

Music Directors, Maps

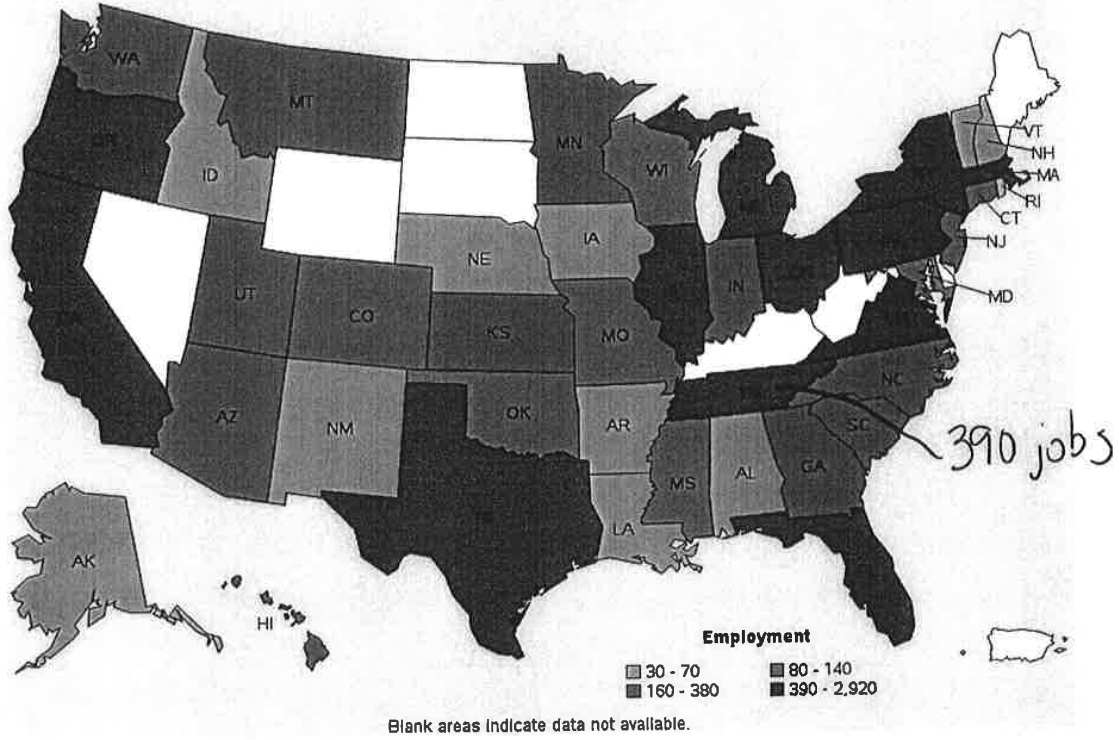
Annual mean wage of music directors and composers, by state, May 2017



<https://www.bls.gov/oes/current/oes272041.htm#st>

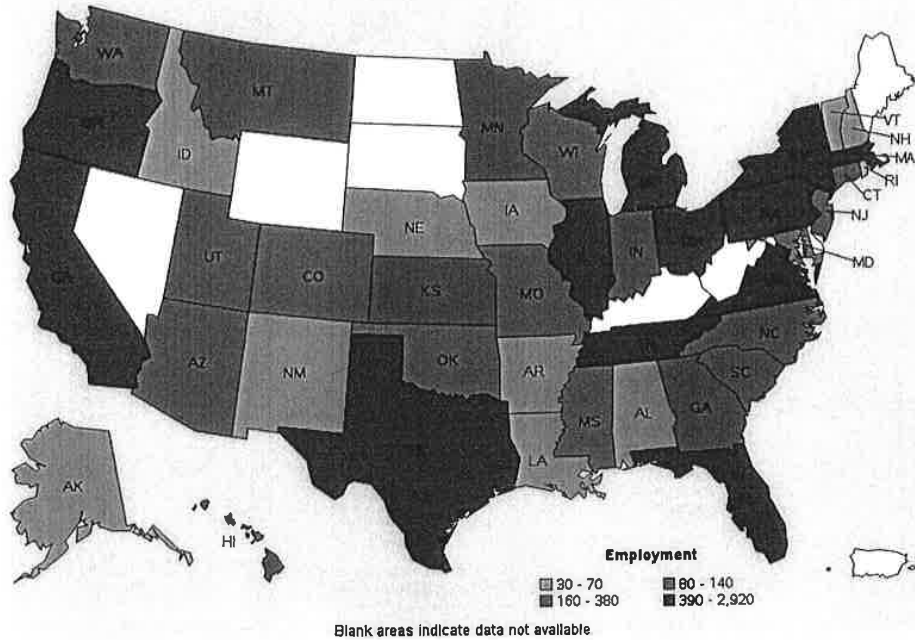


### Employment of music directors and composers, by state, May 2017



<https://www.bls.gov/oes/current/oes272041.htm#st>

Employment of music directors and composers, by state, May 2017



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### Contacts for More Information

About this section

For more information about music degree programs, visit

[National Association of Schools of Music](#)

For more information about careers in music, visit

[Future of Music Coalition](#)

O\*NET

[Music Composers and Arrangers](#)

[Music Directors](#)

[Music Directors and Composers](#)

[< Similar Occupations](#)

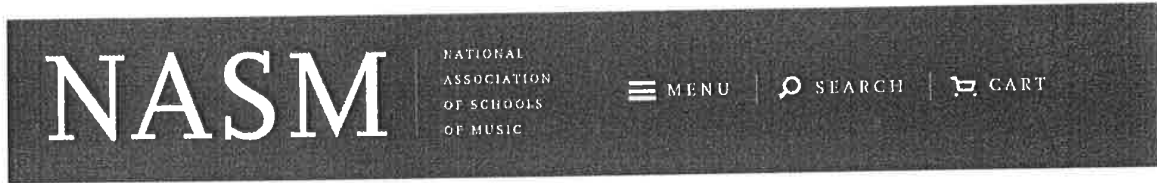
**SUGGESTED CITATION:**  
Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Music Directors and Composers, on the Internet at <https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm> (visited February 23, 2019).

**Last Modified Date:** Monday, July 2, 2018

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<https://www.bls.gov/ooh/entertainment-and-sports/music-directors-and-composers.htm#tab-9>

## Music Directors, NASM



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## PURPOSES

- > Purposes
- > Philosophy
- > History
- > Relationships with Other Organizations
- > Current Notices
- > Calendar
- > Officers, Commissioners, and Committees
- > NASM Staff
- > Employment Opportunities

The National Association of Schools of Music was founded in 1924 to secure a better understanding among institutions of higher education engaged in work in music; to establish a more uniform method of granting credit; and to develop and maintain basic, threshold standards for the granting of degrees and other credentials.

The purpose of the Association as articulated in its Constitution is:

- To advance the course of music in American life and especially in higher education.
- To establish and maintain threshold standards for the education of musicians, while encouraging both diversity and excellence.
- To provide a national forum for the discussion of issues related to these purposes.

Music Directors, NASM

Editorial and Programming Assistant

<https://nasm.arts-accredit.org/about/employment-opportunities/editorial-programming-assistant/>

## EDITORIAL AND PROGRAMMING ASSISTANT

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January 21, 2019

The National Association of Schools of Music, a not-for-profit specialized accrediting association founded in 1924, headquartered in Reston, VA, is seeking a full-time (9-5, M-F) staff member. This employee will hold consistent responsibilities and duties with and among all organizations and operating entities managed by the National Office for Arts Accreditation.

The Association employs fourteen staff members in a non-smoking, studios, quiet, and busy office. Attire is business professional. The National Office is within walking distance of the Metro.

**Daily responsibilities include, but are not limited to:**

- Coordinate and prepare for Annual and other meeting program planning meetings including conducting research, preparing materials, and scheduling planning meeting activities.
- Create Annual and other meeting program text as informed by notes, feedback, discussion, and assignment.
- Invite, confirm, and communicate with Annual and other meeting personnel.
- Organize, manage, monitor, and maintain as current Annual and other meeting program content and personnel.
- Attend to and complete tasks associated with meeting close out.
- Write, create, edit, and proofread text and documents as assigned and in support of Association operations.
- Assist the Executive Director as assigned with daily responsibilities associated with the work of the National Office for Arts Accreditation and its constituent organizations.

**Necessary Qualifications:**

An undergraduate degree is required; a graduate degree is preferred. Study in an arts discipline and writing expertise are required. At least 3 years of post-collegiate professional experience is required.

Music Directors, NASM

Accreditation Assistant

<https://nasm.arts-accredit.org/about/employment-opportunities/accreditation-assistant-2/>

[Back to  
Employment Opportunities](#)

## ACCREDITATION ASSISTANT (REPORTS)

> Purposes	January 21, 2019
> Philosophy	
> History	The National Association of Schools of Music, a not-for-profit specialized accrediting association founded in 1924,
> Relationships with Other Organizations	headquartered in Reston, VA, is seeking a full-time (9-5, M-F) staff member. This employee will hold consistent responsibilities and duties with and among all organizations and operating entities managed by the National Office for Arts Accreditation.
> Current Notices	
> Calendar	
> Officers, Commissioners, and Committees	The Association employs fourteen staff members in a non-smoking, studious, quiet, and busy office. Attire is business professional. The National Office is within walking distance of the Metro.
> NASM Staff	
> Employment Opportunities	<b>Daily responsibilities include, but are not limited to:</b> <ul style="list-style-type: none"><li>• Manage and maintain the evaluative and consultative report submission and dissemination process.</li><li>• Manage and maintain on a daily basis the organization, processing, and filing of evaluative and consultative reports.</li><li>• Prepare and format documents and correspondence; proofread and edit various texts.</li><li>• Read, review, study, and consider accreditation materials.</li><li>• Provide assistance to individuals seeking information about Association work.</li><li>• Assist in the work of the accreditation Commissions.</li></ul>

### Skills required:

- Demonstrated ability to understand and work with and in complex systems
- Exceptional organizational abilities
- Advanced formatting, editing, and proofreading skills
- Outstanding written and verbal communication skills
- Excellent customer service skills; patient and instructional manner
- Proven ability to handle multiple priorities and meet deadlines
- Meticulous attention to detail
- Ability to work successfully both independently and in teams
- Advanced knowledge and demonstrated experience with Microsoft Office, FileMaker, Adobe Acrobat, and Mac operating systems

### Necessary Qualifications:

An undergraduate degree in fine or performing arts is required. A graduate degree in fine or performing arts is preferred. At least 3 years of post-collegiate professional experience is required.

Music Directors, Future of Music Coalition  
<https://futureofmusic.org/research>

**Future of Music Coalition**  
 Education, Research and Advocacy for Musicians

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## Research

The goal of FMC's research program is to execute statistically sound research that provides musicians, policymakers, the public and the media with a clear analysis of issues at the intersection of music, law, technology, and policy. Since 2001, FMC has published research on media ownership, the effects of the 1996 Telecommunications Act on musicians and the public, payola, musicians' opinions about changes in the digital landscape, and musicians' access to health insurance.

### Reports & Surveys

#### Music and Money Quiz Analysis

18 month report

Kristin Thomson Friday, November 21, 2014

In July 2013, Future of Music Coalition launched the [Money from Music Quizzes](#), four online questionnaires that were designed to test how much musicians knew about money and music, and the copyright laws, licenses and agreements that frequently determine who gets paid, and how much. Today, we are [publishing a report](#) that analyzes the results over the first 18 months.

FMC's goals with this project were twofold. We hoped to:

- (1) educate musicians about some common – but often misunderstood – copyright and revenue stream issues in a fun and challenging way [read more](#)

Related Campaign: [On Artist Compensation](#)

Tags: [Research](#), [Artist Revenue Streams Project](#), [copyright](#), [licensing](#), [quiz](#)

### Fact Sheets

[Confused about an issue? Start with our fact sheets](#)

- [ASCAP - BMI Consent Decrees](#)
- [AT&T - T-Mobile Merger](#)
- [Low Power FM](#)
- [Media Ownership](#)
- [Orphan Works](#)

### FMC in the News

[Recent press stories that mention FMC's work](#)

- [Latino Civil Rights Groups Media Coalition Take Aim at SiriusXM Shifting Eight Latin Music Stations](#)
- [Latin Post](#)
- [Jun 3, 2016](#)
- [FCC Asked to Open Formal Proceeding on Zero Rating](#)

### Up Front

- [Policy Priorities for 2019](#)
- [Blog](#)
- [Jan 8, 2019](#)
- [What's going on with healthcare, and what does it mean for musicians?](#)
- [Blog](#)
- [Sep 25, 2017](#)
- [Comments of Arts Organizations on Net Neutrality Official Filing](#)
- [Aug 29, 2017](#)
- [New Survey Documents Independent Labels' Experience with Notice & Takedown Official Filing](#)
- [Mar 29, 2017](#)
- [Joint Statement on Elimination of the NEA, NEH, and CPB](#)

Music Directors, Career Outlook

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## Careers for music lovers

Sara Royster | February 2015

Rock 'n' roll. Jazz. Calypso. There are many different types of music, each with its own style. And just as musical styles vary, so, too, do occupations in the music world.

Musician and singer are popular choices for a musical career. But even if you can't carry a tune, you can incorporate music into your work. [Dancers](#), [composers](#), and [sound engineering technicians](#), for example, all work with music in various ways.

And for many, making music a career is a lifelong dream. "I started playing the piano at age 6 and fell in love instantly," says Ciara McAllister, a pianist and music teacher in San Francisco, California. "I feel lucky to be able to make a living in music, my biggest passion."

This article provides an overview of different types of careers for music lovers. The first section profiles several occupations that involve music. The second section describes how you can prepare for a music-related career. The third section details some of the high and low notes of working in music. Career resources are presented at the end.



IN THIS ARTICLE

- [Musical occupations](#)
- [Employment, wages, and outlook](#)
- [High and low notes](#)

<https://www.bls.gov/careeroutlook/2015/article/careers-for-music-lovers.htm>

## Employment, wages, and outlook

As a whole, music occupations do not employ many workers, according to data from the [Bureau of Labor Statistics](#) (BLS) [Employment Projections](#) (EP) program. In 2012, for example, EP data show that there were about 10,200 choreographers, about 28 percent of whom were self-employed.

BLS data from the [Occupational Employment Statistics](#) (OES) survey show that wages for music workers are generally higher than the median annual wage for all workers, which was \$35,080 in May 2013. But OES data exclude the self-employed, and many music workers do not pursue music as their primary source of income.

### Employment

Measuring the employment of music workers can be difficult for several reasons. Employment numbers for music-related occupations are often small. Furthermore, music is a secondary career for some workers, who may need or prefer to have another job to make a living.

And job duties in these occupations do not always relate to music. For example, some [broadcast and sound engineering technicians](#) may work on television programs, not musical performances.

Because of these challenges, it's sometimes difficult to identify music workers in BLS data. For example, BLS counts music teachers in several occupations. Music teachers in elementary, middle, or high schools are counted with other types of teachers in those schools. Private music teachers are counted with other types of self-enrichment education teachers. Only in colleges and universities—where they are counted with postsecondary arts, drama, and music teachers—is the occupation more distinct.

Workers in many music-related occupations are self-employed. EP data show that about 36 percent of [musicians and singers](#), 29 percent of [dancers](#), and 23 percent of [music directors and composers](#) were self-employed in 2012.

### Wages

As with employment data, wage data for music workers may not always accurately reflect working conditions or total pay in these occupations. For example, OES data exclude the many self-employed who are working in music. But understanding wage data for these occupations can help to clarify how music workers earn money.



Workers in some music occupations—including musicians and singers—are usually paid by the hour and do not work year round, full-time. As a result, BLS estimates their median hourly wage, not the median annual wage. For example, musicians may be hired to work on the score of a feature film for a specific number of hours. These workers earn an hourly wage only for the duration of the project, so an annual estimate would overstate their overall wages.

In other occupations, workers may have a source of income that is not counted as part of their wages. For example, in addition to drawing a salary, music directors may also earn fees for guest engagements at other music companies.

### **Outlook**

The job outlook that BLS projects for music occupations varies. For example, employment growth is projected to range from as fast as 24 percent for choreographers to as slow as less than 1 percent for sound engineering technicians. Employment growth in music occupations is affected by factors such as technology and the availability of funding for the arts. However, job openings are expected in all occupations because of the need to replace workers who leave or retire.

The variation in projected employment growth of music occupations between 2012 and 2022 has several different causes. For example, employment of music directors and composers is expected to grow more slowly than average because of limited funding for musical groups. In contrast, employment of choreographers is expected to grow much faster than average, as more people interested in pop culture enroll in dance schools.

The job outlook for teachers is projected to vary during the 2012–22 decade. But employment projections for most teaching occupations do not specify subject area, and music programs may be more susceptible than others to funding cuts. At the college level, music teachers are identified among postsecondary arts, drama, and music teachers, an occupation that is projected to have faster-than-average employment growth because of rising enrollment in colleges and universities.

<https://www.bls.gov/careeroutlook/2015/article/careers-for-music-lovers.htm>

## References for OOH Table

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## Music Directors and Composers

<b>Summary</b>	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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## Summary

## Quick Facts: Music Directors and Composers

<b>2017 Median Pay</b> ?	\$50,590 per year \$24.32 per hour
<b>Typical Entry-Level Education</b> ?	Bachelor's degree
<b>Work Experience in a Related Occupation</b> ?	Less than 5 years
<b>On-the-Job Training</b> ?	None
<b>Number of Jobs, 2016</b> ?	74,800
<b>Job Outlook, 2016-26</b> ?	6% (As fast as average)
<b>Employment Change, 2016-26</b> ?	4,300

**What Music Directors and Composers Do**

Music directors, also called *conductors*, lead orchestras and other musical groups during performances and recording sessions. Composers write and arrange original music in a variety of musical styles.

**Work Environment**

Most music directors work for religious organizations and schools, or are self-employed. Music directors may spend a lot of time traveling to different performances. Composers can work in offices, recording studios, or their own homes.

**How to Become a Music Director or Composer**

Educational and training requirements for music directors and composers vary, although most positions require related work experience. A music director or conductor for a symphony orchestra typically needs a master's degree; a choir director may need a bachelor's degree. There are no formal educational requirements for those interested in writing popular music.

**Pay**

The median annual wage for music directors and composers was \$50,590 in May 2017.

**Job Outlook**

Employment of music directors and composers is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. The number of people attending musical performances, such as symphonies and concerts, and theatrical performances, such as ballets and musical theater, is expected to

<https://www.bls.gov/ooH/entertainment-and-sports/music-directors-and-composers.htm#tab-1>

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## Musicians and Singers

**Summary** | What They Do | Work Environment | How to Become One | Pay | Job Outlook | State & Area Data | Similar Occupations | More Info

### Summary

Quick Facts: Musicians and Singers	
2017 Median Pay <sup>?</sup>	\$26.96 per hour
Typical Entry-Level Education <sup>?</sup>	No formal educational credential
Work Experience in a Related Occupation <sup>?</sup>	None
On-the-Job Training <sup>?</sup>	Long-term on-the-job training
Number of Jobs, 2016 <sup>?</sup>	172,400
Job Outlook, 2016-26 <sup>?</sup>	6% (As fast as average)
Employment Change, 2016-26 <sup>?</sup>	10,400



#### What Musicians and Singers Do

Musicians and singers play instruments or sing for live audiences and in recording studios.

#### Work Environment

Musicians and singers often perform in settings such as concert halls, arenas, and clubs.

#### How to Become a Musician or Singer

There are no postsecondary education requirements for musicians or singers interested in performing popular music. However, many performers of classical music and opera have at least a bachelor's degree. Musicians and singers need extensive training and regular practice to acquire the skills and knowledge necessary to interpret music at a professional level.

#### Pay

The median hourly wage for musicians and singers was \$26.96 in May 2017.

#### Job Outlook

Employment of musicians and singers is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. Growth will be due to increases in demand for musical performances. However, there will be tough competition for jobs because of the large number of people who are interested in becoming musicians and singers.

<https://www.bls.gov/ooH/entertainment-and-sports/musicians-and-singers.htm>

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## Appendix 2: Letters of Support



PO Box 567 • 556 Parkway • Garlinburg, Tennessee 37738  
ph: 865.436.5860 • fax: 865.430.4101 • www.arrowmont.org

June 24, 2019

To Whom It May Concern,

This is a letter of support for the School of Art, Craft and Design at Tennessee Tech University for their plans to create the additional degree of a Bachelor of Science in Studio Art. As Program Director at Arrowmont School of Arts and Crafts, I oversee many reviews and search committees for professional opportunities on campus. This includes multiple scholarship reviews, gallery and exhibition proposals, as well as applications for fellowships and residencies. Total, my committees review an estimated 200-300 applications every year. While not all of these searches take into account the applicant's education and background, our search criteria for a strong candidate remains the same regardless: the applicant presents an enthusiastic and inquisitive desire to continue their art education, and their previous life experiences demonstrates that enthusiasm. While some of those opportunities ask that the applicant have a strong body of artwork, *none* of those searches require any specific degree. We have had artists-in-residence who have had Masters of Fine and Arts and also only Bachelor of Fine Arts, but we have also had just as many with Bachelors of Art and/or Bachelors of Science, and have even had residents and fellows with no formal art degree at all. Again, for us, a quality candidate that has rich life experiences and a diverse breadth of knowledge is as valuable to us as any specific academic coursework. A degree that would give a young artist the opportunity to explore as many topics and resources as possible would certainly meet such a requirement. Therefore, I believe that a BS at Tennessee Tech would give artists the broadness of abilities that we often seek from our applicants.

It is not only scholarships, residents, and educational assistants that we search for here at Arrowmont. When I joined the staff in 2012, Arrowmont had about fifteen full-time employees; now, we have closer to thirty. I have been on the search committee for many of those new permanent positions, and have even lead the committees for the 3-4 searches in my own department. I can absolutely say that what we seek in our students, residents, and fellows also holds true for our employees. Arrowmont highly values those who have had varied and extensive experiences not only in the arts, but also in other interests and areas. While sometimes we do suggested recommended degrees for certain positions, A Bachelor of Science that reveals a job applicant's breadth would be an asset to their resume and experience.

With small liberal art colleges as well as art schools currently closing around us, any higher education institution in Tennessee that gives young artists the best possible tools and practice for a career in the arts is a boon to our state and region. As the Program Director at Arrowmont, I wholeheartedly support Tennessee Tech offering a Bachelor of Science to give students the best interdisciplinary education possible to prepare them on their journey.

Cheers,

A handwritten signature in black ink that reads "Nick DeFord". The signature is stylized and written in a cursive-like font.

Nick DeFord  
Program Director  
Arrowmont School of Arts and Crafts

phone: 865-436-5860  
e-mail: ndeford@gmail.com



June 12, 2019

Kimberly Winkle  
Director and Associate Professor  
School of Art, Craft and Design  
Tennessee Tech University  
242 E. 10th Street, Room 112  
Campus Box 5085  
Cookeville, TN 38505

Dear Ms. Winkle:

As you may already know, our creative agency has had the great fortune of employing interns from Tennessee Tech's School of Art, Craft and Design. This has been a tremendous resource for expanding our capabilities and securing team members for future growth. We have greatly benefited from it for several years now and would welcome the opportunity to engage more interns, but are looking to expand beyond design interns to interns with a more varied skill set.

Professionals in the creative industry today must be better equipped to carry out a variety of creative tasks, and we routinely look for those individuals who have multidisciplinary backgrounds. We feel that by Tennessee Tech adding a Bachelor of Science degree in studio arts, it would help us better accomplish our goal of having a versatile and varied team of creatives. Having a graphic design background is important, but we have found that in today's age, it's more important to employ well-rounded individuals with a varied background. Specifically, we are recruiting designers who also have either a background in web design or other broader marketing skill sets. This helps us to more efficiently meet the needs of our clientele, as recruiting these individuals has become extremely competitive. Having them available in our "own backyard" would give us a competitive advantage and allow for future growth.

We hope that Tennessee Tech is able to add this degree offering so that it not only benefits area businesses, but better prepares the student to be an in-demand and highly employable creative professional.

Sincerely,

Roman Stone  
President/CEO  
WDStone

**WDStone**

BRANDING / NEW MEDIA  
114 N. WASHINGTON AVE.  
COOKEVILLE, TN 38501  
931.525.6020  
WDSTONE.COM

## Letter of Support for a Bachelor of Science in Studio Art

L. Scott McRoberts, BFA, MFA  
Associate Professor of Art  
Nashville State Community College  
120 White Bridge Rd.  
Nashville, TN 37209  
Office Phone: 615-353-3686

To Whom it May Concern,

It is essential for institutions of Higher Education to offer a variety of opportunities for graduation through numerous pathway options. Tennessee Technological University currently only offers a Bachelor of Fine Art for any of its studio majors, including Art Education. This rigorous and highly specialized program of study extends the students time seeking a degree, beyond two years, due to its heavy focus on studio course work. The B.F.A. may not be the best option for students seeking a degree in Art Education, Graphic Design, or entering a competitive contemporary art field.

With ever increasing enrollment costs, completing degree requirements efficiently is a high priority. Students transferring to TTU from a TN Community College will find they are at a disadvantage, in regards to credit hours. Facing financial and time constraints students may choose another path, or outright drop pursuit of a degree. With the interest of keeping students on the path to success, offering a dynamic and interdisciplinary curriculum will enhance a student's chances of graduation and navigating their post-scholastic careers.

I support the addition of a Bachelor of Science in Studio Art at Tennessee Tech. The Tennessee Promise and Tennessee Reconnect programs have created a growing population of transfer students seeking an affordable and efficient path to a degree. The B.S. degree would provide a framework and schedule, enabling students to explore art media with flexibility and focus. The program could be completed within a timely manner, transfer students with an A.A. in Studio Art could complete the B.S. within two years, and the increase of pathways to graduation will nurture opportunities for success.

A Bachelor of Science in Studio Arts at TNTECH would enhance the University's integrity, as it displays a commitment to the Arts and their unique cultural history in our region. A B.S. in Studio Art presents an accredited option for students and helps TNTECH remain competitive on a national level. Tennessee Technological University and the Appalachian Center for Craft have the opportunity to increase enrollment numbers, expand the diversity of degree seeking students, and nurture success through the addition of a Bachelor of Science in Studio Art.

I appreciate your time and consideration.

Kind Regards,

L. Scott McRoberts





Nicole Groot

Painting and Illustration

nmgroot2@gmail.com

(931) 250-2781

July 25, 2019

To whom it may concern:

I am writing to support Kimberly Winkle's proposal to implement the new Bachelor of Science and Studio Art degree program. I was excited to learn about this potential degree offering. I believe it will help to grow the School of Art, Craft, and Design, and allow students to tailor their education to fit their unique career goals.

I am currently a senior majoring in painting. Although I have not yet completed my BFA, I have been a working artist since I was sixteen years old. I illustrated children's books for Flowerpot Press, worked as a freelancer, and painted murals to pay for my education. In my experience, working artists today must be versatile and adaptable, skilled communicators and collaborators with people of varied disciplines. It follows that gaining experience in more than one field of study could help creative people navigate their careers—careers that are becoming more diverse, multidisciplinary, and interconnected with each passing year.

Many working artists, including myself, struggle to maintain proficiency in the business side of our careers. Art majors currently have one class that thoroughly addresses this issue: Professional Practices taught by Kim Winkle. Most of my peers agree that Professional Practices is a uniquely valuable course and an indispensable component of our education. Some of them, however, wanted more of this course, as they felt one semester of this topic was not enough time to learn the complexities involved in marketing, selling, and working as an artist. The usefulness of this course is a testament to how the Bachelor of Science and Studio Art could immensely benefit individuals who wish to diversify their skillset.

Lastly, I believe that this degree option will encourage more students to enroll in our department. Prospective students who are passionate about multiple subjects are not as likely to pursue a BFA. The Bachelor of Science and Studio Art could empower creative students who would not normally pursue a degree that is exclusively focused on art. I believe this degree will benefit creative people who wish to explore their interests and ensure flexibility in their career path. The students enrolled in this program could also bring new ideas and perspectives to BFA students as we expand our artistic community.

Thank you for considering my letter of support.

Sincerely,

Nicole Groot

Jonathan W. Bledsoe  
07/08/2019

To whom it may Concern,

This letter is my sincere and full endorsement of the proposed Bachelor of Sciences concentration in Studio Arts program at Tennessee Technological University. This program proposal offers a flexible curriculum that the current Bachelor of Fine Arts degree lacks. As a non-traditional student, the rigidity of the requirements inherent in the current BFA program limit a student's opportunity to pursue additional interests and useful courses such as business and marketing. A more employable and well rounded focus on the curriculum will better position them as well as they bridge the gap between "artists", "artisans", and "crafts practitioners".

Speaking personally, I intend a more commercial means of employment. That being said, the instruction I have received in the technical aspects of my craft have been excellent and invaluable. I know of no other undergraduate program that offers the wide scope of skills available in the arts program.

Opening up the curriculum does nothing but gain positive results. More options with more flexibility will directly influence the net gain of graduates. I know of people interested in the craft but not the strict and rigorous studio and curricular demands. Approaching an art degree with more flexibility and varied learning opportunities will bring more students to the program that will complete a degree, and be better positioned for potentially more career options.

My highest regards,

A handwritten signature in black ink, appearing to read 'Jonathan W. Bledsoe', with a long horizontal flourish extending to the right.

Amanda Kail  
Foxtrot Branding  
hello@foxtrotbranding.com  
931-644-3953  
June 10, 2019



To whom it may concern,

I am writing in support of Kimberly Winkle and her movement to establish a new Bachelor of Science degree in Studio Art.

I am a Tennessee Tech University alum and co-founder of the Tennessee-based design studio Foxtrot Branding.

One of my biggest wishes for my college experience at Tech has always been that I wish I had received more education on how to represent myself not only as an artist & graphic designer, but as a business, and all the interworkings of managing a business. I believe all students would benefit from a more business-minded education in the arts, as all artists are in the business of sales and marketing, two skills which I have had to learn on-the-job.

When transitioning from my college career to starting my own business, I quickly recognized I was not equipped with the knowledge necessary to get my business started, to name a few: how to write a contract that protects myself and my business, how to price my services, how to invoice clients and obtain payments, how to save for and pay taxes as a business owner, how to market my business, how to close a sale, and the list goes on. Over time, I have figured it out myself using various resources online and with guidance from local mentors. Regardless of my ability to self-teach and learn by trial and error, I do strongly believe that if I had the opportunity to take more classes in business/marketing during my college career at Tech, I would have been more prepared for making the drastic switch from being a student to a business owner, and could have launched my business more efficiently from the start, and with more confidence knowing that I was doing things correctly.

I do hope you take my letter into consideration when evaluating the proposed Bachelor of Science degree in Studio Arts, as I wholeheartedly support Winkle's position, knowing how valuable this multidisciplinary education could have been to myself and my fellow students.

All my support,  
Amanda Kail



TENNESSEE  
PERFORMING  
ARTS CENTER

August 1, 2019

Dr. Wendy Mullen, Director  
Tennessee Tech University  
School of Music

A Bachelor of Science in Music would be a fantastic addition to Tennessee Tech University's (TTU) School of Music degree offerings. As a former student at TTU, I would have personally loved the opportunity to pursue a music degree that offered focuses in Business, Marketing, or Arts Management. Because my options were either Performance or Education, I went with a completely different path for my undergraduate degree.

As a professional working on the administrative side of the performing arts, I often see college graduates with music degrees, but very few of them have the administrative or business knowledge or skills to succeed in a non-performance position. I recently hired a candidate for a Development Coordinator position. She had earned a Bachelor of Arts in Performance and then later when back to graduate school because she realized she did not have the skills necessary to obtain the positions she wanted. When looking through resumes, I certainly preferred to see those with music and arts backgrounds to those with just business backgrounds. However, if a candidate had education or experience with both, they were immediately moved to the top of the pile.

I also recently attended a "State of the Arts" Candidate Forum and Reception hosted by Nashville Arts Coalition and Candidates for Metropolitan Nashville Council. The panel featured leaders from both large and small arts organizations in the Nashville area. All of panelists agreed, and made a point to note, that they would prefer to hire a candidate with an education background in the arts and those who also had skills in Arts Management and other business-related focuses would be assets to their organizations.

I would absolutely consider an applicant with a Bachelor of Science in Music to be a stronger candidate than those with other backgrounds and I think this new degree program would be a great option for students and potential employers.

**Susan E. Luna, MPA, CFRE**  
*Senior Director of Individual Giving*  
Tennessee Performing Arts Center



TPAC.org  
615-782-4040

505 Deaderick Street, 3rd Floor  
Nashville, TN 37243

MAILING: PO Box 190660  
Nashville, TN 37219

WMArocks.com  
615-782-4030



Dear Wendy Mullen,

Hello! My name is Kyle Tarwater, and I am a former student of Tennessee Tech University. I'm writing to you in reference to the new proposed degree path, the Bachelor of Science in Music. One of the issues I had when looking at my potential options as a student of Music was that it mostly encouraged only the Music education degree. With the status of music education in our country, it led me to be wary of putting all my eggs into one basket, so to speak. Ultimately, I ended up going the route of pursuing an interdisciplinary degree.

After reviewing the proposed course load for the Bachelor of Science in Music, I believe I would have chosen to pursue this option. The ability to do a more focused music degree with a side focus as well would have much more market potential in my opinion. Knowing many people have entered in several different facets of the music industry, the additional supplementary learning would have benefitted most all of them greatly. I have mentioned this new curriculum to a few folks, and they are hopeful that students in the future might have the ability to earn this degree! For me personally, I was interested in trying to make my own version of a music therapy degree by mixing in psychology classes with the interdisciplinary option. However, it made it extremely difficult with a full course load to also continue to be as focused in my music. This ultimately led to me burning out and losing my passion.

I see this degree as a fantastic option for future students who have a love of music but are interested in doing something other than teaching at a lower or higher education level. I'm sure there are many incoming students who would be happy to know this option exists. I sincerely hope that Tennessee Tech considers establishing this degree. Thank you for your time!

Sincerely,

Kyle Tarwater



## Cookeville Performing ARTS Center

10 East Broad Street 931-528-1313

August 7, 2019

Dr. Wendy Mullen, Director  
Tennessee Tech University  
School of Music Box 5045  
Cookeville, TN 38505

Dr. Mullen-

I am pleased to hear that TTU is considering a new Bachelor of Science degree in Music.

I think this will be an excellent option for students who excel in music and want to work in the public sector in areas other than education or performance. Having the opportunity to augment their music education with courses which will be beneficial in associated fields such as Arts management, business, and technology will be invaluable as they seek employment post-graduation. Too often, we see applicants in the Arts industry who possess tremendous talent in music, dance, or theatre but lack business and management skills. Offering a degree that allows students to choose undergraduate electives in those areas will improve their chances of getting a job and being successful.

In my particular field of Arts Administration, Theatre, and Dance, an applicant holding a Bachelor of Science in Music degree with a focus in theatre or business would be much more attractive and desirable than one with a degree focusing solely on music performance or education.

I fully support a decision to include this degree at TTU would look forward to engaging with its graduates. You may contact me directly with any questions or further comment.

Regards,

A handwritten signature in cursive script that reads "Chad McDonald".

Chad McDonald  
Cultural Arts Superintendent  
City of Cookeville  
931-520-5296  
cbm@cookeville-tn.gov



August 9, 2019

To Whom It May Concern,

This letter is to communicate my enthusiastic support for the addition of the Bachelor of Science in Music degree at Tennessee Technological University. The School of Music currently supports degree programs in Music Performance and Music Education, along with a Music Minor, which is merely the bare minimum for a comprehensive collegiate music program. Numerous other universities in Tennessee offer additional specialized courses of study in music, such as Middle Tennessee State University, which offers a Music Industry degree, and the University of Tennessee, which includes Bachelor of Arts degrees in Applied Music or Music and Culture. Tennessee Tech competes directly with these programs for student recruitment, and a wider range of degree programs would aid significantly in those efforts.

As the landscape of professional music continues to evolve, many successful schools of music evolve in parallel, adapting degree programs and adding courses of study to better prepare students for the wide variety of occupations within in the music industry. As an arts administration professional, I have a job I never would have imagined as a student, simply because I was unaware this career path even existed, and “performance” and “education” were the only apparent options. A Bachelor of Science degree would allow students like myself to receive high-quality musical training, but still leave room to personalize one’s course of study. Students could choose more classes in computer science, engineering, administration, or psychology to better prepare them for modern, relevant, and lucrative careers in sound engineering, recording, arts administration, or music therapy, for example.

I know I speak for many of the School of Music students and faculty by expressing my excitement for the potential addition of the Bachelor of Science in Music degree. It would create new, compelling opportunities for Music majors, allowing an education more closely tailored to each student’s specific career goals. This decision alone would increase the marketability and recruitment power of the School of Music, while ultimately providing students more avenues through which to achieve professional success.

Sincerely,

A handwritten signature in black ink that reads 'Rachel Salter'. The signature is written in a cursive, flowing style.

Rachel Salter

Executive Director  
Bryan Symphony Orchestra Association

## Appendix 3: THEC Financial Projection Form



Tennessee Higher Education Commission  
 Appendix A: THEC Financial Projections  
 Tennessee Technological University  
 Bachelor of Science In Fine Arts

Seven-year projections are required for doctoral programs.  
 Five-year projections are required for baccalaureate and Master's degree programs  
 Three-year projections are required for associate degrees and undergraduate certificates.  
 Projections should include cost of living increases per year.  
 Planning year projections are not required but should be included when appropriate.

	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>I. Expenditures</b>								
<b>A. One-time Expenditures</b>								
New/Renovated Space <sup>1</sup>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Sub-Total One-time</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>B. Recurring Expenditures</b>								
<b>Personnel</b>								
<b>Administration</b>								
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-	-
<b>Sub-Total Administration</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Faculty</b>								
Salary	\$ -	\$ -	\$ 2,100	\$ 2,100	\$ 4,200	\$ 4,200	\$ -	\$ -
Benefits	-	-	-	-	-	-	-	-
<b>Sub-Total Faculty</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,100</b>	<b>\$ 2,100</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Support Staff</b>								
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-	-
<b>Sub-Total Support Staff</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Graduate Assistants</b>								
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-	-
Tuition and Fees* (See Below)	-	-	-	-	-	-	-	-
<b>Sub-Total Graduate Assistants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating</b>								
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	-	1,250	750	750	750	750	-	-
Equipment	-	-	2,000	2,000	-	-	-	-
Other	-	100	100	100	150	150	-	-
<b>Sub-Total Operating</b>	<b>\$ -</b>	<b>\$ 1,350</b>	<b>\$ 2,850</b>	<b>\$ 2,850</b>	<b>\$ 900</b>	<b>\$ 900</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Recurring</b>	<b>\$ -</b>	<b>\$ 1,350</b>	<b>\$ 4,950</b>	<b>\$ 4,950</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES (A + B)</b>	<b>\$ -</b>	<b>\$ 1,350</b>	<b>\$ 4,950</b>	<b>\$ 4,950</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ -</b>	<b>\$ -</b>

\*If tuition and fees for Graduate Assistants are included, please provide the following information.  
 Base Tuition and Fees Rate \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
 Number of Graduate Assistants - - - - - - - - -

	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>II. Revenue</b>								
Tuition and Fees <sup>2</sup>	-	71,472	125,076	178,680	232,284	268,020	-	-
Institutional Reallocations <sup>3</sup>	-	(70,122)	(120,126)	(173,730)	(227,184)	(262,920)	-	-
Federal Grants <sup>4</sup>	-	-	-	-	-	-	-	-
Private Grants or Gifts <sup>5</sup>	-	-	-	-	-	-	-	-
Other <sup>6</sup>	-	-	-	-	-	-	-	-
<b>BALANCED BUDGET LINE</b>	<b>\$ -</b>	<b>\$ 1,350</b>	<b>\$ 4,950</b>	<b>\$ 4,950</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ -</b>	<b>\$ -</b>

- Notes:**
- Provide the funding source(s) for the new or renovated space.  
N/A
  - In what year is tuition and fee revenue expected to be generated? Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program. Explain any differential fees.  
Year 1.
  - Identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.  
N/A
  - Provide the source(s) of the Federal Grant including the granting department and CFDA/Catalog of Federal Domestic Assistance number.  
N/A
  - Provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).  
N/A
  - Provide information regarding other sources of the funding.  
Only Source of Funding Is Tuition and Fees



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Policy 204 (Faculty Appointments)

Review

Action

No action required

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**PRESENTER(S):** Provost Bruce

**PURPOSE & KEY POINTS:** The purpose of this policy is to establish the criteria and processes regarding faculty appointments at Tennessee Tech. Revisions were made for clarification of lecturer and instructor positions.

**Tennessee Technological University  
Policy No. 204**



Effective Date: January 1, 2020~~July 1, 2017~~

**Policy No:** 204

**Policy Name:** Faculty Appointments

**I. Purpose**

The purpose of this policy is to establish the criteria and processes regarding faculty appointments at Tennessee Tech.

**II. Review**

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

**III. Policy**

The types of faculty appointments at Tennessee Tech include tenure-track, tenure, lecturer, clinical-track, research-track, and temporary appointments.

**A. Tenure-Track Appointments**

1. Tenure-track appointments are appointments for full-time faculty with academic rank and may be for the academic or fiscal year.
2. Tenure-track appointments are for faculty who are employed in a probationary period of employment prior to consideration for tenure.
3. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.

**B. Tenure Appointments**

1. Tenure appointments are appointments of full-time faculty who have been awarded tenure by the Tennessee Tech Board of Trustees pursuant to the provisions of TTU Policy 205 (Faculty Tenure).
2. To protect academic freedom, tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as provided in TTU Policy 205 (Faculty Tenure).
3. Such appointments do not include assurance of continued employment at any specified salary or position, or employment during summer sessions or inter-session.

**C. Lecturer Appointments**

1. Lecturer appointments are full-time faculty appointments at the rank of Lecturer, Senior Lecturer, or Master Lecturer.
2. Lecturer appointments are normally set for a fixed three-year period, period; however, contracts may be set for a period ranging from two to six years depending on the specific needs of the position as documented by the hiring department. Lecturer appointments are non-tenurable, and are automatically

renewed year to year within the contract period given~~renewable based on~~ satisfactory annual performance reviews.

3. Faculty in this classification participate in the academic programs primarily by providing instructional services.

**D. Clinical-Track Appointments.**

1. Clinical-track appointments are full-time faculty appointments that are non-tenurable, renewable appointments for fixed terms; permit promotion in rank; and are permit conversion of the appointment to tenure track at any time prior to, but not later than, the expiration of the first three year term, dependenting on funding availability and faculty performance.
2. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice.
3. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.

**E. Research-Track Appointments**

1. Research-track appointments are full-time faculty appointments, are non-tenurable, renewable appointments for fixed terms; permit promotion in rank; and are permit conversion of the appointment to tenure track at any time prior to, but no not later than, the expiration of the first three year term, dependenting on funding availability and faculty performance.
2. Faculty in this classification participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process.
3. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, or other sources.

**F. Temporary Instructor Appointments**

1. Temporary Instructor appointments are for a specific purpose and for a time that is appropriate for that purpose. Temporary Instructor appointments may be terminated according to the terms of the contract of employment or appointment. ~~Ordinarily, temporary appointments should be used only for adjunct or part-time faculty, faculty employed to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds.~~
2. ~~In addition, t~~Temporary Instructor appointments may be used for faculty employed on the basis of state-appropriated funds in academic departments/units where the permanent and continued need for the position has not been established, provided that such appointments normally should not exceed one full~~three~~ academic year. A temporary instructor may be reappointed for a second

academic year upon approval by the Provost.

~~After that, the position can be re-advertised, and the instructor can apply again and be hired if he/she is the best candidate.~~

1. Adjunct faculty appointments are temporary, non-tenurable, part-time appointments based on demand each semester for instructional needs only.
2. Reappointments of adjunct faculty are made on a semester to semester basis as needed.
3. Adjunct faculty may not teach more than a total of ten (10) credit hours per semester in all departments. They may not work as temporary administrative professional or clerical and support employees at the same time as their adjunct appointment.
4. Adjunct faculty are not eligible for employment benefits such as insurance benefits, annual and sick leave, holiday pay, retirement credit, or longevity credit.

#### **IV. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority**

T.C.A. § 49-8-301(a)

#### **VI. Approved by:**

Academic Council: April 12, 2017, November 13, 2019

University Assembly: April 19, 2017, November 20, 2019

Board of Trustees: June 1, 2017, December 5, 2019

**Tennessee Technological University  
Policy No. 204**



**Faculty  
Appointments**

Effective Date: January 1, 2020

**Policy No:** 204

**Policy Name:** Faculty Appointments

**I. Purpose**

The purpose of this policy is to establish the criteria and processes regarding faculty appointments at Tennessee Tech.

**II. Review**

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

**III. Policy**

The types of faculty appointments at Tennessee Tech include tenure-track, tenure, lecturer, clinical-track, research-track, and temporary appointments.

**A. Tenure-Track Appointments**

1. Tenure-track appointments are appointments for full-time faculty with academic rank and may be for the academic or fiscal year.
2. Tenure-track appointments are for faculty who are employed in a probationary period of employment prior to consideration for tenure.
3. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.

**B. Tenure Appointments**

1. Tenure appointments are appointments of full-time faculty who have been awarded tenure by the Tennessee Tech Board of Trustees pursuant to the provisions of TTU Policy 205 (Faculty Tenure).
2. To protect academic freedom, tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as provided in TTU Policy 205 (Faculty Tenure).
3. Such appointments do not include assurance of continued employment at any specified salary or position, or employment during summer sessions or inter-session.

**C. Lecturer Appointments**

1. Lecturer appointments are full-time faculty appointments at the rank of Lecturer, Senior Lecturer, or Master Lecturer.
2. Lecturer appointments are normally set for a fixed three-year period; however, contracts may be set for a period ranging from two to six years depending on the specific needs of the position as documented by the hiring department. Lecturer appointments are non-tenurable, and are automatically renewed year to year



within the contract period given satisfactory annual performance reviews.

3. Faculty in this classification participate in the academic programs primarily by providing instructional services.

**D. Clinical-Track Appointments.**

1. Clinical-track appointments are full-time faculty appointments that are non-tenurable, renewable appointments for fixed terms; permit promotion in rank; and are dependent on funding availability and faculty performance.
2. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice.
3. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.

**E. Research-Track Appointments**

1. Research-track appointments are full-time faculty appointments, are non-tenurable, renewable appointments for fixed terms; permit promotion in rank; and are dependent on funding availability and faculty performance.
2. Faculty in this classification participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process.
3. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, or other sources.

**F. Temporary Instructor Appointments**

1. Temporary Instructor appointments are for a specific purpose and for a time that is appropriate for that purpose. Temporary Instructor appointments may be terminated according to the terms of the contract of employment or appointment.
2. Temporary Instructor appointments may be used for faculty employed on the basis of state-appropriated funds in academic departments/units where the permanent and continued need for the position has not been established, provided that such appointments normally should not exceed one full academic year. A temporary instructor may be reappointed for a second academic year upon approval by the Provost.

**G. Adjunct Faculty Appointments**

1. Adjunct faculty appointments are temporary, non-tenurable, part-time appointments based on demand each semester for instructional needs only.
2. Reappointments of adjunct faculty are made on a semester to semester basis as needed.
3. Adjunct faculty may not teach more than a total of ten (10) credit hours per semester in all departments. They may not work as temporary administrative professional or clerical and support employees at the same time as their

adjunct appointment.

4. Adjunct faculty are not eligible for employment benefits such as insurance benefits, annual and sick leave, holiday pay, retirement credit, or longevity credit.

**IV. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

**V. Citation of Authority**

T.C.A. § 49-8-301(a)

**VI. Approved by:**

Academic Council:	April 12, 2017, November 13, 2019
University Assembly:	April 19, 2017, November 20, 2019
Board of Trustees:	June 1, 2017, December 5, 2019



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Policy 225 (New Academic Programs)

**Review**

**Action**

**No action required**

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**PRESENTER(S):** Provost Bruce

**PURPOSE & KEY POINTS:** This policy establishes an approval process for new academic programs at Tennessee Tech, consistent with the corresponding policy (A1.0) of the Tennessee Higher Education Commission. Revisions were made to reflect the changes made to the corresponding THEC policy.

**Tennessee Technological University  
Policy No. 225**



Effective Date: January 1, 2018

**Policy No:** 225

**Policy Name:** New Academic Programs

**Revised Date:** January 1, 2020

**I. Purpose**

This policy establishes an approval process for new academic programs at Tennessee Tech, consistent with the corresponding policy (A1.0) of the Tennessee Higher Education Commission.

**II. Review**

This policy will be reviewed every three years or whenever circumstances require review, whichever is earlier, by the Senior Associate Provost or the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

**III. Policy/Procedure**

- A. Tennessee Tech hereby adopts THEC policy A1.0 (New Academic Programs: Approval Process), as may be amended from time to time.
- B. THEC has the statutory responsibility to review and approve new academic programs. As outlined in THEC Policy A1.0, the process in developing a new academic program in excess of 24 semester credit hours includes the following essential steps:
  - 1. Letter of Notification (LON)
  - 2. Evaluation of LON
  - 3. New Academic Program Proposal (NAPP)
  - 4. External Judgment
  - 5. Post-External Judgment and THEC Action
  - 6. Institutional Governing Board
  - 5.7. Commission Action
- C. Any proposals for new academic programs made pursuant to this policy must also comply with TTU Policy 221 (Substantive Change).
- D. Preparation and Submission of Letter of Notification
  - 1. ~~Upon consideration by the academic unit, college and Provost's Office to develop a new academic program, the academic unit~~ The academic unit requesting the new academic program shall prepare a Letter of Notification (LON) ~~that includes -~~
    - 1. ~~a.) To seek initial approval from the college dean and the Provost's Office, the academic unit requesting the new academic program must address questions on the Tennessee Tech "New Program Proposals Check List" (posted in the Provost's Office website); all items listed on THEC LON Checklist.~~
      - a. The LON must address the criteria for review as outlined in THEC Policy 1.0, Section 1.0.2A1 and 1.0.2A2 a

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**a.b.** The LON must include a feasibility study. This includes the THEC required feasibility study that addresses the following criteria:

- 1) Student Interest for the proposed academic program
- 2) Local and Regional Need/Demand
- 3) Employer Need/Demand
- 4) Future Sustainable Need/Demand

**c.** The feasibility study shall be conducted by people with expertise in economics/labor analysis outside the academic unit. The academic unit can contact the Office of the Provost for assistance. Following the initial approval, the academic unit requesting the new academic program shall prepare a LON and include all required items on the "THEC Letter of Notification Checklist" for new academic programs. The LON must address the criteria for review as outlined in THEC Policy A1.0.

**d.** The academic unit shall send the LON to the college dean and the Provost's Office for review and approval.

**2.** The Provost's Office will send the approved LON to the Tennessee Tech Board of Trustees (Board) for review and approval.

**3.** After the Board's approval, the Provost's Office will submit to THEC the LON with the following documents for the proposed new academic program:

- a.** Tennessee Tech Cover Form with appropriate signatures
- b.** The Feasibility Study
- c.** A letter from the Tennessee Tech President signifying support from the Board
- d.** Timeline for development and implementation
- a.e.** THEC Financial Projection Form

**E.** Upon receiving THEC's approval of the Letter of Notification, the academic unit requesting the new program shall prepare a New Academic Program Proposal (NAPP). A New Academic Program Proposal must undergo institutional ~~and governing board~~ approval processes at Tennessee Tech.

**1.** The NAPP should complement the LON by addressing the following criteria in the NAPP Checklist (THEC A1.0):

- a.** Curriculum
- b.** Academic Standards
- c.** Program Enrollment and Graduates
- d.** Equity
- e.** Administrative Structure
- f.** Faculty Resources
- g.** Library and Information Technology Resources
- h.** Support Resources
- i.** Facilities and Equipment
- j.** Marketing and Recruitment

**Commented [OB1]:** Is the capitalization here following some official LON form?

**Commented [SH2]:** Yes, that's right.

j.k. Assessment/Evaluation

k.l. Accreditation

l.m. Funding

2. An academic unit requesting a new academic program must submit the NAPP to the following offices/committees, as appropriate, for review and approval within Tennessee Tech:

- a. Departmental faculty
- b. College curriculum committee and College dean or his/her designee
- c. University Curriculum Committee (if undergraduate level) or Graduate Studies Executive Committee (if graduate level)
- d. Academic Council
- e. Provost and Vice President for Academic Affairs

**Commented [OB3]:** Should this be c. (and the rest relabeled)?

**Commented [SH4]:** b. includes college and dean

~~3. The Provost's Office will send the approved NAPP to the Board for review and with appropriate signatures to THEC for review and approval. Upon THEC approval, the Provost's Office will submit the NAPP to the Board of Trustees for approval.~~

F. External Judgment

- 1. External consultants may be required for baccalaureate and graduate programs. THEC staff will determine if a review by an external authority is required before framing a recommendation to the Commission.
- 2. The unit and college requesting the new program will be asked to propose a list of potential external reviewers. Individuals used in the development stage as external consultants may not serve as external reviewers. The criteria for potential external reviewers are outlined in THEC Policy A1.0.
- 3. THEC will notify Tennessee Tech or the Board of the selected reviewer(s) and provide a list of questions for the external reviewer(s) to address during the review. Tennessee Tech may add questions to the THEC review questions.
- 4. Reviewer(s) must provide concurrently a written report in response to the questions to Tennessee Tech and THEC staff within 30 days of the site visit.
- 5. Tennessee Tech will be responsible for inviting the external reviewer(s), all scheduling, expenses, and contracting with the external reviewers.

G. Post-External Judgment and THEC Action

- 1. Within 30 days of receipt of the external review, Tennessee Tech must propose to THEC solutions for all issues identified by the reviewer(s).
- 2. Based on the proposed revisions, THEC will choose one of three determinations:
  - a. Support
  - b. Not support
  - c. Defer Support

The description of each action is outlined in THEC A1.0.

H. Institutional Governing Board Action

1. Upon determination by THEC that a proposed academic program will be supported for approval by the THEC Commission, the Provost's Office will submit the NAPP to the Board of Trustees for approval.
2. After Board approval, the Provost's office will submit the record of board approval to THEC and submit a request to THEC Executive Director that the proposed program be placed on the earliest possible Commission agenda.

**IV. Interpretation**

The Provost or his/her designee has the final authority to interpret the terms of this policy.

**V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(B)

THEC Policy A1.0 (New Academic Program: Approval Process); THEC Letter of Notification (LON) Checklist and New Academic Program Proposal (NAPP) Checklist

**Approved by:**

Academic Council: November 15, 2017; November 13, 2019

University Assembly: November 29, 2017; November 20, 2019

Board of Trustees: December 11, 2017; December 5, 2019



**Tennessee Technological University  
Policy No. 225**



Effective Date: January 1, 2018

**Policy No: 225**

**Policy Name:** New Academic Programs

**Revised Date:** January 1, 2020

**I. Purpose**

This policy establishes an approval process for new academic programs at Tennessee Tech, consistent with the corresponding policy (A1.0) of the Tennessee Higher Education Commission.

**II. Review**

This policy will be reviewed every three years or whenever circumstances require review, whichever is earlier, by the Senior Associate Provost or the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

**III. Policy/Procedure**

- A.** Tennessee Tech hereby adopts THEC policy A1.0 (New Academic Programs: Approval Process), as may be amended from time to time.
- B.** THEC has the statutory responsibility to review and approve new academic programs. As outlined in THEC Policy A1.0, the process in developing a new academic program in excess of 24 semester credit hours includes the following essential steps:
  - 1. Letter of Notification (LON)
  - 2. Evaluation of LON
  - 3. New Academic Program Proposal (NAPP)
  - 4. External Judgment
  - 5. Post-External Judgment and THEC Action
  - 6. Institutional Governing Board
  - 7. Commission Action
- C.** Any proposals for new academic programs made pursuant to this policy must also comply with TTU Policy 221 (Substantive Change).
- D.** Preparation and Submission of Letter of Notification
  - 1. The academic unit requesting the new academic program shall prepare a Letter of Notification (LON) that includes all items listed on *THEC LON Checklist*.
    - a.** The LON must address the criteria for review as outlined in THEC Policy 1.0, Section 1.0.2A1 and 1.0.2A2 a
    - b.** The LON must include a feasibility study that addresses the following criteria:
      - 1) Student Interest for the proposed academic program
      - 2) Local and Regional Need/Demand
      - 3) Employer Need/Demand
      - 4) Future Sustainable Need/Demand

- c. The feasibility study shall be conducted by people with expertise in economics/labor analysis outside the academic unit. The academic unit can contact the Office of the Provost for assistance.
          - d. The academic unit shall send the LON to the college dean and the Provost's Office for review and approval.
  - 2. The Provost's Office will send the approved LON to the Tennessee Tech Board of Trustees (Board) for review and approval.
  - 3. After the Board's approval, the Provost's Office will submit to THEC the LON with the following documents for the proposed new academic program:
    - a. Tennessee Tech Cover Form with appropriate signatures
    - b. The Feasibility Study
    - c. A letter from the Tennessee Tech President signifying support from the Board
    - d. Timeline for development and implementation
    - e. THEC Financial Projection Form
- E.** Upon receiving THEC's approval of the Letter of Notification, the academic unit requesting the new program shall prepare a New Academic Program Proposal (NAPP). A New Academic Program Proposal must undergo institutional approval processes at Tennessee Tech.
- 1. The NAPP should complement the LON by addressing the following criteria in the NAPP Checklist (THEC A1.0):
    - a. Curriculum
    - b. Academic Standards
    - c. Program Enrollment and Graduates
    - d. Equity
    - e. Administrative Structure
    - f. Faculty Resources
    - g. Library and Information Technology Resources
    - h. Support Resources
    - i. Facilities and Equipment
    - j. Marketing and Recruitment
    - k. Assessment/Evaluation
    - l. Accreditation
    - m. Funding
  - 2. An academic unit requesting a new academic program must submit the NAPP to the following offices/committees, as appropriate, for review and approval within Tennessee Tech:
    - a. Departmental faculty
    - b. College curriculum committee and College dean or his/her designee
    - c. University Curriculum Committee (if undergraduate level) or Graduate Studies Executive Committee (if graduate level)



**V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(B)

THEC Policy A1.0 (New Academic Program: Approval Process); THEC Letter of Notification (LON) Checklist and New Academic Program Proposal (NAPP) Checklist

**Approved by:**

Academic Council: November 15, 2017; November 13, 2019

University Assembly: November 29, 2017; November 20, 2019

Board of Trustees: December 11, 2017; December 5, 2019



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Policy 271 (General Graduate Degree Requirements)

Review

Action

No action required

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**PRESENTER(S):** Provost Bruce

**PURPOSE & KEY POINTS:** This policy describes graduate program requirements and procedures for Tennessee Tech academic units and graduate students. Minor revisions were made to provide clarity and allow students to be alerted sooner if they are at risk of dropping below a 3.0 GPA.

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



**General Graduate  
Degree  
Requirements**

Effective Date: July 1, 2017

**Policy No.: 271**

**Policy Name:** General Graduate Degree Requirements

**Date Revised:** January 1, 2020

**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 all Graduate Courses taken that hold a Credit Hour value.

**D. Background Course** – courses taken prior to or during enrollment in the current graduate program that are listed on the graduate student's 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 grasp of a broad sample of his/her discipline, and/or will test a graduate student in his/her 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.

**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, financial aid eligibility, and, when applicable, it will be inclusive of all graduate level transfer credit prior to spring 2015. The 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 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 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 of a graduate student’s academic achievement at Tennessee Tech. Only Graduate Courses in which a Quality Points value are used to calculate the GPA.
- M.** GPA Hours –the total number of all earned Graduate Courses taken that hold a Credit Hour value and 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.** 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.** Non-degree Course –any course taken by a non-degree graduate student and not used to earn a graduate certificate or degree.
- R.** Program of Study – a written declaration that entails a narrative description and summary of course requirements for the graduate student’s certificate or degree program.
- S.** 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. 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. 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 college and department program information.
- C. All graduate programs will administer one or more Comprehensive Exam(s) as an indicator of degree progression as defined by the graduate program.
- ~~D. Credit used to satisfy the requirements of one degree or certificate cannot be used to satisfy the requirements of another degree or certificate.~~
- E.D. Tennessee Tech will evaluate a request for transfer credits as described in Tennessee Tech Policy 283 (Transfer Credit).
- F.E. 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.
- G.F. Graduate Courses**
  1. Graduate students will earn graduate credit for a 4000/5000 level course based upon additional work defined by the course syllabus.
  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 of the Graduate Course credit to be counted toward a master’s degree must be at the 6000 level or above (with the exception of those programs that fall under state-wide numbering schemes, specifically TNeCampus, MPS, MSN, DNP 5000 level courses.).

4. 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 graduate student subsequently admitted into a graduate program may use up to nine (9) previously earned graduate Credit Hours toward the graduate program, upon approval from the graduate student's advisory committee.~~
6. A non-degree graduate student subsequently admitted into a graduate program may submit previously earned graduate credit hours to the program department for review. The department will determine, at their sole discretion, and in accordance with SACSCOC Accreditation Standard 3.6.3, the number 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.
8. 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.
9. 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.
10. 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).

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## G. 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, he/she 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 his/her graduate program if any one of the following conditions occurs:
  - (i) The graduate student's Current GPA or Cumulative GPA falls below 2.0.
  - (ii) 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) The graduate student earns two Grades of "F", or equivalent, in any course presented as part of the required graduate program hours.
  - (iv) The graduate student has two consecutive semesters of "NP - No Progress" in thesis or dissertation Graduate Courses.
  - (v) The graduate student fails to meet program-specific requirements.
  - (vi) The graduate student does not successfully pass all examinations for admission to candidacy as required by his/her 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).

## H. Course Repetition

- 1. A course repetition is required for all Graduate Courses in which a Grade of D, U, X, IF, F, WF, or NF is earned. Both the original Grade and the Grade for the repetition will be counted in the Cumulative GPA.

**Commented [OB1]:** This goes from "F" to "H". Is section "G" missing or do things need to be re-lettered?

2. Each graduate program in which Graduate Course repetition is permitted is limited to one (1) repetition per Graduate Course.
3. The cumulative Graduate Course repetition cannot exceed nine (9) Credit Hours in any graduate program.
4. 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.

**I. 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 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 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.

**J. Course Loads**

1. Nine (9) Credit Hours in the fall or spring semester constitute 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.

**K. Time limits**

1. Time limits shall be computed from and include the first semester in which credit applied to the degree is earned at Tennessee Tech.
2. All Graduate Courses earned toward a graduate program must be taken within the applicable time limit unless they can 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.

**~~L. Banking Hours~~**

~~Graduate students may earn credit for a related advanced degree following the banking course procedures.~~

**~~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 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.

**~~O.L. 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 to the College of Graduate Studies.

**~~P.M. 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;

**Commented [OB2]:** Is this supposed to have a letter heading? The numbers below it start over. Is this the "missing" section G?

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1. Unless a specific graduate program has direct oversight by a standing advisory committee, all graduate programs must follow the committee formation requirements.
2. 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) A minimum of three (3) advisory committee members is required for a master's or specialist degree program.
  - b) A minimum of four (4) advisory committee members is required for a doctoral program in Education.
  - c) A minimum of five (5) advisory committee members is required for a doctoral programs in Engineering and Environmental Sciences.
3. 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. A faculty member has the prerogative of accepting or relinquishing an appointment on a graduate student's advisory committee.
5. 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), upon approval from the graduate student's committee members. Consultants are allowed to participate in all committee meetings, oral examinations, and theses/dissertation defenses, but are not allowed to vote on any matter. Refer to TTU Policy 282 for a complete listing of graduate faculty responsibilities.
6. 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) Unanimous advisory committee vote is required 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.

**Q.N. Program of Study**

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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.

**R.O. 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) Achieve full standing in his/her graduate program,
  - b) Complete nine (9) Credit Hours of Graduate Courses, and
  - c) Have a 3.0 Cumulative GPA.
2. Specialist Degree
  - a) Achieve full standing in his/her 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 his/her graduate program.
3. Doctoral Degree
  - a) A graduate student must complete approximately eighty percent of the graduate coursework in his/her 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 the graduate student a second attempt to pass any examination that may be required by his/her graduate program. No more than two attempts to achieve admission to candidacy will be permitted.

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

1. When a thesis is required in a graduate student's Program of Study, ~~Tennessee Tech will not count no fewer than more than six (6) Credit Hours - of for 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 his/her 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) The graduate student is responsible for scheduling his/her thesis or dissertation defense with his/her 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.
  - c) A graduate student's thesis or dissertation defense is open to the public.
  - d) All of the graduate student's advisory committee members are required to attend the thesis or dissertation defense.
  - e) 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.

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7. The College of Graduate Studies requires all graduate students to follow the Guide to the Preparation of Theses and Dissertations.
8. 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 Theses and Dissertations. The College of Graduate Studies will not review the paper's content, spelling, or accuracy of the citation.
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 his/her advisory committee at or near the completion of his/her 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.O. 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 for 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 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 will be allowed 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 his/her designee has final authority to interpret the terms of this policy.

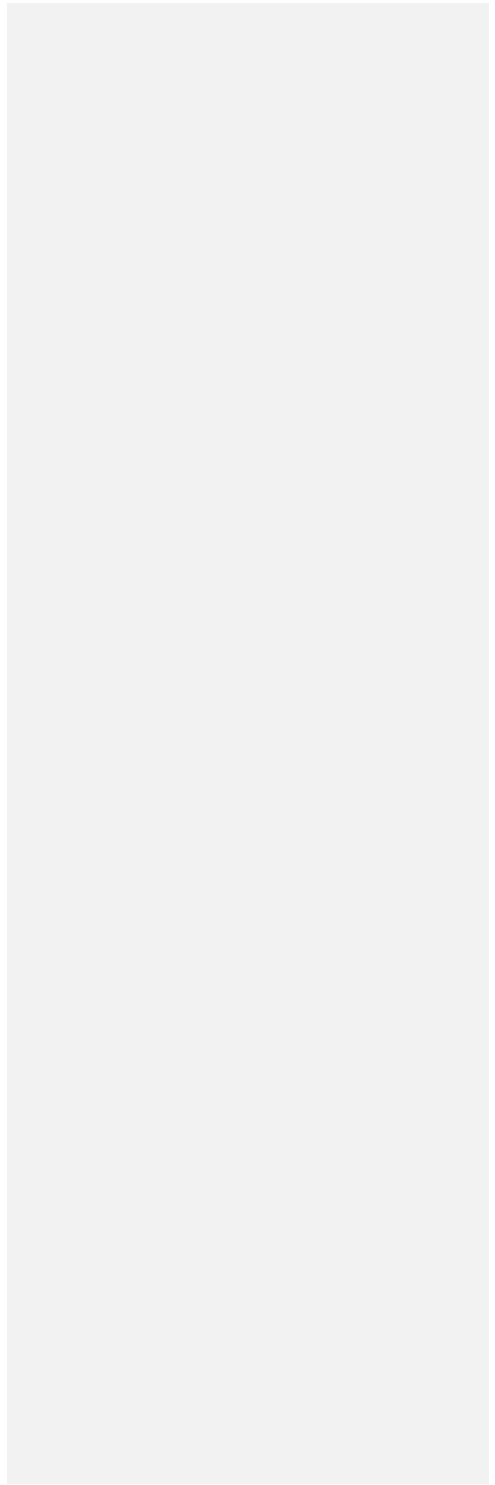
**VI. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(B)

**Approved by:**

Graduate Studies Executive Committee:	November 1, 2016; <u>July 1, 2019</u>
Academic Council:	November 9, 2016
University Assembly:	November 16, 2016
Board of Trustees:	June 15, 2017

approval



**Tennessee Technological University**

**Policy No. 271**



**General Graduate  
Degree  
Requirements**

Effective Date: July 1, 2017

**Policy No.: 271**

**Policy Name:** General Graduate Degree Requirements

**Date Revised:** January 1, 2020

**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 all Graduate Courses taken that hold a Credit Hour value.
- D. Background Course** – courses taken prior to or during enrollment in the current graduate program that are listed on the graduate student's 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 grasp of a broad sample of his/her discipline, and/or will test a graduate student in his/her 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.
- 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, financial aid eligibility, and, when applicable, it will be inclusive of all graduate level transfer credit prior to spring 2015. The 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 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 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 of a graduate student’s academic achievement at Tennessee Tech. Only Graduate Courses in which a Quality Points value are used to calculate the GPA.
- M.** GPA Hours –the total number of all earned Graduate Courses taken that hold a Credit Hour value and 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.** 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.** Non-degree Course –any course taken by a non-degree graduate student and not used to earn a graduate certificate or degree.
- R.** Program of Study – a written declaration that entails a narrative description and summary of course requirements for the graduate student’s certificate or degree program.
- S.** 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. 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. 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 college and department program information.
- C. All graduate programs will administer one or more Comprehensive Exam(s) as an indicator of degree progression as defined by the graduate program.
- D. Tennessee Tech will evaluate a request for transfer credits as described in Tennessee Tech Policy 283 (Transfer Credit).
- E. 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. Graduate Courses**
  1. Graduate students will earn graduate credit for a 4000/5000 level course based upon additional work defined by the course syllabus.
  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 of the Graduate Course credit to be counted toward a master's degree must be at the 6000 level or above (with the exception of those programs that fall under state-wide numbering schemes, specifically TNeCampus, MPS, MSN, DNP 5000 level courses.).



4. 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 graduate student subsequently admitted into a graduate program may submit previously earned graduate credit hours to the program department for review. The department will determine, at their sole discretion, and in accordance with SACSCOC Accreditation Standard 3.6.3, the number 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.
8. 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.
9. 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.
10. 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).

**G. 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, he/she 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 his/her graduate program if any one of the following conditions occurs:
  - (i) The graduate student's Current GPA or Cumulative GPA falls below 2.0.
  - (ii) 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) The graduate student earns two Grades of "F", or equivalent, in any course presented as part of the required graduate program hours.
  - (iv) The graduate student has two consecutive semesters of "NP - No Progress" in thesis or dissertation Graduate Courses.
  - (v) The graduate student fails to meet program-specific requirements.
  - (vi) The graduate student does not successfully pass all examinations for admission to candidacy as required by his/her 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).

**H. Course Repetition**

- 1. A course repetition is required for all Graduate Courses in which a Grade of D, U, X, IF, F, WF, 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. The cumulative Graduate Course repetition cannot exceed nine (9) Credit Hours in any graduate program.
4. 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.

**I. 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 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 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.

**J. Course Loads**

1. Nine (9) Credit Hours in the fall or spring semester constitute 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.

**K. Time limits**

1. Time limits shall be computed from and include the first semester in which credit applied to the degree is earned at Tennessee Tech.
2. All Graduate Courses earned toward a graduate program must be taken within the applicable time limit unless they can 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.

### **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 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. 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 to the College of Graduate Studies.

### **M. 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. 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) A minimum of three (3) advisory committee members is required for a master's or specialist degree program.
  - b) A minimum of four (4) advisory committee members is required for a doctoral program in Education.
  - c) A minimum of five (5) advisory committee members is required for a doctoral programs in Engineering and Environmental Sciences.
3. 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. A faculty member has the prerogative of accepting or relinquishing an appointment on a graduate student's advisory committee.
5. 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. 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) Unanimous advisory committee vote is required 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.

**O. 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) Achieve full standing in his/her graduate program,
  - b) Complete nine (9) Credit Hours of Graduate Courses, and
  - c) Have a 3.0 Cumulative GPA.
2. Specialist Degree
  - a) Achieve full standing in his/her 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 his/her graduate program.
3. Doctoral Degree
  - a) A graduate student must complete approximately eighty percent of the graduate coursework in his/her 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 the graduate student a second attempt to pass any examination that may be required by his/her graduate program. No more than two attempts to achieve admission to candidacy will be permitted.

**P. 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 his/her 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) The graduate student is responsible for scheduling his/her thesis or dissertation defense with his/her 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.
  - c) A graduate student's thesis or dissertation defense is open to the public.
  - d) All of the graduate student's advisory committee members are required to attend the thesis or dissertation defense.
  - e) 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 Guide to the Preparation of Theses and Dissertations.
8. 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 Theses and Dissertations. The College of Graduate Studies will not review the paper's content, spelling, or accuracy of the citation.

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 his/her advisory committee at or near the completion of his/her 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.

## **Q. 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 for 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 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 will be allowed 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 his/her 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 by:**

Graduate Studies Executive Committee:	November 1, 2016; July 1, 2019
Academic Council:	November 9, 2016
University Assembly:	November 16, 2016
Board of Trustees:	June 15, 2017





## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** Policy 1200 (Undergraduate Admission Requirements)

Review

Action

No action required

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**PRESENTER(S):** Provost Bruce

**PURPOSE & KEY POINTS:** This policy creates uniform requirements for domestic undergraduate admission to Tennessee Tech. Revisions to this policy were made to reflect the undergraduate admission requirements already approved at Academic Council and the Tennessee Tech Board of Trustees.

**Tennessee Technological University  
Policy No. 1200**



Effective Date: July 1, 2017

**Policy No.:** 1200

**Policy Name:** Undergraduate Admission Requirements for Domestic Students

**Revised Date:** January 1, 2020

## **I. Purpose**

This policy creates uniform requirements for domestic undergraduate admission to Tennessee Tech.

## **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Vice President for Enrollment Management and Career Placement, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

## **III. Policy**

- A.** Domestic first-time freshmen prospective students under the age of 21 who earn a 2.5 or higher High School Cumulative Grade Point Average (HS CGPA) on a 4.0 scale, 17 or higher Composite ACT (or SAT equivalence), and 15 or higher on all ACT sub-scores (or SAT equivalence), or who earn a 3.0 or higher HS CGPA (on 4.0 scale) are admissible. Prospective student who do not meet the above criteria will be reviewed individually through a holistic view.
- B.** Domestic transfer prospective students who earn 2.00 or higher GPA in the last full-time semester or, if part-time students, who earn 2.00 or higher GPA in the last 12 hours, and who have a 2.00 or higher overall GPA are admissible. Tennessee Tech will determine GPAs following TTU Policy 264 (Grades, Grading, and Examinations) and will include in its calculation grades from all previous coursework except developmental courses at all institutions.
- C.** Other definitions and admission requirements can be found on the Admissions webpage.
- D.** Prior to attending classes, new students must comply with TTU Policy 360 (Student Immunizations and Screenings).
- E.** Tennessee Tech shall assign each student a residency classification using TTU Policy 253 (Residency Classification).
- F.** Tennessee Tech may charge a one-time non-refundable application fee.
- G.** A student may appeal Tennessee Tech's admission decision regarding Undergraduate Admission by providing a written statement with supporting documentation to the Vice President of Enrollment Management and Career Placement within 15 calendar days,

absent good cause, of receipt of that decision. The Vice President will issue a written decision within 30 calendar days, absent good cause, after the student has provided all supporting documentation. The decision of the Vice President is final.

**IV. Interpretation**

The Vice President for Enrollment Management and Career Placement or his/her designee has the final authority to interpret the terms of this policy.

**V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(4)

**Approved by:**

Academic Council: September 7, 2016; September 11, 2019

University Assembly: November 6, 2016; November 20, 2019

Board of Trustees: June 15, 2017

**Tennessee Technological University  
Policy No. 1200**



Effective Date: July 1, 2017

**Policy No.:** 1200

**Policy Name:** Undergraduate Admission Requirements for Domestic Students

**Revised Date:** January 1, 2020

**I. Purpose**

This policy creates uniform requirements for domestic undergraduate admission to Tennessee Tech.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Vice President for Enrollment Management and Career Placement, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

**III. Policy**

~~A. Tennessee Tech will establish and publish on its website requirements for the admission of domestic undergraduates. The current definitions and requirements can be found on the [Admission Requirements](#) page.~~

Domestic first-time freshmen prospective students under the age of 21 who earn a 2.5 or higher High School Cumulative Grade Point Average (HS CGPA) on a 4.0 scale, 17 or higher Composite ACT (or SAT equivalence), and 15 or higher on all ACT sub-scores (or SAT equivalence), or who have earned a 3.0 or higher HS CGPA (on 4.0 scale) are admissible. Prospective students who do not meet the above criteria will be reviewed individually through a holistic approach review.

B. Domestic transfer prospective students who earn 2.00 or higher GPA in the last full-time semester or, if part-time students, who earn 2.00 or higher GPA in the last 12 hours, and who have a 2.00 or higher overall GPA are admissible. Tennessee Tech will determine GPAs following TTU Policy 264 (Grades, Grading, and Examinations) and will include in its calculation grades from all previous coursework except developmental courses at all institutions.

C. Other definitions and admission requirements can be found on the Admissions webpage.

~~D. Prior to attending classes, new students must comply with TTU Policy 360 (Immunization Policy for New Full Time Students Student Immunizations and Screenings).~~

E. Tennessee Tech shall assign each student a residency classification using TTU Policy 253 (Residency Classification).

F. Tennessee Tech may charge a one-time non-refundable application fee.

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Commented [OB1]: Is "holistic approach" the appropriate and officially accepted "vague" term, and we can leave it at that?

Commented [JB2]: That is the term that the Admissions and Credits Committee presented and it is also common with the admission profession. There is an entire document outlining what "holistic" means that will be presented in support of this policy – but the holistic explanation/details will not be part of the policy. If approved, it will be managed by the Admissions and Credits Committee on behalf of the Academic Council.

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Commented [OB3]: Does "at all institutions" refer to all previous coursework of developmental courses (or both)? Is there another way to state this to make that reference clearer? Should "at all institutions" come before "except"?

Commented [WJ4R3]: Should it read: "...and will include in its calculation grades from previous coursework from all institutions attended. Developmental courses will not be included in the calculation."

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- G.** A student may appeal Tennessee Tech's admission decision regarding Undergraduate Admission by providing a written statement with supporting documentation to the Vice President of Enrollment Management and Career Placement within 15 calendar days, absent good cause, of receipt of that decision. The Vice President will issue a written decision within 30 calendar days, absent good cause, after the student has provided all supporting documentation. The decision of the Vice President is final.

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#### **IV. Interpretation**

The Vice President for Enrollment Management and Career Placement or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(4)

#### **Approved by:**

Academic Council: September 7, 2016

University Assembly: November 6, 2016

Board of Trustees: June 15, 2017



## Agenda Item Summary

**Date:** December 5, 2019

**Agenda Item:** 2020 Meeting Dates

Review

Action

No action required

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**PRESENTER:** Chair Harper

**PURPOSE & KEY POINTS:**

The meeting dates for 2020 will be as follows:

March 12

June 23

September 29

December 1