ACADEMIC & STUDENT AFFAIRS COMMITTEE
December 1, 2022
Roaden University Center, Room 282
AGENDA

I.   Call to Order

II.   Approval of Minutes for the October 6, 2022 Committee Meeting

III. Provost's Report

IV.   Quality Assurance Funding

V.   Academic Program Update: Post Approval Monitoring

VI.   TTU Policy 271 (General Graduate Degree Requirements)

VII. Student Affairs Report

VIII. Counseling Center Update on Mental Health Services

IX.   Other Business

X.   Adjournment

ACADEMIC & STUDENT AFFAIRS COMMITTEE

October 6, 2022

Roaden University Center, Room 282

MINUTES

Meeting was streamed live via link found on this web page:
https://www.tntech.edu/board/board-and-board-committee-meetings.php

AGENDA ITEM 1 – CALL TO ORDER

The Tennessee Tech Board of Trustees Academic & Student Affairs Committee met on October 6, 2022 in Roaden University Center, Room 282. Chair Rhedona Rose called the meeting to order at 8:14 a.m.

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

- Rhedona Rose
- Dan Allcott
- Savannah Griffin (Virtual)
- Barry Wilmore

Other board members also in attendance were Trudy Harper, Thomas Lynn, Fred Lowery (Virtual), Teressa Vanhooser, Tom Jones, and Johnny Stites. A quorum was present. Tennessee Tech faculty, staff, students, and members of the public were also in attendance.

Student Representative Samantha Griffin participated via Zoom and confirmed that she could simultaneously hear and speak to the Committee members, received the Committee materials in advance of the meeting, and was alone in the room.

AGENDA ITEM 2 – APPROVAL OF MINUTES

Chair Rose asked for approval of the minutes of the June 23, 2022 Academic & Student Affairs Committee meeting. Chair Rose asked if there were questions or comments regarding the

minutes. There being none, Trustee Wilmore moved to recommend approval of the June 23, 2022 Academic & Student Affairs Committee minutes. Trustee Allcott seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM 3 – Enrollment Update

Interim Vice President Karen Lykins provided an update on enrollment numbers for the Fall 2022 semester via video. The total headcount for fall 2022 was 9,902 students and included the third largest freshman class in Tech history. President Oldham provided additional information regarding enrollment and answered questions.

AGENDA ITEM 4 – Provost's Report

Provost Bruce provided updates on recent activities in Academic Affairs, including initiatives related to student success, developments in new academic programs, and highlights of faculty and staff achievements.

Provost Bruce shared that first-year retention rates were up to 78.5% over last year's 72.9%. She explained that some of the initiatives that drove this increase included an emphasis on in-person experiences, attendance reporting tools, follow-up advising, as well as a few initiatives geared specifically towards freshmen and sophomore retention.

Next Provost Bruce highlighted two externally-funded grants being led by faculty members. The first was a Tennessee Board of Regents (TBR) grant of $50,000 called Reinforce Advanced Math Placement (RAMP), which was a College of Engineering and Department of Mathematics partnership. Eighty-three incoming first-time freshman categorized as academically at-risk were provided a one-week residential math bridge program just prior to the start of Fall 2022. More than 50% of the student participants increased their math placement score and were able to be fully admitted into engineering. The second grant highlighted was a National Science Foundation (NSF) Research Traineeship Grant for $3 million. Partners include Tech's Rural Reimagined, rural communities, and Cherokee and Appalachian communities. This grant will support twenty plus graduate students via research traineeships. The grant activities are focused on student research at the food-energy-water nexus.

Provost Bruce ended her report by sharing the Expedited Letter of Notification (ELON) for the Environmental Agriscience Technology, Master of Science (M.S.) program had been approved by THEC. Thus, the university is moving forward with a full proposal for the new M.S. program.

AGENDA ITEM 5 – New Academic Program Proposal (NAPP) for Bachelor of Science (B.S.) in Music

Provost Bruce shared the College of Fine Arts' proposal to establish a B.S. degree in Music, which would expand degree offerings in Fine Arts, while also capitalizing on the strong Science, Technology, Engineering, and Mathematics (STEM) programming already in place at the university. Provost Bruce also shared anticipated enrollment and financial projections with the Board.

Trustee Allcott moved to send the NAPP for the B.S. in Music to the full Board for approval and to place it on the Board's regular agenda. Trustee Wilmore seconded the motion. The motion carried unanimously.

AGENDA ITEM 6 – Research End-of-Year Report for Fiscal Year 2022

President Oldham provided an update from the Office of Research and Economic Development, including an end-of-year report for year 2022 and future initiatives. His report included the total external funding received for fiscal years 2013-2022; including information showing that external funding was a new record high for fiscal year 2021.

Next, he shared a few other noteworthy accomplishments including four non-provisional patents issued, three NSF career award winners, and one faculty Fulbright fellow.

President Oldham concluded his report by updating everyone on Eagle Works and the successes that have been accomplished with this program.

AGENDA ITEM 7 – University Advancement End-of-Year Report for Fiscal Year 2022

Dr. Braswell provided an update from University Advancement, including an end-of-year report for year 2022 and future initiatives. Dr. Braswell provided a presentation that showed the university's fundraising was a new record high for fiscal year 2021 with over $20 million in gifts.

AGENDA ITEM 8 – Other Business

There was no other business.

AGENDA ITEM 9 – Adjournment

There being no further business, the Academic & Student Affairs Committee adjourned at 9:47 a.m.

Approved,

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Lee Wray, Secretary

Agenda Item Summary

Date: December 1, 2022

Agenda Item: Provost's Report

☐ **Review** ☐ **Action** ☒ **No action required**

PRESENTERS: Provost Lori Bruce

PURPOSE & KEY POINTS: Dr. Bruce will provide updates on recent activities in Academic Affairs, including the Whitson-Hester School of Nursing 40th Anniversary and the approval from THEC for our B.S. in Music degree.

4.1

Agenda Item Summary

Date: December 1, 2022

Agenda Item: Quality Assurance Funding

☐ **Review**   ☐ **Action**   ☒ **No action required**

PRESENTERS: Provost Lori Bruce

PURPOSE & KEY POINTS: Dr. Bruce will provide an update on Tennessee Tech's Quality Assurance Funding.

5.1

Agenda Item Summary

Date: December 1, 2022

Agenda Item: Academic Program Update: Post Approval Monitoring

☐ **Review**   ☐ **Action**   ☒ **No action required**

PRESENTERS: Provost Lori Bruce

PURPOSE & KEY POINTS: Dr. Bruce will provide an update on new academic programs previously approved by the Board, as presented each December.

Academic Program Proposals Previously Approved

5.2

Program	LON (Pre-Proposal)* Approved by Board of Trustees	LON (Pre-Proposal)* Approved by THEC	UCC/GSEC** Approvals	Academic Council Approvals	NAPP (Full Proposal)*** Approved by Board of Trustees	NAPP (Full Proposal)*** Approved by THEC	Current Status
Master of Accountancy (MACC) (College of Business)	Approved prior to the transition to a local governing board		September 2016	October 2016	Approved prior to the transition to a local governing board	January 2017	Enrollment initiated Fall 2017 (partial implementation due to university budget restrictions) Post-Approval Monitoring Metrics Year 5 Enrollments Projected: 35 Year 5 Enrollments Actual: 39 Year 5 Degrees Conferred Projected: 28 Year 5 Degrees Conferred Actuals: 18 Enrollment Trends Fall 2018: 30 Fall 2019: 35 Fall 2020: 43 Fall 2021: 39 Fall 2022: 29 Note: Program accredited 2019; Reaccredited 2022

*Letter of Notification (LON)
***New Academic Program Proposal (NAPP)

**University Curriculum Committee (UCC)/
Graduate Studies Executive Commitee (GSEC)

Post-Approval Monitoring (PAM) Period:
BS/MS: 5 years; Doctorate: 7 years

Academic Program Proposals Previously Approved

5.2

Program	LON (Pre-Proposal)* Approved by Board of Trustees	LON (Pre-Proposal)* Approved by THEC	UCC/GSEC** Approvals	Academic Council Approvals	NAPP (Full Proposal)*** Approved by Board of Trustees	NAPP (Full Proposal)*** Approved by THEC	Current Status
Doctorate of Nurse Practitioners (DNP) (Whitson-Hester School of Nursing)	Approved prior to the transition to a local governing board		October 2015	October 2015	Approved prior to the transition to a local governing board	March 2017	Enrollment initiated Fall 2017 Post-Approval Monitoring Metrics Year 5 Enrollments Projected: 46 Year 5 Enrollments Actual: 47 Year 5 Degrees Conferred Projected: 15 Year 5 Degrees Conferred Actuals: 11 Enrollment Trends Fall 2018: 16 Fall 2019: 32 Fall 2020: 40 Fall 2021: 47 Fall 2022: 36 Note: Program accredited 2019
Master of Nursing (MSN) (Whitson-Hester School of Nursing)							Transition from TNeCampus to TTU MSN program effective Fall 2018 Enrollment Trends Fall 2019: 111 Fall 2020: 123 Fall 2021: 112 Fall 2022: 110

*Letter of Notification (LON)
***New Academic Program Proposal (NAPP)

**University Curriculum Committee (UCC)/
Graduate Studies Executive Commitee (GSEC)

Post-Approval Monitoring (PAM) Period:
BS/MS: 5 years; Doctorate: 7 years

Academic Program Proposals Previously Approved

5.2

Program	LON (Pre-Proposal)* Approved by Board of Trustees	LON (Pre-Proposal)* Approved by THEC	UCC/GSEC** Approvals	Academic Council Approvals	NAPP (Full Proposal)*** Approved by Board of Trustees	NAPP (Full Proposal)*** Approved by THEC	Current Status
PhD Counseling and Supervision (College of Education)	December 2017	February 2018	July 2018	September 2018	September 2018	July 2019	Enrollment initiated Fall 2020 Post-Approval Monitoring Metrics Year 2 Enrollments Projected: 10 Year 2 Enrollments Actual: 8 Year 2 Degrees Conferred Projected: 0 Year 2 Degrees Conferred Actuals: 0 Enrollment Trends Fall 2020: 6 Fall 2021: 8 Fall 2022: 12
Master of Science Engineering Management (College of Engineering)	March 2018	May 2018	July 2018	September 2018	September 2018	July 2019	Enrollment initiated Fall 2020 Post-Approval Monitoring Metrics Year 2 Enrollments Projected: 33 Year 2 Enrollments Actual: 13 Year 2 Degrees Conferred Projected: 0 Year 2 Degrees Conferred Actuals: 0 Enrollment Trends Fall 2020: 14 Fall 2021: 13 Fall 2022: 22

*Letter of Notification (LON)
***New Academic Program Proposal (NAPP)

**University Curriculum Committee (UCC)/
Graduate Studies Executive Commitee (GSEC)

Post-Approval Monitoring (PAM) Period:
BS/MS: 5 years; Doctorate: 7 years

Academic Program Proposals Previously Approved

5.2

Program	LON (Pre-Proposal)* Approved by Board of Trustees	LON (Pre-Proposal)* Approved by THEC	UCC/GSEC** Approvals	Academic Council Approvals	NAPP (Full Proposal)*** Approved by Board of Trustees	NAPP (Full Proposal)*** Approved by THEC	Current Status
Master of Science Community Health and Nutrition (College of Agriculture & Human Ecology)	March 2019	May 2019	October 2019	October 2019	June 2020	July 2020	Enrollment initiated Fall 2021 Post-Approval Monitoring Metrics Year 1 Enrollments Projected: 8 Year 1 Enrollments Actual: 13 Year 1 Degrees Conferred Projected: 0 Year 1 Degrees Conferred Actuals: 0 Enrollment Trends Fall 2021: 13 Fall 2022: 21
Bachelor of Science Economics (College of Business)			March 2020	April 2020		June 2020	This is an academic program modification to establish a free-standing academic program from existing major Enrollment initiated Fall 2020 Enrollment Trends Fall 2020: 9 Fall 2021: 18 Fall 2022: 20
Major in Business Information and Technology, Bachelor of Science in Business Administration (BSBA) (College of Business)			March 2020	April 2020		May 2020	This is an academic program modification to establish a free-standing major from existing concentration Enrollment initiated Fall 2020 Enrollment Trends Fall 2020: 12 Fall 2021: 106 Fall 2022: 147

*Letter of Notification (LON)
***New Academic Program Proposal (NAPP)

**University Curriculum Committee (UCC)/
Graduate Studies Executive Commitee (GSEC)

Post-Approval Monitoring (PAM) Period:
BS/MS: 5 years; Doctorate: 7 years

Academic Program Proposals Previously Approved

5.2

Program	LON (Pre-Proposal)* Approved by Board of Trustees	LON (Pre-Proposal)* Approved by THEC	UCC/GSEC** Approvals	Academic Council Approvals	NAPP (Full Proposal)*** Approved by Board of Trustees	NAPP (Full Proposal)*** Approved by THEC	Current Status
Master of Science Sustainable Agriculture (College of Agriculture & Human Ecology)	March 2019	August 2022					Proposal withdrawn
Bachelor of Science Animal Science (College of Agriculture & Human Ecology)			October 2021	November 2021	December 2021	January 2022	This is an academic program modification to establish a free-standing academic program from two existing concentrations Enrollment initiated Fall 2022 Enrollment Trends Fall 2022: 50
Bachelor of Science Design Studies (College of Agriculture & Human Ecology)			February 2022	March 2022	March 2022	May 2022	This is an academic program modification to establish a free-standing academic program from two existing concentrations Enrollment initiated Fall 2022 Enrollment Trends Fall 2022: 76
Bachelor of Science Studio Arts (College of Fine Arts)	December 2020	June 2021	October 2021	November 2021	June 2022	July 2022	Enrollment initiated in Fall 2022 Enrollment Trends Fall 2022: 4
Bachelor of Science Music (College of Fine Arts)	December 2020	September 2021	September 2021	October 2021	October 2022	November 2022 (anticipated)	Enrollment to be initiated Spring 2023
PhD Higher Education (College of Education)	June 2021	January 2022	March 2022	March 2022			Proposal in Progress: Revision of NAPP is in progress based on the THEC NAPP evaluation and external reviewers comments

*Letter of Notification (LON)
***New Academic Program Proposal (NAPP)

**University Curriculum Committee (UCC)/
Graduate Studies Executive Commitee (GSEC)

Post-Approval Monitoring (PAM) Period:
BS/MS: 5 years; Doctorate: 7 years

Academic Program Proposals Previously Approved

5.2

Program	LON (Pre-Proposal)* Approved by Board of Trustees	LON (Pre-Proposal)* Approved by THEC	UCC/GSEC** Approvals	Academic Council Approvals	NAPP (Full Proposal)*** Approved by Board of Trustees	NAPP (Full Proposal)*** Approved by THEC	Current Status
Master of Science Environmental Agriscience Technology (College of Agriculture & Human Ecology)	Approval is not needed for ELON	August 2022					Proposal in Progress: Development of NAPP is in progress
Bachelor of Science Interdisciplinary Computing and Innovation (College of Engineering/College of Interdisciplinary Studies)	Approval is not needed for ELON						Proposal in Progress: Revision of ELON is in progress based on the THEC ELON evaluation

*Letter of Notification (LON)

**University Curriculum Committee (UCC)/

Post-Approval Monitoring (PAM) Period:

***New Academic Program Proposal (NAPP)

Graduate Studies Executive Commitee (GSEC)

BS/MS: 5 years; Doctorate: 7 years

6.1

Agenda Item Summary

Date: December 1, 2022

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

☐ **Review**   ☒ **Action**   ☐ **No action required**

PRESENTERS: Provost Lori Bruce

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

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

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

6.2

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, 2023

6.2

I.   Purpose

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

II.   Review

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

III.   Definitions

    A.   Academic Course Levels
1. UG - any course taken at the undergraduate level.
2. GR - any course taken at the certificate, master's degree, and post-master's certificate level.
3. ED - any course taken at the specialist degree level.
4. DR –any course taken at the doctoral degree level.

    B. Academic Standing – designation of progress to degree based upon the Cumulative GPA.

    C. Attempted Hours – the total number of hours in all Graduate Courses taken that hold a Credit Hour value.

    D. Background Courses – courses taken prior to or during enrollment in the current graduate program that are not components of the program of study. These courses are not used to calculate the Graduate Program Cumulative GPA for awarding the final degree or certificate.

    E. Comprehensive Exam – an assessment used to ensure a graduate student can demonstrate knowledge of a broad sample of their discipline, and/or to test a graduate student in their narrower selected areas of specialty within the discipline.

    F. Credit Hour – a numerical value assigned to each Graduate Course that can range from one (1) to nine (9) hours per the Graduate Course description.

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G. Cumulative GPA – an indicator of a graduate student's total academic progress to date at Tennessee Tech, which is used in determining Academic Standing and financial aid eligibility. A Cumulative GPA calculated prior to Spring 2015 will be inclusive of all graduate level coursework including transfer credit. Cumulative GPA is determined by dividing the total Quality Points earned by the cumulative GPA Hours for all semesters.

H. Current GPA – an indicator of a graduate student's academic performance in the current semester at Tennessee Tech. The Current GPA is determined by dividing the total Quality Points earned by the total GPA Hours in a semester.

I. Earned Hours – the total number of Credit Hours of all Graduate Courses taken that hold a Credit Hour value and where Grades earned are assigned with Quality Points and/or where Grades are earned with an S- Satisfactory or SP – Satisfactory Progress.

J. Good Academic Standing – a designation for a graduate student with a 3.0 Current GPA and Cumulative graduate GPA or higher.

K. Grade – an alphabetical value assigned to a course as an indication of a graduate student's final quality of work and/or progress, which may be derived from a combination of factors, as determined by the Graduate Course syllabus requirements.

L. Grade Point Average (GPA) – an indicator of a graduate student's academic achievement at Tennessee Tech. The GPA is determined by calculating the Quality Points earned by the credit hours earned.

M. GPA Hours –the total number of all Graduate Credit Hours earned in Graduate Courses taken that hold a Credit Hour value and are assigned a Grade earned with a Quality Points value.

N. Graduate Course – a course taken at the 5000, 6000, or 7000 level.

O. Mandatory or Pre-requisite Course – any course that is required or necessary as a prior condition before taking an advanced course or prior to enrollment in a graduate program. These courses are not used to calculate the Graduate Cumulative GPA for awarding the final degree or certificate.

P. Non-degree Student– a graduate student not admitted to a graduate degree program.

Q. Program of Study – each individual student's plan to complete their Graduate degree program.

R. Quality Points (QP) –a numerical value assigned to the Grade earned for a Graduate Course. The Quality Point value assigned to each Grade is:
   1. Four (4) QP – for a Grade of A
   2. Three (3) QP – for a Grade of B
   3. Two (2) QP – for a Grade of C

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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.

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

IV. **Policy**

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

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

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

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

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

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

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

H. **Graduate Courses**

1. Graduate students will earn graduate credit for a 4000/5000 level course based upon additional work defined by the course syllabus. A maximum of 9 credit hours of 5000 level coursework may be counted toward any graduate degree unless otherwise required by a specific program.

2. A course taken at the 4000 level may not be taken later at the 5000 level without written permission from the departmental chairperson, college dean, and the Dean of the College of Graduate Studies designee.

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3. At least seventy percent (70%) of the Graduate Course credit to be counted toward a master's degree must be at the 6000 level or above unless otherwise required by a specific program (with the exception of those programs that fall under state-wide numbering schemes, specifically TNeCampus, MPS, MSN, DNP 5000 level courses.).

4. A minimum of 6 credit hours at the 7000 level is required for a doctoral degree, however, at least fifteen (15) graduate Credit Hours must be taken at the 7000 level for a specialist degree, unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.

5. No Graduate Course below 6000 level will be counted toward a specialist degree unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.

6. A graduate student admitted into a graduate program may submit graduate credit hours previously earned at another institution to the program department for review. The department will determine, at its sole discretion, the amount of credit hours it will accept, however, in accordance with SACSCOC Accreditation Standard 9.5, at least one third of the credit hours required for a graduate degree or a post-baccalaureate professional degree must be earned through instruction offered by the degree granting institution.

7. A graduate student must achieve a Grade of at least "C" on all Graduate Courses taken, including those taken for non-degree purposes, Background Courses, Mandatory or Pre-requisite Courses, licensure, certification, endorsement, or personal enrichment. 8.Tennessee Tech will grant credit toward a graduate program for any Graduate Course in which a graduate student earns a Grade of A, B, C, S, or SP toward the final approved Program of Study, unless otherwise required by a specific program. Tennessee Tech, however, will not accept more than six (6) Credit Hours of "C" earned toward any graduate program.

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

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

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10. At admission, the student designates a degree program and major area of study. The student may change the major area of study only if the department of the new major admits the student. The student will complete a change of major form or, if seeking a degree program from another college, will reapply for such degree.

11. Credit from another institution will not be included on the program of study until an official transcript has been received by the College of Graduate Studies.

6.2

I. Probation and Dismissal

1. Probation

   a) When a graduate student has a Cumulative GPA of less than 3.0 but not less than 2.0 at the end of a semester, they will be placed in probationary Academic Standing.

   b) Any graduate student placed in probationary Academic Standing at the end of a semester must return to Good Academic Standing by the end of the next enrolled semester.

2. Dismissal

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

       (1) The graduate student's Current GPA or Cumulative GPA falls below 2.0.

       (2) The graduate student fails to achieve Good Academic Standing by the end of the next enrolled semester following a semester that the graduate student was placed in probationary Academic Standing.

       (3) The graduate student earns two Grades of "F".

       (4) The graduate student has two consecutive semesters of "NP - No Progress" in thesis or dissertation Graduate Courses.

       (5) The graduate student fails to meet program-specific requirements.

       (6) The graduate student does not successfully pass all examinations for admission to candidacy as required by their graduate program.

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

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J. Course Repetition

1. A course repetition is required for all Graduate Courses in which a Grade of D, U, X, IF, F, WF, FA or NF is earned. Both the original Grade and the Grade for the repetition will be counted in the Cumulative GPA.

2. Each graduate program in which Graduate Course repetition is permitted is limited to one (1) repetition per Graduate Course.

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3. Unless defined otherwise by the program, a student must repeat any "C" grade earned beyond 6 credit hours of "C" on graduate level courses.

4. The cumulative Graduate Course repetition cannot exceed nine (9) Credit Hours in any graduate program.

5. Some Graduate Courses that share the same prefix and number are permitted to be taken more than once for credit and are not considered as repetition due to the change in Graduate Course material. These types of Graduate Courses are noted in Course Descriptions.

K. Grade of "I"

1. An instructor may assign an "I" Grade when a graduate student's performance has been satisfactory but for reasons beyond the graduate student's control they have not been able to complete the Graduate Course requirements within the allotted time.

2. When a Grade of "I" is assigned, the graduate student will not be required to register for the Graduate Course again but must complete the original course requirements with the original instructor, if applicable.

3. Upon approval from the instructor, the graduate student has up to one calendar year or until the time of graduation, whichever comes first, to remove the "I".

4. Completion of a Graduate Course with a Grade of "I" does not count toward enrollment hours.

5. The "I" is excluded from the calculation of the graduate student's Current GPA and Cumulative GPA until a Grade is earned.

6. If the "I" is not removed within the established time limits, it is automatically changed to a Grade of "IF".

7. The Grade of "IF" will remain on the student's academic record permanently and will be included in the Cumulative GPA.

8. A student cannot graduate with an "I" on their record.

L. Course Loads

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

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2. During the summer semester, a full load is six (6) hours, taken in the 1st term, 2nd term, or a combination of both terms.

3. The maximum permissible load is sixteen (16) hours per semester, inclusive of all credits earned at all institutions.

4. Tennessee Tech Policy 274 (Graduate Assistantship) describes Graduate Course load limits for graduate assistants.

5. Tennessee Tech Policy 240 (Full Course of Study Requirements for International Students) describes Graduate Course load minimums for international graduate students.

M. Time limits

1. A graduate student in a master's, post master's, or specialist program must complete all requirements within six (6) consecutive years.

2. A graduate student in a doctoral program must complete all requirements within eight (8) consecutive years.

3. Time limits shall be computed from and include the first semester in which the student is admitted and enrolled in a degree program.

4. All Graduate Courses (both TTU and transfer credit) earned toward a graduate program must be taken within the applicable time limit. Courses that exceed the time limit must be validated for currency. TTU courses will be reviewed for current content at the home department where the course is offered. Courses taken outside of TTU will be reviewed for current content at the discretion of the department. The department will notify the College of Graduate Studies (via the Course Validation form) regarding the results of course content review and validation. Validated courses will not have to be reviewed again during the remaining time limit associated with the degree program.

N. Second Master's Degree

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

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

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2. If a graduate student has not previously earned a master's degree at Tennessee Tech, a minimum of twenty-four (24) semester hours taken at Tennessee Tech must be completed for a thesis second master's degree or twenty-seven (27) semester hours if non-thesis.

3. The graduate student successfully completes all requirements prescribed in the specified graduate program.

6.2

O.   Major

1. A graduate student must declare a major as part of the graduate admissions process.

2. The graduate student may change the major area of study only if the department of the new major admits the graduate student. The graduate student is responsible for submitting the Request For Change of Major form to the College of Graduate Studies.

P.   Advisory Committee Formation, Qualifications, and Responsibilities

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

1. Unless a specific graduate program has direct oversight by a standing advisory committee, all graduate programs must follow the committee formation requirements.

2. In consultation with their advisor, a graduate student is required to establish their advisory committee and should submit the Advisory Committee Form to the College of Graduate Studies by the completion of 15 semester hours.

3. The graduate student, in consultation with the departmental chairperson or graduate student's academic advisor, will determine the formation of the graduate student's advisory committee as part of the Program of Study.

    c)   A minimum of three (3) advisory committee members is required for a master's or specialist degree program.

    d)   A minimum of four (4) advisory committee members is required for a doctoral program in Education.

    e)   A minimum of five (5) advisory committee members is required for a doctoral program in Engineering and Environmental Sciences.

4. The graduate student's advisory committee members shall represent each of the areas in which the graduate student expects to study, with two (2) members having background in the major area. The graduate student must have at least one (1) committee member with adequate background and

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

5. A faculty member has the prerogative of accepting or relinquishing an appointment on a graduate student's advisory committee.

6. Professionals who are not employed by Tennessee Tech may serve as a consultant on a graduate student's committee if appointed pursuant to Policy 282 (Graduate Faculty Appointment and Responsibilities).

7. Approval Requirements;

    a) Three (3) positive votes, or seventy-five percent positive votes, whichever is greater, is required from the advisory committee members of a graduate student pursuing a master's or specialist degree.

    b) A minimum eighty percent positive votes is required from the advisory committee members of a graduate student pursuing a doctoral degree in Engineering or Environmental Sciences.

    c) The advisory committee must vote unanimously positive for a graduate student pursuing a doctoral degree in Education.

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

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

Q.   Program of Study

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

R.   Admission to Candidacy

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

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

a) Achieve full standing in their graduate program,

b) Complete nine (9) Credit Hours of Graduate Courses,

c) Have a 3.0 Cumulative GPA, and

d) Must pass any examination that may be required by their graduate program.

2.Specialist Degree:

a) Achieve full standing in their graduate program,

b) Complete fifteen (15) Credit Hours of Graduate Courses,

c) Have a 3.0 Cumulative GPA, and

d) Must pass any examination that may be required by their graduate program.

3.Doctoral Degree:

a) A graduate student must complete approximately eighty percent of the graduate coursework in their Program of Study,

b) Have a 3.0 Cumulative GPA, and

c) Must pass all parts of the Comprehensive Exam.

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

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

1.When a thesis is required in a graduate student's Program of Study, no fewer than six (6) Credit Hours of Graduate Course 6990 (master's thesis) will be counted towards the degree, unless otherwise specified by the department.

2. Required doctoral dissertation Credit Hours are set by the college that confers the doctorate degree.

3. Only Grades of SP-Satisfactory Progress and NP-No Progress shall be used to indicate a graduate student's progress in a thesis or dissertation Graduate Course.

4. Non-degree students are not eligible to register for a thesis or dissertationGraduate Course.

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5. A graduate student must register for at least one (1) Graduate Course appropriate to the graduate student's degree objective in order to have access to computer equipment, laboratories, library, and other Tennessee Tech facilities and resources, even if the graduate student is working in absentia on research, a thesis, or dissertation.

6. A graduate student pursuing a thesis track master's or dissertation doctorate program will be required to participate in a formal defense of their thesis or dissertation.

    a) The graduate student is responsible for scheduling their thesis or dissertation defense with their advisory committee to allow enough time to submit the defense results to the College of Graduate Studies by the College of Graduate Studies calendar deadline to ensure graduation eligibility.

    b) A graduate student's thesis or dissertation defense is open to the public.

    c) All of the graduate student's advisory committee members are required to attend the thesis or dissertation defense.

    d) Failure to submit the graduate student's thesis or dissertation defense results to the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.

7. The College of Graduate Studies requires all graduate students to follow the Thesis and Dissertation guidelines provided by the College of Graduate Studies on the college's website.

8. Prior to graduation, the College of Graduate Studies will review the graduate student's thesis or dissertation for formatting to ensure the thesis or dissertation adheres to the guidelines on Theses and Dissertations. The College of Graduate Studies will not review the paper's content, spelling, or accuracy of the citations.

9. Once the graduate student's signed advisory committee certificate of approval page has been submitted to the College of Graduate Studies, the graduate student must submit the thesis or dissertation into the electronic publication system ProQuest. The thesis or dissertation must be submitted by the deadline posted on the College of Graduate Studies calendar, absent good cause, or it will result in the graduate student's ineligibility to graduate.

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10. The graduate student's failure to complete the thesis or dissertation review and formatting process with the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.

11. Most non-thesis graduate programs and some thesis graduate programs require that the graduate student successfully pass a Comprehensive Exam conducted by their advisory committee at or near the completion of their graduate program. Failure to submit the Comprehensive Exam results by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.

12. Some non-thesis graduate programs have a capstone course or project course in which the final course completion is used in place of the Comprehensive Examination.

T. Graduation

1. Application for Graduation

a) In addition to satisfying all degree requirements, a candidate for a degree must file an application for graduation by the deadline posted on the <u>College of Graduate Studies calendar</u> for the semester in which the degree is expected to be conferred.

b) If a graduate student applies for graduation but fails to satisfy graduation requirements and/or withdraws from graduation, the graduate student must reapply for graduation.

c) A graduate student must be enrolled in a Graduate Course approved by the graduate advisor during the semester in which the degree is awarded unless all requirements have been completed by the last day to register for the following semester.

d) Degrees are conferred at the end of each semester.

2. Graduation Requirements

a) All degree requirements as defined by this policy and by each specific program must be met by the deadlines posted on the College of Graduate Studies calendar in the semester for which the degree will be awarded.

b) Transcripts from other universities used as transfer credit on a Program of Study must be received no later than two (2) weeks before the graduate student's commencement date.

3. Commencement/ PhD Hooding

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a) There will not be a commencement ceremony for those graduating in August. Graduate students who wish to participate in a ceremony will be invited to return to Tennessee Tech for the December commencement ceremony.

b) Graduate students may participate in only one commencement ceremony for each degree earned at Tennessee Tech.

c) Certificate and post-master's certificate graduate students do not participate in commencement.

d) No doctoral degree candidate is permitted to participate in commencement until all requirements for the degree are successfully completed.

6.2

V. Interpretation

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

VI. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(B)

Approved:

Graduate Studies

Executive Committee:	November 1, 2016; July 1, 2019; November 1, 2022
Academic Council:	November 9, 2016; October 9, 2019; November 9, 2022
University Assembly:	November 16, 2016; November 20, 2019; November 16, 2022
Board of Trustees:	June 15, 2017; December 5, 2019;

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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~~2023

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

~~II.~~   **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 <u>hours in</u> all Graduate Courses taken that hold a Credit Hour value.
   D. Background ~~Course~~Courses – courses taken prior to or during enrollment in the current graduate program that are ~~listed on the graduate student's Program of Study~~<u>not components of the program of study</u>. 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~~<u>can demonstrate knowledge</u> of a broad sample of ~~his/her~~<u>their</u> discipline, and/or ~~will~~<u>to</u> test a graduate student in ~~his/her~~<u>their</u> narrower selected areas of specialty within the discipline.
   F. Credit Hour – a numerical value assigned to each Graduate Course that can range from one (1) to nine (9) hours per the Graduate Course description.

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G. Cumulative GPA – an indicator of a graduate student's total academic progress to date at Tennessee Tech, which is used in determining Academic Standing~~,~~ and financial aid eligibility~~,~~. ~~and, when applicable, it~~A Cumulative GPA calculated prior to Spring 2015 will be inclusive of all graduate level ~~transfer credit prior to spring 2015. The~~coursework including transfer credit. Cumulative GPA is determined by dividing the total Quality Points earned by the cumulative GPA Hours for all semesters.

H. Current GPA – an indicator of a graduate student's ~~current semester academic progress~~academic performance in the current semester at Tennessee Tech. The Current GPA is determined by dividing the total Quality Points earned by the total GPA Hours in a semester.

I. Earned Hours – the total number of Credit Hours of all Graduate Courses taken that hold a Credit Hour value and where Grades earned are assigned with Quality Points and/or where Grades are earned with an S- Satisfactory or SP – Satisfactory Progress.

J. Good Academic Standing – a designation for a graduate student with a 3.0 Current GPA and Cumulative graduate GPA or higher.

K. Grade – an alphabetical value assigned to a course as an indication of a graduate student's final quality of work and/or progress, which may be derived from a combination of factors, as determined by the Graduate Course syllabus requirements.

L. Grade Point Average (GPA) – ~~a measure~~an indicator of a graduate student's academic achievement at Tennessee Tech. ~~Only Graduate Courses in which a~~The GPA is determined by calculating the Quality Points ~~value are used to calculate the GPA~~earned by the credit hours earned.

M. GPA Hours –the total number of all Graduate Credit Hours earned in Graduate Courses taken that hold a Credit Hour value and are assigned a Grade earned with a Quality Points value.

N. Graduate Course – a course taken at the 5000, 6000, or 7000 level.

~~O. Graduate Program Cumulative GPA - an indicator of a graduate student's total academic progress in his/her Program of Study used to determine eligibility to award his/her graduate program degree or certificate. The Graduate Program Cumulative GPA is determined by dividing the total Quality Points earned by the total hours for all degree related courses listed on the Program of Study.~~

~~P.~~O. Mandatory or Pre-requisite Course – any course that is required or necessary as a prior condition before taking an advanced course or prior to enrollment in a graduate program. These courses are not used to calculate the Graduate ~~Program~~ Cumulative GPA for awarding the final degree or certificate.

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

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

S.R.   Quality Points (QP) –a numerical value assigned to the Grade earned for a Graduate Course. The Quality Point value assigned to each Grade is:
1. Four (4) QP – for a Grade of A
2. Three (3) QP – for a Grade of B
3. Two (2) QP – for a Grade of C
4. One (1) QP – for a Grade of D
5. Zero (0) QP – are assigned for a Grade of F – Failure, NF –Never Attended Fail, IF – Incomplete Fail, X – Absent from examination, U – Unsatisfactory, and WF –   Withdrew Failing.

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

IV.   **Policy**

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

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

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

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

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

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

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

F.**H.**   **Graduate Courses**

1.   1.   Graduate students will earn graduate credit for a 4000/5000 level course based upon additional work defined by the course syllabus. A maximum of 9 credit hours of 5000 level coursework may be counted toward any graduate degree unless otherwise required by a specific program.

2.   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.   3.   At least seventy percent (70%) of the Graduate Course credit to be counted toward a master's degree must be at the 6000 level or above unless otherwise required by a specific program (with the exception of those programs that fall under state-wide numbering schemes, specifically TNeCampus, MPS, MSN, DNP 5000 level courses.).

4.   At4.   A minimum of 6 credit hours at the 7000 level is required for a doctoral degree, however, at least fifteen (15) graduate Credit Hours must be taken at the 7000 level for a specialist degree, unless written approval is granted by the graduate student's advisory committee, department chair, and the Dean of the College of Graduate Studies designee.

5.   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-degree6.   A graduate student subsequently admitted into a graduate program may submit graduate credit hours previously earned graduate credit hoursat another institution to the program department for review. The department will determine, at theirits sole discretion, and in accordance with SACSCOC Accreditation Standard 9.2, the numberthe amount of credit hours it will accept towards such a degree.

7.   All graduate coursework is part of the graduate transcript and all Grades earned are part of the Cumulative GPA. This applies to all Graduate Courses completed, even if the Graduate Courses are not part of the degree requirements.

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

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

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

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

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

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

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

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~~G~~10. At admission, the student designates a degree program and major area of study. The student may change the major area of study only if the department of the new major admits the student. The student will complete a change of major form or, if seeking a degree program from another college, will reapply for such degree.

11. Credit from another institution will not be included on the program of study until an official transcript has been received by the College of Graduate Studies.

I. **Probation and Dismissal**

1. Probation

    ~~a)~~ a)When a graduate student has a Cumulative GPA of less than 3.0 but not less than 2.0 at the end of a semester, ~~he/she~~they will be placed in probationary Academic Standing.

    ~~b)~~ b)Any graduate student placed in probationary Academic Standing at the end of a semester must return to Good Academic Standing by the end of the next enrolled semester.

2. Dismissal

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

    ~~(i)~~(1) The graduate student's Current GPA or Cumulative GPA falls below 2.0.

    ~~(ii)~~(2)The graduate student fails to achieve Good Academic Standing by the end of the next enrolled semester following a semester that the graduate student was placed in probationary Academic Standing.

    ~~(iii)~~(3)   The graduate student earns two Grades of "F"~~, or equivalent, in any course presented as part of the required graduate program hours.~~.

    ~~(iv)~~(4)   The graduate student has two consecutive semesters of "NP - No Progress" in thesis or dissertation Graduate Courses.

    ~~(v)~~(5) The graduate student fails to meet program-specific requirements.

    ~~(vi)~~(6)   The graduate student does not successfully pass all examinations for admission to candidacy as required by ~~his/her~~their graduate program.

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

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

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H̶J. Course Repetition

1. A course repetition is required for all Graduate Courses in which a Grade of D, U, X, IF, F, WF, FA or NF is earned. Both the original Grade and the Grade for the repetition will be counted in the Cumulative GPA.

2. Each graduate program in which Graduate Course repetition is permitted is limited to one (1) repetition per Graduate Course.

3. Unless defined otherwise by the program, a student must repeat any "C" grade earned beyond 6 credit hours of "C" on graduate level courses.

3̶.4. The cumulative Graduate Course repetition cannot exceed nine (9) Credit Hours in any graduate program.

4̶.5. Some Graduate Courses that share the same prefix and number are permitted to be taken more than once for credit and are not considered as repetition due to the change in Graduate Course material. These types of Graduate Courses are noted in Course Descriptions.

I̶K. 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 h̶e̶/̶s̶h̶e̶ ̶h̶a̶s̶they have not been able to complete the Graduate Course requirements within the allotted time.

2. When a Grade of "I" is assigned, the graduate student will not be required to register for the Graduate Course again but must complete the original course requirements with the original instructor, if applicable.

3. Upon approval from the instructor, the graduate student has up to one calendar year or until the time of graduation, whichever comes first, to remove the "I".

4. Completion of a Graduate Course with a Grade of "I" does not count toward enrollment hours.

5. The "I" is excluded from the calculation of the graduate s̶t̶u̶d̶e̶n̶t̶s̶student's Current GPA and Cumulative GPA until a Grade is earned.

6. If the "I" is not removed within the established time limits, it is automatically changed to a Grade of "IF".

7. The Grade of "IF" will remain on the student's academic record permanently and will be included in the Cumulative GPA.

8. J̶A student cannot graduate with an "I" on their record.

L. Course Loads

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

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2.6.During the summer semester, a full load is six (6) hours, taken in the 1st term, 2nd term, or a combination of both terms.

3.7.The maximum permissible load is sixteen (16) hours per semester, inclusive of all credits earned at all institutions.

4.8. Tennessee Tech Policy 274 (Graduate Assistantship), describes Graduate Course load limits for graduate assistants.

5.9.Tennessee Tech Policy 240 (Full Course of Study Requirements for International Students), describes Graduate Course load minimums for international graduate students.

K. Time limits

M. Time limits

1. A graduate student in a master's, post master's, or specialist program must complete all requirements within six (6) consecutive years.

2. A graduate student in a doctoral program must complete all requirements within eight (8) consecutive years.

1. 3. Time limits shall be computed from and include the first semester in which credit applied to the degree is earned at Tennessee Tech. the student is admitted and enrolled in a degree program.

2. 4. All Graduate Courses (both TTU and transfer credit) earned toward a graduate program must be taken within the applicable time limit unless they can. Courses that exceed the time limit must be validated pursuant to the course validation procedures.

3. A graduate student in a master's, post master's, or specialist program must complete all requirements within six (6) consecutive years.

4. A graduate student in a doctoral program must complete all requirements within eight (8) consecutive years.

for currency. TTU courses will be reviewed for current content at the home department where the course is offered. Courses taken outside of TTU will be reviewed for current content at the discretion of the department. The department will notify the College of Graduate Studies (via the Course Validation form) regarding the results of course content review and validation. Validated courses will not have to be reviewed again during the remaining time limit associated with the degree program.

N. Second Master's Degree

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

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

2. If ~~the~~a graduate student has not previously earned a master's degree at Tennessee Tech, a minimum of twenty-four (24) semester hours taken at Tennessee Tech must be completed for a thesis second master's degree or twenty-seven (27) semester hours if non-thesis.

3. The graduate student successfully completes all requirements prescribed in the specified graduate program.

~~L.~~O.   Major

1. A graduate student must declare a major as part of the graduate admissions process.

2. The graduate student may change the major area of study only if the department of the new major admits the graduate student. The graduate student is responsible for submitting the ~~request for change of major~~Request For Change of Major form to the College of Graduate Studies.

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

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

1. Unless a ~~specific graduate program~~specific graduate program has direct oversight by a standing advisory committee, all graduate programs must follow the committee formation requirements.

2. In consultation with their advisor, a graduate student is required to establish their advisory committee and should submit the Advisory Committee Form to the College of Graduate Studies by the completion of 15 semester hours.

~~2.~~3. The graduate student, in consultation with the departmental chairperson or graduate student's academic advisor, will determine the formation of the graduate student's advisory committee as part of the Program of Study.

~~a)~~c) A minimum of three (3) advisory committee members is required for a master's or specialist degree program.

~~b)~~d) A minimum of four (4) advisory committee members is required for a doctoral program in Education.

~~c)~~e) A minimum of five (5) advisory committee members is required for a doctoral ~~programs~~program in Engineering and Environmental Sciences.

~~3.~~ 4. The graduate student's advisory committee members shall represent each of the areas in which the graduate student expects to study, with two (2) members having background in the major area. The graduate student must have at least one (1) committee member with adequate background and research interests in the area in which the student has proposed a research objective.

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4. 5. A faculty member has the prerogative of accepting or relinquishing an appointment on a graduate student's advisory committee.

5. 6. Professionals who are not employed by Tennessee Tech may serve as a consultant on a graduate student's committee if appointed pursuant to Policy 282 (Graduate Faculty Appointment and Responsibilities).

6. 7. Approval Requirements;

   a) a) Three (3) positive votes, or seventy-five percent positive votes, whichever is greater, is required from the advisory committee members of a graduate student pursuing a master's or specialist degree.

   b) b) 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) Unanimousc) The advisory committee must vote is requiredunanimously positive for a graduate student pursuing a doctoral degree in Education.

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

N. Program of Study

1. The graduate student must file his/her proposed Program of Study, with the College of Graduate Studies

   a) before the end of the semester in which nine (9) Credit Hours will be earned as a graduate student in a master's or post master's program, or

   b) before the end of the semester in which fifteen (15) Credit Hours will be earned as a graduate student in a specialist or doctoral program.

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

2. All required Background Courses, Mandatory, or Pre-requisite Courses must appear on the graduate student's Program of Study.

3. A graduate student who needs to add and/or delete any course(s) on his/her Program of Study due to non-academic performance reasons must submit a substitution form or, if needed, a revised Program of Study to the College of Graduate Studies.

4. A graduate student who needs to add and/or delete any course(s) on his/her Program of Study due to academic performance reasons must submit a substitution form or, if needed, a revised Program of Study, along with an advisory committee memo to the College of Graduate Studies stating the justification to add and/or remove the course(s) from the Program of Study.

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

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

Q. **Program of Study**

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

O. **R.   Admission to Candidacy**

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

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

a) a)   Achieve full standing in his/hertheir graduate program,

b) b)   Complete nine (9) Credit Hours of Graduate Courses, and

c)   Have a 3.0 Cumulative GPA, and

c) d)   Must pass any examination that may be required by their graduate program.

2. 2.Specialist Degree:

a) a)   Achieve full standing in his/hertheir graduate program,

b) b)   Complete fifteen (15) Credit Hours of Graduate Courses,

c) c)   Have a 3.0 Cumulative GPA, and

d) d)   Must pass any examination that may be required by his/hertheir graduate program.

3. 3.Doctoral Degree:

a) a)   A graduate student must complete approximately eighty percent of the graduate coursework in his/hertheir Program of Study,

b) b)   Have a 3.0 Cumulative GPA, and

c) c)   Must pass all parts of the Comprehensive Exam.

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

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

1. 1.When a thesis is required in a graduate student's Program of Study, no fewer than six (6) Credit Hours of Graduate Course 6990 (master's thesis) will be counted towards the degree, unless otherwise specified by the department.

2. 2. Required doctoral dissertation Credit Hours are set by the college that confers the doctorate degree.

3. 3. Only Grades of SP-Satisfactory Progress and NP-No Progress shall be used to indicate a graduate student's progress in a thesis or dissertation Graduate Course.

4. 4. Non-degree students are not eligible to register for a thesis or dissertation GraduatedissertationGraduate Course.

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5. 5.   A graduate student must register for at least one (1) Graduate Course appropriate to the graduate student's degree objective in order to have access to computer equipment, laboratories, library, and other Tennessee Tech facilities and resources, even if the graduate student is working in absentia on research, a thesis, or dissertation.

6. 6.   A graduate student pursuing a thesis track master's or dissertation doctorate program will be required to participate in a formal defense of his/hertheir thesis or dissertation.

    a)   Prior to scheduling the thesis/dissertation defense, the graduate student must submit the thesis or dissertation certificate of approval page to the College of Graduate Studies for format review and approval.

    b)a)   The graduate student is responsible for scheduling his/hertheir thesis or dissertation defense with his/hertheir 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)b)   A graduate student's thesis or dissertation defense is open to the public.

    d)c)   All of the graduate student's advisory committee members are required to attend the thesis or dissertation defense.

    e)d)   Failure to submit the graduate student's thesis or dissertation defense results to the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.

7. 7.   The College of Graduate Studies requires all graduate students to follow the Guide to the Preparation of Theses and Dissertations. Thesis and Dissertation guidelines provided by the College of Graduate Studies on the college's website.

8. The8. Prior to graduation, the College of Graduate Studies will review the graduate student's thesis or dissertation for formatting to ensure the thesis or dissertation adheres to the Guide to the Preparation ofguidelines on Theses and Dissertations. The College of Graduate Studies will not review the paper's content, spelling, or accuracy of the citationcitations.

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6.3

9. 9. Once the graduate student's signed advisory committee certificate of approval page has been submitted to the College of Graduate Studies, the graduate student must submit the thesis or dissertation into the electronic publication system ProQuest. The thesis or dissertation must be submitted by the deadline posted on the College of Graduate Studies calendar, absent good cause, or it will result in the graduate student's ineligibility to graduate.

10. 10. The graduate student's failure to complete the thesis or dissertation review and formatting process with the College of Graduate Studies by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.

11. 11. Most non-thesis graduate programs and some thesis graduate programs require that the graduate student successfully pass a Comprehensive Exam conducted by his/hertheir advisory committee at or near the completion of his/hertheir graduate program. Failure to submit the Comprehensive Exam results by the posted deadline on the College of Graduate Studies calendar will result in the graduate student's ineligibility to graduate.

12. 12. Some non-thesis graduate programs have a capstone course or project course in which the final course completion is used in place of the Comprehensive Examination.

2. 　　　　　　**T.Graduation**

1. Application for Graduation

a) a) In addition to satisfying all degree requirements, a candidate for a degree must file an application for graduation by the deadline posted on the ~~College of Graduate Studies calendar~~College of Graduate Studies calendar for the semester in which the degree is expected to be conferred.

b) If a graduate student applies for graduation but fails to satisfy graduation requirements and/or withdraws from graduation, the graduate student must reapply for graduation.

c) A graduate student must be enrolled ~~for~~in a Graduate Course approved by the graduate advisor during the semester in which the degree is awarded unless all requirements have been completed by the last day to register for the following semester.

d) Degrees are conferred at the end of each semester.

2. Graduation Requirements

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6.3

a) All degree requirements as defined by this policy and by each specific program must be met by the deadlines posted on the College of Graduate Studies calendar in the semester for which the degree will be awarded.

b) Transcripts from other universities used as transfer credit on a Program of Study must be received no later than two (2) weeks ~~after~~before the graduate student's commencement date.

3. Commencement/ PhD Hooding

a) There will not be a commencement ceremony for those graduating in August. Graduate students who wish to participate in a ceremony will be ~~allowed~~invited to return to Tennessee Tech for the December commencement ceremony.

b) Graduate students may participate in only one commencement ceremony for each degree earned at Tennessee Tech.

c) Certificate and post-master's certificate graduate students do not participate in commencement.

d) No doctoral degree candidate is permitted to participate in commencement until all requirements for the degree are successfully completed.

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

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

VI. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(B)

Approved:

Graduate Studies

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

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

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

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

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7.1

Agenda Item Summary

Date: December 1, 2022

Agenda Item: Student Affairs Report

☐ **Review**   ☐ **Action**   ☒ **No action required**

PRESENTERS: Dr. Cynthia Polk-Johnson

PURPOSE & KEY POINTS: Dr. Polk-Johnson will provide an update from Student Affairs.

Agenda Item Summary

Date: December 1, 2022

Agenda Item: Counseling Center Update on Mental Health Services

☐ **Review**   ☐ **Action**   ☒ **No action required**

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PRESENTER(S): Dr. Christina Mick

PURPOSE & KEY POINTS: Dr. Christina Mick, Director of the Counseling Center, will provide an update on mental health services on campus.

Tennessee Tech Counseling Center Fact Sheet

Counseling Center Location: 3rd Floor Roaden University Center, Room 307, 931-372-3331

Counseling Center Mission Statement: The Counseling Center's mission is to elevate healthy student development during the college experience as this contributes to the attainment of student educational objectives at Tennessee Technological University.

Counseling Center Care Approach: The Counseling Center offers brief, short term, solution focused therapeutic interventions for students with a flexible care approach. The clinical staff have extensive training in suicide prevention and crisis services.

8.1

Eligibility for Services: Any student enrolled at Tennessee Tech. Faculty and staff are eligible for consultative services.

Cost of Services: None

Services Available: Eligible students are allotted a flexible 12 individual sessions per academic year. This does not include intake (first time appointments), crisis appointments, wellness check-in appointments, workshops, or support groups. Students with more complex, severe or chronic psychological problems or issues related to substance abuse that would be best served through long-term therapy are referred to an outside provider in the community. Services available are:

- Academic Counseling
- Crisis Counseling
- Personal Counseling
- Premarital Counseling
- Couples Counseling
- Group Counseling
- Clinical case management via clinical coordinator (began January 2022)
- Prevention Services via educational programming
- Brief and short-term psychiatric services for medication management (began July 2022)
- Workshops/Campus Outreach
- Soaring Eagles Peer Educator Program
- *#hopestrongeagles* Suicide Prevention Program-a comprehensive and public health approach to suicide prevention and mental well-being
- Consultation Services (to include referral resources)
- Eagle Eye After-hours Crisis Hotline that is available afterhours, holidays, and weekends
- Virtual counseling sessions through HIPPA compliant Zoom or in-person counseling sessions (based on student choice)
- Eagle Wellness Portal Online appointment scheduling and secure messaging program
- WellTrack Self-Guided Interactive Therapy App-Is a suite of online tools and courses that uses aspects of Cognitive Behavioral Therapy to help students identify, understand and address mental health issues they are having.

- Mental Health Screeners – for depression, anxiety, eating disorders, PTSD, alcohol issues
- Graduate Intern Training Program- for TN Tech counseling students in training
- Community Referrals for students not wanting services at the Counseling Center.

Short-term Medication Management: A psychiatric nurse practitioner has been providing psychiatric medication management and/or evaluations since July 2022. This is a service that will help bridge the wait times for students to get the necessary medications to help stabilize their moods and help them with academic success. The wait times for community evaluations can be extensive.

8.1

Substance Abuse Prevention and Education: The counseling center provides outreach programming and education for prevention efforts of substance misuse and abuse. The counseling center partners with the Power of Putnam, the campus Addiction Prevention and Support Coalition (APSC), and the Tennessee Coalition for Healthy and Safe Campus Communities (CHASCO) community organizations to coordinate prevention efforts on campus. In September of this academic year, CHASCO awarded the counseling center $3650.00 in funds for assistance with implementation of prevention strategies for alcohol, tobacco, and other drugs.

Successes for academic year 2021/2022:
1. Hired and implemented a contract Psychiatric Mental Health Nurse Practitioner
2. Filled three vacancies within the department
3. Hired and implemented a full-time clinical coordinator/intake counselor for the counseling center that is also shared with the Dean of the Student department
4. Reestablished the prevention screening program with the purchase of Mind Wise package of screeners for the counseling center website
5. Received approval and funding for renovation of the counseling center lobby, front offices, and Eagle Resource Room

Opportunities for this academic year:
1. Implement Mantra Health digital mental health clinic that will expand existing capacity of the counseling center
2. Sustain and improve upon the new and existing student support initiatives from the previous academic year
3. Initiate and complete campus wide mental health focus group to assess continued needs of students

Professional Organizations and department standards to which counseling center team members ascribe:

- The counseling center clinical staff adheres to the American Counseling Association Code of Ethical and Professional Standards.
- The counseling center adheres to the statutes, rules and regulations for the Tennessee Board for Licensed Professional Counselors, Licensed and Family Therapists, and Licensed Clinical Pastoral Therapists.
- The clinical staff members of the counseling center belong to the Tennessee Licensed Professional Counselors Association, American College Counseling Association,

Tennessee Suicide Prevention Network, and National Board of Certified Counselors. The counseling center director is the governor appointed state higher education representative of the Council for Armed Forces, Veterans, and their families.

- All professional staff adhere to the Council for the Advancement of Standards in Higher Education(CAS standards) and the International Accreditation of Counseling Services (IACS).

8.1

Professional Licensure and/or certification requirements of counseling center clinical staff members:

- All full-time professional counselors that provide clinical services must maintain the Licensed Professional Counselor/Mental Health Service Provider licensure for the state of Tennessee.
- Associated continuing education hours are required annually to maintain licensure.
- Graduate level clinicians must provide clinical services under the supervision of a state of Tennessee Approved Clinical Supervisor

Counseling Center Team: The clinicians at the Counseling Center are all independently licensed in the State of TN. The staff are:

|	
Director	Christina Mick, EdD, ACS, CPS, LSC, LPC/MHSP
Assistant Director/Clinical Services	Angela Rector, EdD, ACS, CPS, LSC, LPC/MHSP
Clinical Coordinator/Intake Counselor	Ravi Patel, MA, LPC/MHSP
Psychiatric Mental Health Nurse Practitioner	Marianne Raynes, MSN, RN, APRN, PMHNP-BC
Counselor	Ben Higgins, MA, LPC/MSHP
Counselor	Brittney Phillips, MA, LPC/MHSP
Counselor	Tessa Benefield, MA, LPC/MHSP
Administrative Assistant	Lisa Bowman
Clinical Graduate Assistant	Lara Strate, MA

Tennessee Tech University Counseling Center Report Overview
for academic year 2021/2022and fall semester 2022
as of 11-01-2022

The Counseling Center's mission is to elevate healthy student development during the college experience as this contributes to the attainment of student educational objectives at Tennessee Technological University. In order demonstrate student reach and broader scope of counseling center services, with regard to the center's mission, this report will include the number of students seen and appointments scheduled for the last 13 years to include last academic year and the current academic year.

8.2

academic year	# of unique students seen	# of counseling sessions
2007/2008	222	511
2008/2009	215	716
2009/2010	273	661
2010/2011	282	583
2011/2012	341	1003
2012/2013	424	1464
2013/2014	393	1441
2014/2015	402	1336
2015/2016	539	1449
2016/2017	497	1654
2017/2018	511	1759
2018/2019	600	2524
2019/2020	628	2195
2020/2021	525	1689
2021/2022	862	2064
Fall semester 2022	570	665

From fall semester 2007 through spring semester 2021, there has been a consistent increase in the number of unique students that have been seen at the counseling center as well as an increase in number of sessions per year provided by the counseling center. This has also been a national trend. Summer and Fall 2022 semesters saw an increase in number of students seeking services. This is based on student reporting of an increase in symptoms consistent with anxiety and depression. The Counseling Center is projected to continue with this increase.

The chart below gives a visual representation of the growth the counseling center continues to experience. This is a trend that is occurring nationally.
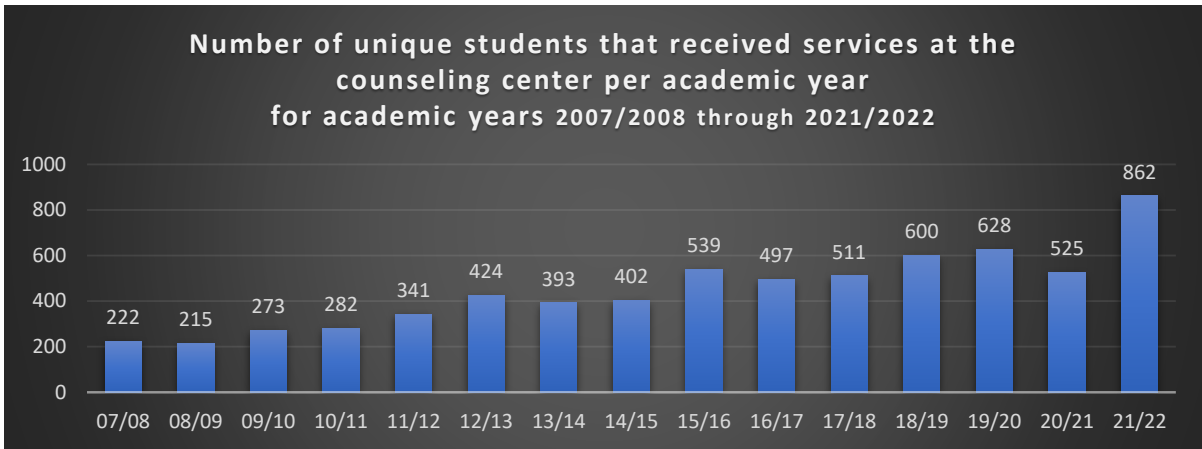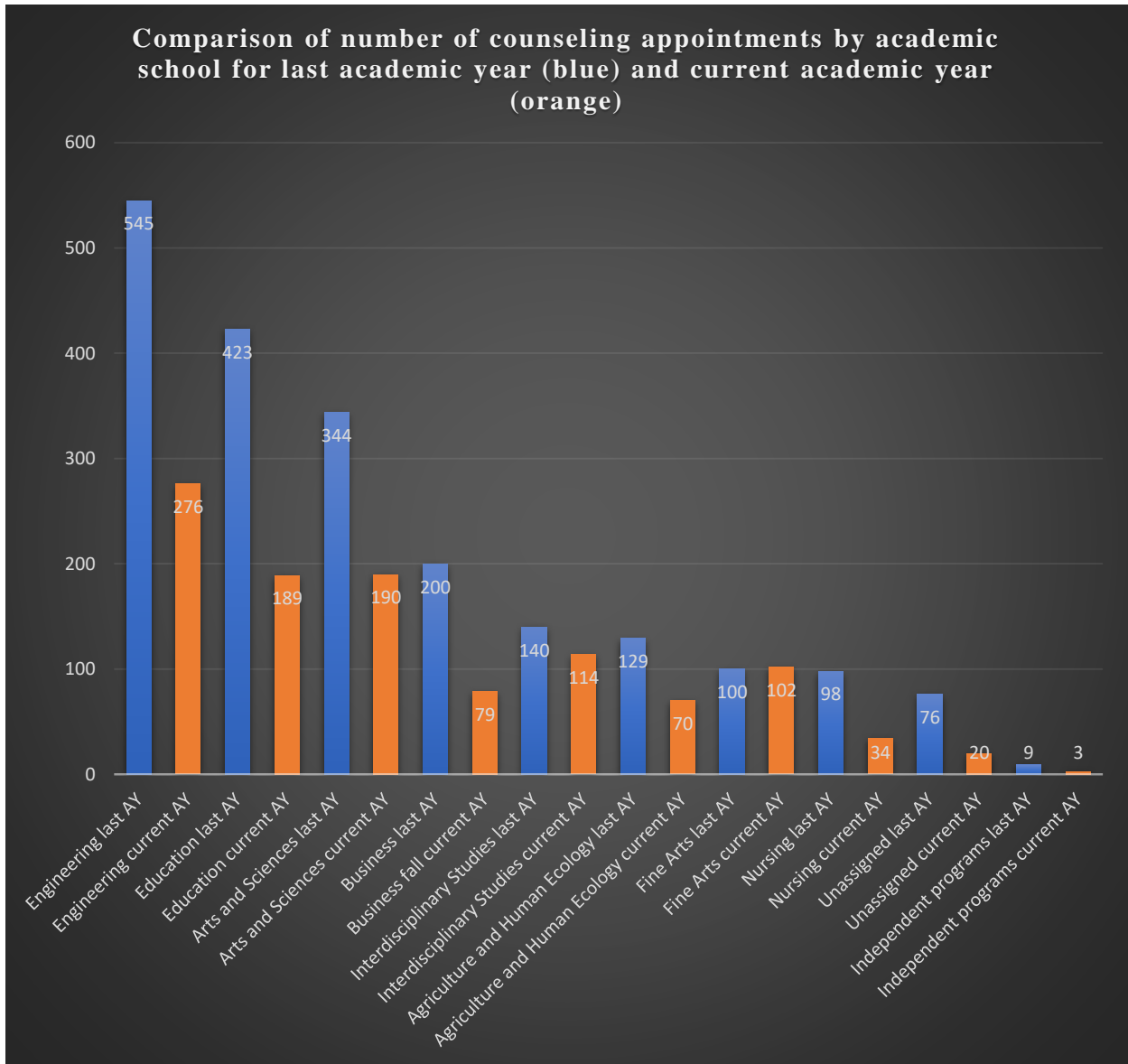

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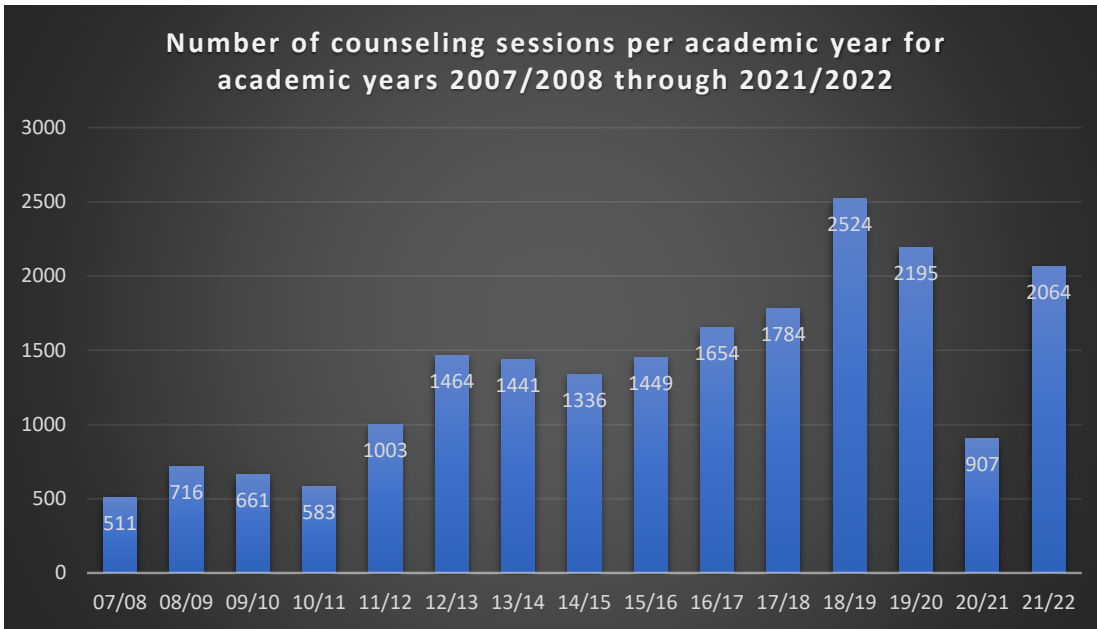
Based on counseling center data from electronic health records, there has been at 64% increase in the number of unique students that received services from the counseling center since returning to campus fully from the pandemic. There has been a 128% increase in the number of counseling sessions since students fully returned to campus from the pandemic. The number of overall clients and number of total sessions are projected to be significantly increased this academic year.

This chart represents a comparison of the number of counseling appointments by academic school for the last academic year (2021/2022represented by blue) and the current academic year (June 1, 2022-November 1, 2022 represented by orange)

8.2

Comparison of number of counseling appointments by academic school for last academic year (blue) and current academic year (orange)

Category	Value
Engineering last AY	545
Engineering current AY	276
Education last AY	423
Education current AY	189
Arts and Sciences last AY	344
Arts and Sciences current AY	190
Business last AY	200
Business fall current AY	79
Interdisciplinary Studies last AY	140
Interdisciplinary Studies current AY	114
Agriculture and Human Ecology last AY	129
Agriculture and Human Ecology current AY	70
Fine Arts last AY	100
Fine Arts current AY	102
Nursing last AY	98
Nursing current AY	34
Unassigned last AY	76
Unassigned current AY	20
Independent programs last AY	9
Independent programs current AY	3

There was an 11% increase in the number of engineering major unique clients from 2020/2021 to 2021/2022 who sought out the services of the counseling center. There was also a 30% increase in education major unique clients and 13% increase of Arts/Sciences majors.
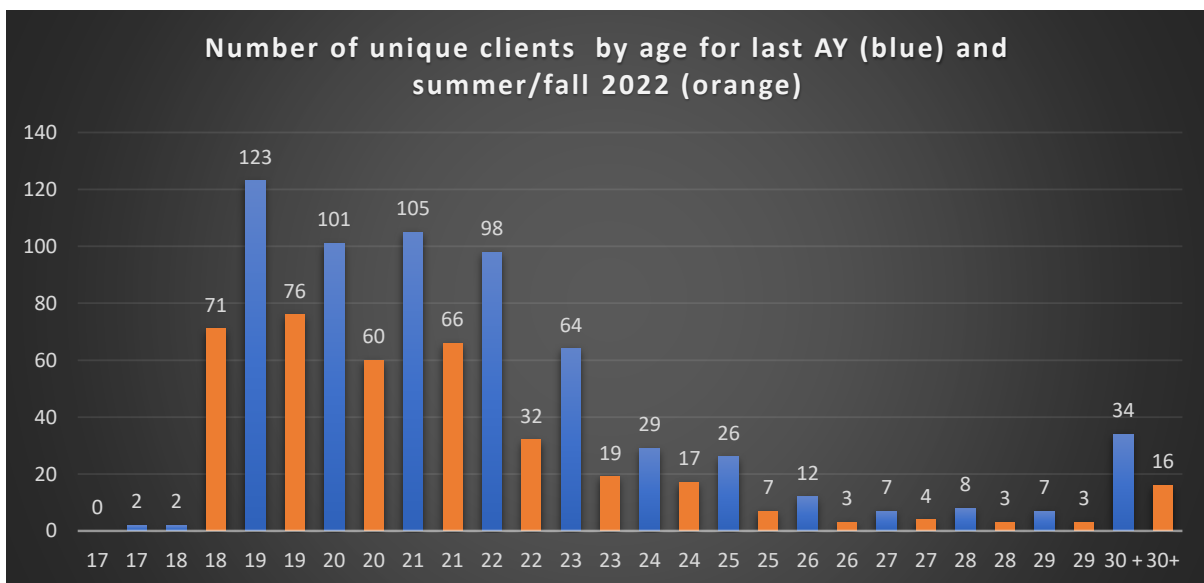
This chart provides a comparison of percent of unique students by total enrollment of academic school for last fall semester (summer/fall 2021 represented by blue) and the current fall semester (June 1, 2022- November 1, 2022 represented by orange) that have had counseling center appointments
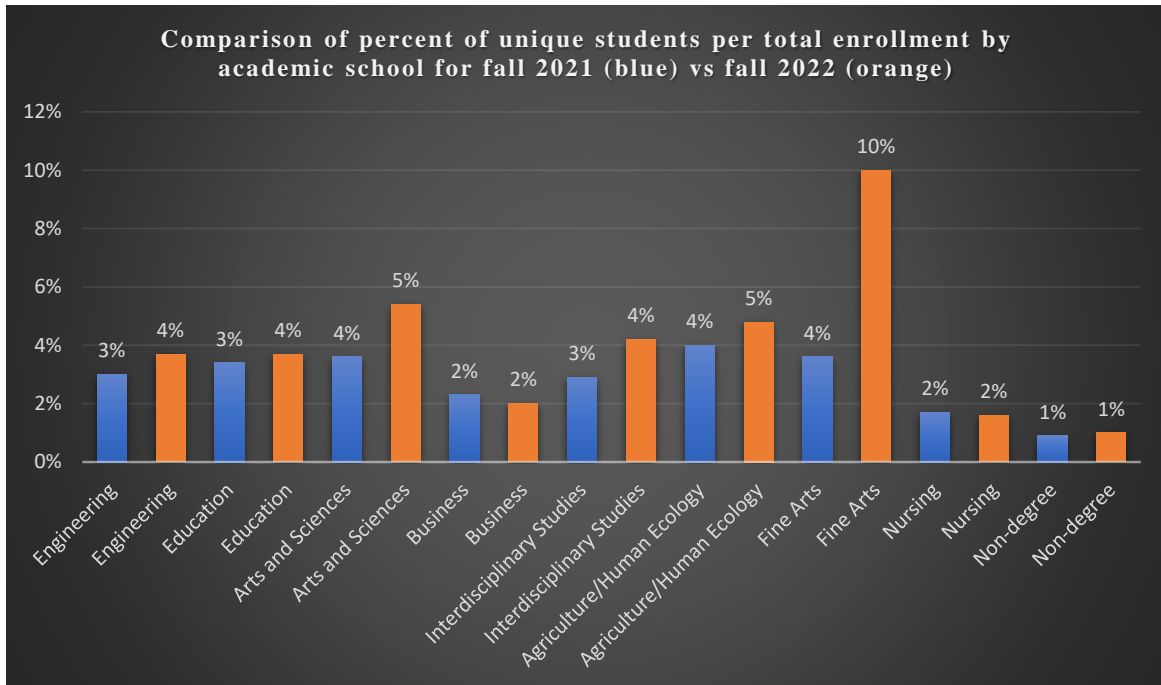
8.2

This chart provides a comparison of counseling center unique clients by age for last academic year (2021/2022 represented by blue) and the current academic year (June 1, 2022- November 1, 2022 represented by orange)

The average age of counseling center clients to continues to remain 19-23 years old.

This chart provides a comparison of counseling appointments for last academic year
(2021/2022 represented by blue) and the current academic year
(June 1, 2022- November 1, 2022 represented by orange)

8.2

Number of counseling appointments by academic level for last AY (blue) and this AY (orange)
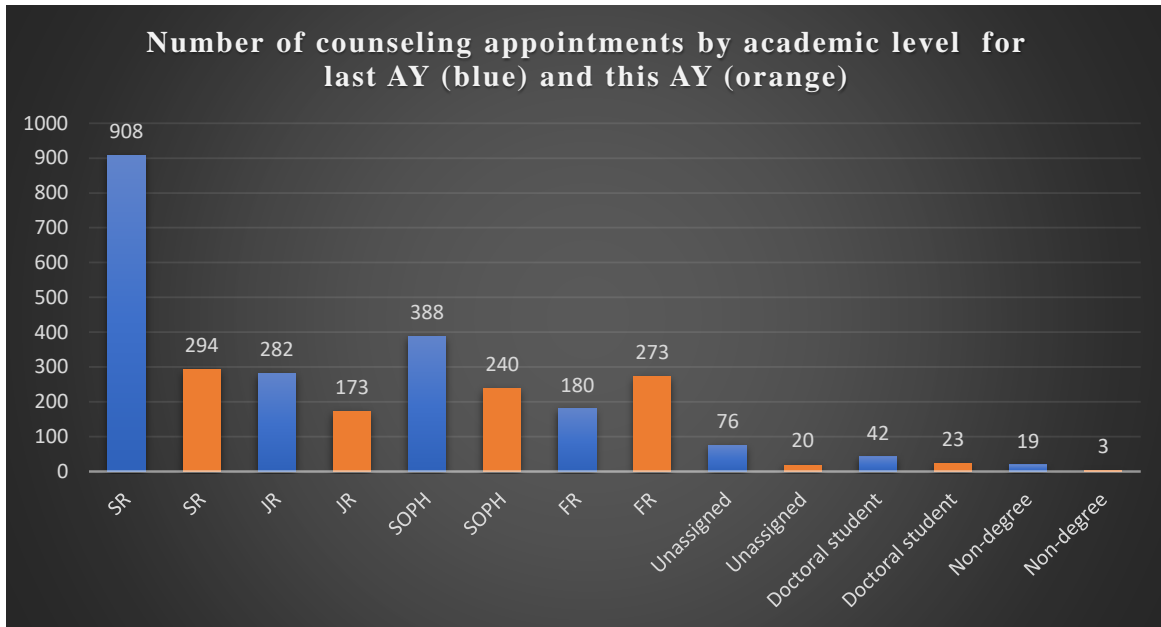
Those students who represent the sophomore and senior academic levels of classification utilize counseling services more than the other academic levels. There was a 14% increase in the number of seniors who sought out counseling center services during the 2021/2022 academic year. In addition, there was a 123% increase of sophomores and 95% increase of Freshmen who utilized services of the counseling center during the 2021/2022 academic year. In the above chart, the UA stands for Unassigned. The unassigned in this chart refers to the faculty and staff members the counseling center met with this academic year.

The table below lists the top 6 reasons that clients have visited the counseling center
Academic year 2021-2002 and summer/fall semester 2022

Reason for visit AY 2021-2022	Total Percent AY 2021-2022	Reason for visit fall 2022	Total percent for fall semester 2022
Anxiety/Depression	33 %	Anxiety/Depression	37%
Coping/Life Management	15 %	Coping/Life Management	20.4%
Unassigned	14%	Continuity of Care	18.7%
Continuity of Care	12 %	Relationship Issues	4.5%
Other	4%	Rapid Access Appointments	4.1%
Relationship Issues	3%	Grief/Loss	2.7%

Number of calls to the **Eagle Eye After-hours Hotline** for June 1, 2022-November 1, 2022- *__133__*

Well Track is a self-guided therapy tool provided to all students that utilizes cognitive behavioral therapy techniques to assist students with identifying, understanding, and cope with any mental health issues that they may be experiencing.

Number of new sign-ups for **Well Track** for June 1, 2022-November 1, 2022-*__87__*
Number of logins to Well Track for June 1, 2022-November 1, 2022-*__752__*

Number of **Mental Health Screeners** taken by students for June 1, 2021-May 31, 2022-__**2022**__

Number of medication evaluations from the counseling center **Psychiatric Mental Health Nurse Practitioner** since June 1, 2022-November 1, 2022- *__13__*

Number of medication management appointments from the counseling center **Psychiatric Mental Health Nurse Practitioner** since June 1, 2022-November 1, 2022- **9**

8.2

For the academic year 2021/2022, only **2** clients sought out services at the Counseling Center primarily for **substance abuse**. To date, no clients that have received services at the counseling center have reported substance abuse as the primary reason for seeking services. Students who may require in-patient or long-term care for substance abuse issues receive referrals for appropriate care via the counseling center clinical coordinator.

The counseling center hosted 40 **outreach programming presentations/events** for prevention support for the campus community.

The number of clients referred to and admitted to the **hospital or the Crisis Stabilization Unit** (Volunteer Behavioral Health Center) for severe suicide ideation for June 1, 2022-November 1, 2022-*__12__*.

The Counseling Center is aware of __**1**__ suicide attempt and __**0**__ students who died by suicide this semester.

Summary:

The Tennessee Tech University Counseling Center filled three vacancies since the last report to the Board of Trustees. There has been an increase in students seeking services since returning to campus from the pandemic. National trends indicate that students seeking mental health counseling will continue to increase. Tennessee Tech Counseling Center has instituted new initiatives and sustained the following in order to accommodate the current and anticipated increase:

1. The counseling center will follow, as much as our current staffing pattern will allow, the International Association of Counseling Services (IACS) standards for university and college counseling centers that was used during the 2019 audit process. IACS minimum staff ratios is one full time clinical counselor for every 1,000 to 1,500 students. Please note that according to IACs standards, the counseling center director and student trainees, do not count as one of the full-time counselors needed to meet minimum IACS standards. The Counseling Center has the following ratios:

Fall Semester	# of full-time counselors	Student Enrollment	Counselor to Student Ratio	Number of additional counselors needed to meet minimum IACS Standards
2019	5	10,140	1:2028	2
2020	5	10,177	1:2035	2
2021	2	9,840	1:4920	5
2022	5	9,902	1:1980	1.5

2. The counseling center will utilize a solution-focused, brief treatment model and flexible - care approach.

8.2

3. The counseling center will utilize a clinical coordinator to provide referral to community providers for who have more chronic, long term, or specialized treatment care needs. This includes students who have chronic suicidal ideation or suicide attempts.
   The clinical coordinator will provide care navigation, case management, and follow-up and tracking, for those students being followed by the Care Team, psychiatric mental health nurse practitioner and the counseling center. This will provide appropriate care for those students who need support other than regular counseling appointments including continuity of care.

4. The counseling center will utilize a Psychiatric Mental Health Nurse Practitioner to provide brief and short-term medication management services to students.

5. Limit counseling sessions to 12 per student per academic year. Students will be referred to our counseling center clinical coordinator and/or community providers if their counseling needs exceeds the 12 sessions limit.

6. In addition to the 12-session counseling session limit, the counseling center will provide Rapid Access Appointments. These are 30-minute non-urgent and focused drop-in sessions.

7. The counseling center will offer students single session appointments to students who are not interested in longer term counseling.

8. The counseling center will provide psycho-education groups to assist the student in developing coping and resiliency skills. These groups would teach coping skills to deal with anxiety, depression, stress and life management.

9. The counseling center will continue to limit outreach programs and workshops due to staffing numbers and the increase number of students seeking services.

10. The counseling center will utilize Mantra Health, Well Track, Eagle Wellness Portal, mental health screeners, and the Eagle Eye After-hours hotline to expand services to students who need services after hours, or prefer a self-guided approach.