

**Admissions and Credits Committee
Tennessee Technological University
Procedures**

- I. NAME – The Admissions and Credits Committee of Tennessee Technological University.
- II. PURPOSE – The Admissions and Credits Committee assists the President and the Vice President for Academic Affairs of Tennessee Technological University as follows:
The Admissions and Credits Committee recommends policies, standards, and regulations for the admission and academic credit of students. It reviews cases of students with problems concerning admission, readmission, academic credit, and/or requirements. The Committee studies problems and recommends policies relating to credits to be recognized by the University. The Committee may also act on other matters referred to it by the Academic Council. The committee shall file an Annual Report with the Academic Council.
- III. MEMBERS – The Admissions and Credits Committee shall consist of the following members, appointed by the University President in accordance with approved procedures:
 - A. FACULTY – A minimum of eight (8) faculty members, representing the Schools and Colleges.)
 - B. ADMINISTRATIVE – A minimum of six (6) administrators.
 - C. STUDENT – A minimum of (2) student members, selected from the list of names submitted by the President of the Student Government Association.
 - D. TERMS OF OFFICE – Student members will serve one (1) year terms. Faculty and administrative members will serve three (3) year terms. All appointments to be effective at the beginning of the Fall Semester. All appointments are subject to renewal at the discretion of the President.
 - E. ATTENDANCE AT MEETINGS – If a member of the Committee must be absent, he/she should send a representative with full voting privileges, if that representative is from the office or constituency of the member and the Chairperson is notified in advance.
- IV. OFFICERS:
 - A. Chairperson – The Chairperson shall be elected annually from the Committee membership.

The Chairperson shall:

 1. Preside at all meetings or designate another member to preside.
 2. Approve the agenda for each meeting.
 3. Gain proper approval for all meeting minutes.
 4. Call special meetings when necessary.
 5. Appoint ad hoc subcommittees as needed.
 6. Inform Academic Council of action taken by the Committee.
 7. Supervise the preparation and distribution of matters before the Committee's activities.
 8. Adhere to the procedures of the committee found within this document.
 9. Submit annual report of the Committee.
 - B. Executive Officer – The President will appoint a staff member to serve as executive officer and resource person and to provide staff support services.
 - i. Assign staff to provide support services to the Committee to
 1. Transcribe Committee meeting minutes.
 2. Communicate information to members.
 3. Make arrangements for committee meetings.

- ii. Prepare Committee meeting agenda.
- iii. Call special meetings when necessary.
- iv. Support the Chairperson in informing Academic Council of action taken by the Committee.
- v. Ensure annual report is submitted in timely manner.

V. MEETINGS

- A. Two regular meetings, one per semester, of the full Admissions and Credits Committee shall be held each academic year with additional meetings schedule as necessary.
- B. 1. Any member may submit items to the Chairperson for consideration by the Committee.
- 2. Academic Council may recommend items to this Committee.
- 3. All items for consideration on the agenda shall be distributed to Committee members at least one week prior to the meeting.
- C. The agenda shall be adopted at the beginning of each meeting by a majority of those members present.
- D. Fifty percent plus one of the members of the Committee shall constitute a quorum.

VI. SUBCOMMITTEES

- A. Subcommittees can be appointed at the discretion of the Chairperson.
- B. Membership – Members shall be appointed from the full Committee by the Chairperson for each subcommittee. The Subcommittee shall consist of a minimum of four members plus the Executive Officer, with at least two colleges or schools represented.
- C. A standing subcommittee must evaluate student request for exception to University Academic Regulations, found within the Academic Catalog, related to the purposes of the Committee, for holistic admission review of new applicants, and for student requests for academic readmission after suspension (does not include academic misconduct). This subcommittee must consist of a minimum of four committee members and the Director of Undergraduate Admissions, or his/her designee, with all obtaining voting privilege. If a member of the committee has made a recommendation concerning one of the students under consideration he/she will not be allowed to vote on the final decision.

VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.

VIII. AMENDMENT OF PROCEDURES

These procedures can be amended at any regular meeting of the Committee by a two-thirds vote of the members, provided that the amendment has been submitted in writing to each member at least one week prior to the meeting. Amendments to Procedures are subject to final approval by the Academic Council.

IX. COMMITTEE ACTION AND REVIEW

Actions of this Committee are subject to review by the Academic Council and approval by the President.

X. EFFECTIVE DATE OF IMPLEMENTATION

These modified procedures shall become effective at the beginning of the 2020-2021 academic year.