

**Policy No:**

**Policy Name:** Accounting for Expenditures

**Policy Subject:** To establish policies for making payments and reconciling expenditure accounts

**Date Revised:** July 1, 2014

**I. Purpose**

The following policies and procedures are established to account for expenditures and maintain accurate financial information.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Accounting with recommendations for revision presented to the Associate Vice President for Business and Fiscal Affairs.

**III. Policy/Procedure**

**A. Payment of Invoices**

1. Personal funds should not be used to make University purchases.
2. Generally, vendors listed on the Conflict of Interest Vendor Listing cannot contract with Tennessee Tech. The Associate Vice President for Business and Fiscal Affairs must approve any exception to this prohibition.
3. All employees must follow specified Purchasing policies and procedures found in the Procurement Manual.
4. Vendors must submit all invoices directly to Accounts Payable. When invoices are received by the Business Office, Accounts Payable will email the invoices to the applicable department/unit.
5. All invoices must be billed to Tennessee Tech, Business Office.
6. Invoices must be obtained before payment can be processed. Accounts Payable will not pay a vendor based on an account statement or quote.
7. The procuring department/unit is responsible for determining that goods or services are in good working condition, in conformance with the purchase order or blanket contract, and for preparing the receiving report before authorizing payments.
8. All departments/units must process invoices for payment consistent with the invoice due date or discount date. Any problem that prevents this schedule from

being followed should be communicated promptly to Accounts Payable in the Business Office.

9. Invoices not processed for payment by the department/unit within thirty days of receipt must be returned to Accounts Payable with a memorandum explaining the delay.
10. The Director of Accounting may grant limited exceptions to these provisions in certain given cases.

**B. Approval of Requisitions**

1. All payments to vendors require an electronic requisition which is processed for approvals through Eagle Buy.
  2. Two electronic signatures are required for requisitions totaling less than \$5,000.
    - a. Requestor (bookkeeper for the department/unit or grant) and,
    - b. Approver (chair/director, dean (or his/her designee), administrative officer (or his/her designee), or principal investigator for the grant). The specific approver depends on the index being used.
  3. The following electronic signatures are required for requisitions totaling more than \$5,000.
    - a. Requestor (bookkeeper for the department, area, or grant) and
    - b. Approver/s
      - i. Colleges/Schools/Centers: chair/director and the dean's approvals will be required.
      - ii. Administrative areas: only the administrative officer approval is required. Directors may also approve, but it is not required.
      - iii. Grants: only the principal investigator approval is required.
  4. To ensure proper internal control, Requestors are not allowed to also be Approvers. Approvers may not make a Requestor a signatory designee for requisitions.
- C. Interdepartmental Transfers**
1. An Interdepartmental Transfer (IDT) form should be used to process payment from one department to another for services rendered or supplies used. Procards

must never be used to make a payment to another department (e.g. used on TTU Marketplace).

2. IDTs prepared by service areas (e.g. Printing Services, Photo Services, Post Office, Eagle Card office, Facilities etc.) on campus are automatically processed as submitted by the service areas. Any problems with charges should be addressed with the service area and corrections should be initiated by the service area. All other IDTs require the approval of the department/unit performing services or providing supplies and of the department/unit being charged.
3. Purchases at the university bookstore should be made by Procard when possible. Purchases made at the Tennessee Tech bookstore other than by Procard will be done by IDT and will require the signature of the departmental representative making the purchase.
4. Purchases at university dining services will be processed by IDTs prepared by dining services. Receipts will be sent to the department/area from dining services.
5. Departmental representatives may be required to present their Tennessee Tech I.D. Card when making purchases at any service area on campus.

**D. Reconciliation of Accounts**

1. Expenditure reports detailing the activities within departmental accounts, including grant accounts, are available on ePrint monthly. These reports contain a summary of expenditures by account code and a detailed summary of items paid during the month. Departments/units may also view their account information in Banner INB. Banner INB should be used to view account information for June, as the June ePrint reports are not available before June closing is finished.
2. Departments/units are required to reconcile monthly all accounts for which they have budgetary responsibility. Any corrections required should be communicated immediately to the Business Office.

**IV. Interpretation**

The Vice President of Planning and Finance has the final authority to interpret the terms of this policy

**V. Citation of authority for policy**

Prompt Pay Act TCA § 12-4-703; Financial Integrity Act TCA § 9-18-102 Internal Controls

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

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**Vice President for Planning & Finance**

\_\_\_\_\_  
**DATE**

**REVIEWED**

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**University Counsel**

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**DATE**

**REVIEWED**

**Administrative Council**

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**University Assembly**

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**DATE**

**APPROVED**

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**PRESIDENT**

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**DATE**

**Policy No:**

**Policy Name:** Budget Control

**Policy Subject:** Policy and procedures for appropriate budget control

**Date Revised:** July 1, 2014

**I. Purpose**

The purpose of this policy is to provide clear and specific responsibility for proper budget management and control at Tennessee Tech.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Budget with recommendations for revision submitted to the Vice President for Planning and Finance.

**III. Policy/Procedure**

- A. Tennessee Tech prepares a budget each year following Tennessee Board of Regents guidelines. Tennessee Tech's Budget Control Policy is governed by the Tennessee Board of Regents' Budget Control Policy 4:01:00:00 as may be amended from time to time.
- B. The annual budget is prepared in three budget cycles - Proposed, Revised, and Estimated. The Estimated and Proposed budgets are prepared together in April. The Revised budget is prepared in October. Each cycle has specific procedures that vary from year to year as necessary to comply with directives of the Tennessee Board of Regents.
- C. The following procedures are used to complete a Request for Revision in Budget form when it is necessary to transfer funds between index numbers or account codes within an index number:
  1. A Request for Revision in Budget form is initiated by the department/unit, signed, and forwarded to the appropriate dean or administrative officer for approval. Once approved by the dean, all changes from academic areas are forwarded to the Provost for approval. Revisions related to non-academic areas are forwarded to the appropriate vice president or designee for approval. The Provost or appropriate vice president then forwards the approved Request for Revision in Budget form to the Budget Office.
  2. If approved by the Budget Office, the Request for Revision in Budget form can be viewed by the requesting department/unit via the Banner Document Management System. No copies are returned.

3. If approval is not granted, the Budget Office will return the Request for Revision in Budget form to the requesting department/unit.
4. Additional approvals may be required as mandated by the Tennessee Board of Regents policy referenced in Section III. A. above. These will be handled by the Budget Office.

**IV. Interpretation**

The Vice President of Planning and Finance has the final authority to interpret the terms of this policy.

**V. Citation of authority for policy**

TBR Policy 4:01:00:00

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

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**Vice President for Planning & Finance**

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**DATE**

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**University Counsel**

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**DATE**

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**Administrative Council**

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**DATE**

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**University Assembly**

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**DATE**

**APPROVED**

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**PRESIDENT**

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**DATE**

**Policy No:**

**Policy Name:** Food Purchase Policy

**Policy Subject:** Food approval procedures for business meals

**Date Revised:** July 1, 2014

**I. Purpose**

The purpose of this policy is to establish Tennessee Tech policies regarding reimbursement for business meals and recognition events.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Accounting with recommendations for revision presented to the Associate Vice President for Business and Fiscal Affairs.

**III. Policy/Procedure**

This policy is in accordance with Tennessee Board of Regents Policy 4:07:00:00 as may be amended from time to time. Exceptions to these requirements may be granted only by the President of Tennessee Tech.

No disbursement or reimbursement will be made from Tennessee Tech funds for the cost of alcoholic beverages as set forth in Tennessee Board of Regents Policy 1:07:00:00 as may be amended from time to time.

**A. Business Meals**

1. Tennessee Tech may pay or reimburse from state funds properly documented meals for which the primary purpose is a business discussion.
  - a. Business meals generally include at least one non-institutional employee. However, occasional meetings of institutional employees may be reimbursed as business meals. Generally, these meetings are held at a time that prevents employees from taking their regular lunch break.
  - b. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion. Reimbursement for costs related to the attendance of the spouse of an employee is not allowable from state funds.
  - c. Absent a contract provision to the contrary, the cost of meals for persons performing services under a contract with Tennessee Tech are not reimbursable from state funds.



- d. Reimbursement for meals purchased off-campus will be the lesser of the actual cost of the meal or twice the rate provided for regular in-state travel reimbursement. For example, the per diem rate for dinner in Cookeville, TN is \$23.00. If a dinner is to be reimbursed for two individuals, such as an employee and a guest, then a maximum of \$92.00 (\$46.00 per person) can be reimbursed.
  - e. Tennessee Tech may pay or reimburse properly documented meals or refreshments for a non-employee group, such as for a conference or for student events. The incidental presence of one or more Tennessee Tech employees will not change this classification if the occasion is primarily for a non-employee group.
  - i. This provision applies to meals and refreshments provided as a part of regularly planned programming and funding is specifically provided as a part of a separate approved program budget (such as grant funding).
  - ii. Food items may not be purchased from departmental funds for participants in a regularly scheduled credit class.
2. Tennessee Tech will deny reimbursement for meal expenses that lack documentation or a clear business purpose. Gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals.

## **B. Recognition Events**

### **1. University-Sponsored Recognition Events**

Institutional state funds may be used to purchase food and non-alcoholic beverages for university-sponsored recognition, appreciation and/or retirement events if the events are reasonable in number of attendees, frequency, and cost.

### **2. Office or Departmental Retirement Events**

State funds may fund up to \$100.00 per office or departmental retirement event. This amount must be spent with Tennessee Tech dining services only.

### **3. Employee Recognition Plaques**

State funds, not to exceed \$100 per employee recognized, may be used to purchase recognition plaques.

4. Tennessee Tech will not reimburse any expenses related to non-university recognition or appreciation events except as provided in Sections B.1., B.2., and B.3. above.

### **C. Dining Services**

Tennessee Tech dining services should be utilized for catering of any event held in a university facility where food costs are more than \$150.00. If Tennessee Tech dining services is unable to cater the event, written approval will be provided to the event sponsor by Tennessee Tech dining services allowing the use of another caterer.

### **D. Approvals**

1. An approved Request for Food Purchase Form and an itemized receipt must be maintained for all business meals to substantiate the IRS requirements for business expenses. IRS substantiation requires documentation of the time, date, place, specific topic of discussion, and attendees at the meals.
2. For all reimbursements and direct vendor payments processed through Accounts Payable, the form is required to be sent to the Accounts Payable office.
3. For all other food purchases, including with dining services and Procard, the form is maintained in the department, college, or administrative office subject to periodic review.
4. Documentation requirements apply to all on-campus or off-campus business meals, regardless of payment method (i.e. Foundation funds).
5. The President or appropriate Vice President's written approval must be secured on the Request for Food Purchase form before an event involving only employees occurs.
6. The appropriate dean or administrative officer's written approval must be secured on the Request for Food Purchase form before reimbursement of guest or non-employee group meals. The approval may be secured in advance or after the fact. When advance written approval is not received, the purchaser assumes the risk that the reimbursement may be disallowed.
7. The Principal Investigator must approve all items purchased from Grant funds.

### **IV. Interpretation**

The Vice President of Planning and Finance has the final authority to interpret the terms of this policy.

### **V. Citation of authority for policy**

TBR Policy 4:07:00:00

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

  
**Vice President for Planning & Finance**

4/2/2014  
**DATE**

**REVIEWED**  
  
**University Counsel**

4/2/2014  
**DATE**

**REVIEWED**  
**Administrative Council**

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**DATE**

**REVIEWED**  
**University Assembly**

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**DATE**

**APPROVED**  
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**PRESIDENT**

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**DATE**

**Policy No:**

**Policy Name:** Moving Allowance

**Policy Subject:** Policy and procedures for appropriately paying an employee moving allowance

**Date Revised:** July 1, 2014

**I. Purpose**

This policy sets forth appropriate guidelines and procedures for payment of a moving allowance.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Human Resources.

**III. Policy/Procedure**

- A.** Tennessee Tech may provide a moving allowance for newly hired faculty or staff members to move from a former residence to a new residence as authorized by the Tennessee Board of Regents' Guideline P-015 as may be amended from time to time.
- B.** Prior to processing a moving allowance payment for a new employee, the following items must be completed:
  - 1.** The hiring unit must identify funding for the allowance.
  - 2.** Proposed moving allowance offers that are greater than 10% of the new employee's salary must be reviewed by the Associate Vice President for Human Resources and approved by the Vice President responsible for the hiring unit.
  - 3.** The employee must submit the signed employment acceptance letter as directed in the offer letter.
  - 4.** The employee must sign and submit the Moving Allowance Agreement as directed by the offer letter.
- C.** Payment will be processed in the employee's first payroll disbursement after all required personnel forms are completed.

**IV. Interpretation**

The Vice President of Planning and Finance has the final authority to interpret the terms of this policy.

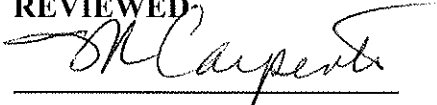
V. Citation of authority for policy

TBR Guideline P-015

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

  
Vice President for Planning & Finance

4/2/2014  
DATE

REVIEWED  
  
University Counsel

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University Assembly

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APPROVED  
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PRESIDENT

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**Policy No:**

**Policy Name:** Petty Cash

**Policy Subject:** Establishing, maintaining, and reimbursing petty cash funds

**Date Revised:** July 1, 2014

**I. Purpose**

To provide guidance regarding establishing, maintaining, and reimbursing petty cash funds.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Financial Services with recommendations for revision presented to the Associate Vice President for Business and Fiscal Affairs.

**III. Scope**

This policy applies to all Tennessee Tech approved petty cash funds. No other petty cash funds may be maintained on campus.

**IV. Definitions**

- A. Petty Cash** – Funds used by departments for frequent and minor cash needs that are advanced by the Business Office upon proper justification.
- B. Acceptance of Responsibility Memorandum** – Document summarizing fund use, amount, and the point at which responsibility is accepted by the custodian. This document is to be signed and dated by the petty cash custodian. [insert link to form].
- C. Petty Cash Custodian** – An employee designated to be responsible for the petty cash fund.
- D. Reconciliation** – Documentation of the periodic count of the petty cash fund detailing the denominations of currency in the fund, the total cash on hand, any other items such as disbursement receipts which account for a portion of the fund, the total fund amount, and any overages or shortages [insert link to form].
- E. Safeguards** – Measures taken to maintain security of the petty cash fund.

**V. Policy/Procedure**

**A. Unapproved Petty Cash Funds Prohibited**

No petty cash funds shall be established without the approval of the Vice President for Planning and Finance. If a permanent cash fund is not established

for a department or office, and a temporary need arises, the department may submit a written request for a temporary petty cash fund. The Vice President for Planning and Finance will review and approve or deny the request.

**B. Written Request for Petty Cash Fund**

To request a petty cash fund, the requestor must submit a signed memorandum that provides justification for establishing the fund; a general description of the use of the fund or of the limited purchases to be made using the petty cash; the amount of the requested fund; the area in which the fund will be maintained (designated department or unit); planned safeguards; and the individual who will serve as the Petty Cash Custodian of the fund. [insert link to memo template]

**C. Designated Custodian Required**

Each petty cash fund shall have a designated Petty Cash Custodian at all times. The Director of Financial Services will prepare an Acceptance of Responsibility Memorandum which shall include a space for the custodian's signature acknowledging his/her responsibility for the fund, the amount of the fund at the time the responsibility is assumed, and, if appropriate, the date on which responsibility transitioned from the previous custodian. Changes in the designated custodian must be submitted in writing to the Vice President for Planning and Finance for approval.

**D. Responsibility**

The designated department or unit head is accountable and responsible for proper use and safeguarding of the funds at all times.

**E. Safeguarding Funds**

The department or unit must establish procedures for safeguarding petty cash funds as a part of the request for the fund. Facilities such as a locked desk, locked filing cabinet, safe, or vault must be available to secure the cash on hand. The size of the fund will determine the type of safekeeping facilities needed. The number of persons having access to funds should be strictly limited. Safe combinations must be changed each time there is a personnel change involving an employee having access to the combination or every two years, whichever is sooner.

**F. Limitation on Use of Petty Cash Funds**

Petty cash funds are established for University use only; therefore, only officially authorized transactions are to be made using these funds. Unless specifically

approved in advance by the Vice President for Planning and Finance for other business uses, petty cash funds are for change-making purposes only.

**G. Reimbursement of Petty Cash Funds Approved for Other Uses**

See the reimbursement procedures [link] for petty cash funds approved for uses other than change-making purposes.

**H. Reconciliation and Audit of Petty Cash Funds**

Petty cash funds must be reconciled by the Petty Cash Custodian at least weekly with the reconciliation being documented, dated, and signed by both the Petty Cash Custodian and the department or unit head. The reconciliation must also be prepared as of June 30, or the last working day of the fiscal year with a copy submitted to the Director of Financial Services. Each petty cash fund must be available at any time without notice for audit by the Business Office, Internal Audit, or State Audit personnel.

**I. Reporting of Overage, Shortage or Loss of Petty Cash Funds**

The Petty Cash Custodian must report any shortage or loss of petty cash funds immediately to the appropriate department or unit head and to the Bursar. Overages must be included on the area's daily cash report and forwarded along with other revenue to the Business Office for deposit. The department or unit head must submit a written report concerning the circumstances of the shortage or loss to the Bursar. In the case of an apparent theft or suspected employee malfeasance, University Police must be contacted immediately. The Bursar will report any shortages to TBR in accordance with TBR Guideline B-080, as may be amended from time to time.

**J. Increases in Petty Cash Fund**

If the amount of a petty cash fund becomes insufficient to meet departmental needs, the Vice President for Planning and Finance may grant an increase provided documented evidence warrants the increase. A request to increase the amount must follow the same process as in requesting a petty cash fund.

**K. Decreasing or Closing a Petty Cash Account**

The Petty Cash Custodian must deposit all excess petty cash funds at the Business Office cashier window immediately when it is determined there is a decrease in needed funds or when the need for the fund no longer exists. The petty cash funds should be deposited into the petty cash fund Banner Finance account index. The determination to close or decrease the fund should be documented by a



memorandum and signed by both the Petty Cash Custodian and the department or unit head.

**VI. Interpretation**

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

**VII. Citation of authority for policy**

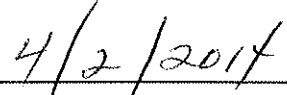
TBR Guideline B-080

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

  
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Vice President for Planning & Finance

  
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University Counsel

  
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Administrative Council

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University Assembly

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**APPROVED**  
\_\_\_\_\_  
PRESIDENT

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DATE

**Policy No:**

**Policy Name:** Real Property

**Policy Subject:** General Policy and Procedures for Real Property

**Date Revised:** July 1, 2014

**I. Purpose**

This policy outlines uniform procedures for consistent capitalization procedures for real property.

**II. Review**

This policy will be reviewed every four (4) years or whenever circumstances require review, whichever is earlier, by the Fixed Asset Accountant and Warehouse Manager with recommendations for revision presented to the Associate Vice President of Business and Fiscal Affairs.

**III. Policy/Procedure**

Tennessee Tech hereby adopts TBR Fixed Assets and Sensitive Minor Equipment Guideline B-110 Sections I – VII as it relates to real property, including land, land improvements, leasehold improvements, buildings, additions and improvements to buildings, and infrastructure as may be amended from time to time.

**IV. Interpretation**

The Vice President of Planning and Finance has the final authority to interpret the terms of this policy.

**V. Citation of authority for policy**

TBR Guideline B-110

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

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**Vice President for Planning & Finance**

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**University Counsel**

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**Administrative Council**

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**DATE**

**APPROVED**

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**PRESIDENT**

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**DATE**

**Policy No:**

**Policy Name:** Red Flag Identity Theft Prevention

**Policy Subject:** To establish policies for identity theft prevention

**Date Revised:** July 1, 2014

**I. Purpose**

This policy establishes standards and procedures to detect, prevent and mitigate identity theft, and to help protect Tennessee Tech, its faculty, staff, students and other applicable constituents from damages related to the loss or misuse of identifying information due to identity theft.

**II. Review**

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Director of Accounting with recommendations for revision presented to the Associate Vice President for Business and Fiscal Affairs.

**III. Policy/Procedure**

Tennessee Tech hereby adopts Tennessee Board of Regents Policy 4:01:05:60 as may be amended from time to time. Tennessee Tech has adopted an Identity Theft Program in accordance with the policy. Red Flags Identity Theft Prevention Program

**IV. Interpretation**

The Vice President of Planning and Finance has the final authority to interpret the terms of this policy

**V. Citation of authority for policy**

TBR Policy 4:01:05:60

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

  
Vice President for Planning and Finance

4/2/2014  
DATE

REVIEWED  
  
University Counsel

4/2/2014  
DATE

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**Administrative Council**

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**University Assembly**

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**PRESIDENT**

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**DATE**

**Policy No:** [See Policy Central for Numbering Convention]

**Policy Name:** General & Group Travel Policies

**Policy Subject:** Policy and procedures for appropriately claiming travel expenditures and submitting related claims.

**Date Revised:** July 1, 2014

## **I. Purpose**

This policy sets forth appropriate reimbursement rates and guidelines for all expenses incurred on official business travel for Tennessee Tech.

## **II. Review**

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Director of Accounting with recommendations for revision presented to the Associate V.P. for Business and Fiscal Affairs.

## **III. Policy/Procedure**

- A.** Authorization for general travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with the Tennessee Board of Regents' (TBR) Policy 4:03:03:00, as may be amended from time to time. The mileage reimbursement rate authorized by TBR policy is the rate approved by the State of Tennessee Department of Finance and Administration which can be found on the General Reimbursement Schedule in the Comprehensive Travel Regulations. Below are additional TTU policies and procedures which are more conservative than TBR policies that must be followed.
  - 1. Procurement cards may be used for the payment of registration fees and required advance payments for airline; however, TTU procurement cards should not be used for hotel payments.
  - 2. Out-of-country per diem expenses will be reimbursed at the maximum CONUS rate for out-of-state per diem rather than actual expenses with receipts.
  - 3. Each employee should consult with their administrative officer for the appropriate department's/division's approval procedures.
- B.** Authorization for Athletic and Other Group travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with the TBR Policy 4:03:03:50 , as may be amended from time to time..
- C.** Complete travel claims and requisitions in accordance with the Procedures Manual for Completing Travel Claims and Requisitions. (Insert Link to Manual attached)

**IV. Interpretation**


The Vice President of Planning and Finance has the final authority to interpret the terms of this policy.

**V. Citation of authority for policy**

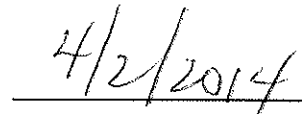
TBR Policy 4:03:03:00: General Travel; TBR Policy 4:03:03:50: Athletic and Other Group Travel; Tennessee Department of Finance and Administration's General Reimbursement Schedule found in the Comprehensive Travel Regulations at <http://www.tn.gov/finance/act/documents/policy8.pdf>

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

**REVIEWED**



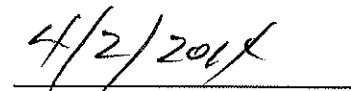
**Vice President for Planning & Finance**



**DATE**

**REVIEWED**

  
University Counsel



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**DATE**

**Policy No:**

**Policy Name:** Full Course of Study Requirements For International Students (F-1 & J-1)

**Policy Subject:** Immigration and Enrollment

**Date Revised:** July 1, 2014

**I. Purpose**

To provide immigration guidelines to the Tennessee Tech academic units on the number of credit hours international students are obligated to enroll who are attending Tennessee Tech in the following visa statuses: F-1 or J-1 status.

Per the SEVP (Student Exchange Visitor Program which is an office under USCIS and ICE) regulations, students in F-1 or J-1 status must meet specific enrollment criteria each semester (fall and spring terms) to meet the immigration policy on international students maintaining full-time status. Summer enrollment is optional for students not starting in the summer but registered for classes in the fall semester.

**II. Review**

This policy will be reviewed every 2 years or whenever circumstances require review, whichever is earlier, by Tennessee Tech's Immigration Specialist and/or Director of International Education with recommendations for revision presented to Senior Associate Vice President of Academic Affairs.

**III. Policy/Procedure**

- A.** Requirements for undergraduate international students enrolled in the fall and spring semesters:
  - 1.** Must be enrolled in a minimum of 12 credit hours per fall and spring semester.
  - 2.** A minimum of 9 credit hours of the required 12 must be in-class or hybrid courses per fall and spring semesters. Courses that have no classroom requirements and are offered on-line only cannot be used to meet the 9 credit hours requirements.
  - 3.** A minimum of 3 credit hours of in-class or hybrid courses must be at Tennessee Tech. Courses that have no classroom requirements and are offered on-line only cannot be used to meet the 3 credit hours requirements.
  - 4.** Students may enroll at Tennessee Tech and another partner institution (i.e. Nashville State or Volunteer State) but still maintain their immigration status. Students must submit a request, [Request Form](#), and receive a letter from the Office of International Education granting permission for the student to attend another university or community college program in addition to Tennessee Tech.



- B.** Requirements for undergraduate international students enrolled in the summer term:
- 1.** New or returning students from a semester break starting in summer must be enrolled in a minimum of 6 credit hours.
  - 2.** A minimum of 3 credit hours of the required 6 must be in-class or hybrid courses. Courses that have no classroom requirements and are offered on-line only cannot be used to meet the 3 credit hours requirement. A minimum of 3 credit hours of in-class or hybrid courses must be at Tennessee Tech.
  - 3.** Students may enroll at Tennessee Tech and another partner institution (i.e. Nashville State or Volunteer State) but still maintain their immigration status. Students must submit a request, Request Form, and receive a letter from the Office of International Education granting permission for the student to attend another university or community college program in addition to Tennessee Tech.
- C.** Requirements for Master and Ph.D. Degree International Students without authorized Graduate Assistantships enrolled in fall and spring semesters
- 1.** Must be enrolled in a minimum of 9 graduate level credit hours per fall and spring semester at Tennessee Tech if not holding an authorized Graduate Assistantship from Tennessee Tech.
  - 2.** A minimum of 6 graduate level credit hours of the required 9 must be in-class or hybrid courses per fall and spring semesters for students not holding an authorized Graduate Assistantship from Tennessee Tech. Courses that have no classroom requirements and are offered on-line only cannot be used to meet the 6 credit hours requirements.
- D.** Requirements for Master and Ph.D. Degree International Students with authorized Graduate Assistantships enrolled in fall and spring semesters
- 1.** Must be enrolled in a minimum of 6 graduate level credit hours per fall and spring semester at Tennessee Tech and must maintain the Assistantship throughout the entire semester as an authorized Graduate Assistantship from Tennessee Tech.
  - 2.** A minimum of 3 credit hours of the required 6 must be in-class or hybrid courses per fall and spring semesters. Courses that have no classroom requirements and are offered on-line only cannot be used to meet the 6 credit hours requirements.
  - 3.** A minimum of 3 credit hours of in-class or hybrid courses must be at Tennessee Tech.

**E. Requirements for Master and Ph.D. Degree International Students during the summer term**

1. New or returning students from a semester break and starting in summer must be enrolled in a minimum of 6 graduate level credit hours at Tennessee Tech if not holding an authorized Graduate Assistantship from Tennessee Tech.
2. New or returning students from a semester break and starting in summer must be enrolled in a minimum of 3 graduate level credit hours if holding an authorized Graduate Assistantship. Such students must maintain the assistantship throughout the entire semester.
3. A minimum of 3 graduate level credit hours must be in-class or hybrid courses. Courses that have no classroom requirements and are offered on-line only cannot be used to meet the 6 credit hours requirements.
4. A minimum of 3 graduate level credit hours of in-class or hybrid courses must be at Tennessee Tech.

**F. Exceptions**

Students requesting an exception to the above requirement must receive written authorization from the Immigration Specialist or the Director of the International Education. Such exceptions are very limited and must comply with federal law related to student visas.

**IV. Interpretation**

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

**V. Citation of authority for policy**

8 C.F.R § 214.2(f)(6)(i)(A)-(E); 8 C.F.R. § 214.2(f)(6)(i)(G); 8 C.F.R. § 214.2(f)(6)(iii); INS supplementary guidance: 56 Fed. Reg. 55608, 55609-10 (October 29, 1991); 8 C.F.R. § 214.2(f)(5)(iii)

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

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**Director of International Education**

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**DATE**

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**Senior Associate Vice President for Academic Affairs**

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**DATE**

**REVIEWED**

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**University Counsel**

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**DATE**

**REVIEWED**

**Administrative Council**

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**DATE**

**REVIEWED**

**University Assembly**

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**DATE**

**APPROVED**

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**PRESIDENT**

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**DATE**

**Policy No:** 1011

**Policy Name:** Trademarks and Licensing Policy

**Policy Subject:** Use of University Trademarks

**Date Revised:**

### **I. Purpose**

This policy establishes uniform procedures for ensuring the proper use of trademarks and in enforcing current licensing procedure.

### **II. Review**

This policy will be reviewed by the Office of Communications and Marketing every two years, or whenever circumstances require review, whichever is earlier, with recommendations for revision presented to the President's Cabinet and Executive Advisory Council.

### **III. Scope**

All logos, seals, names, symbols and slogans and trade dress used by and associated with Tennessee Tech are collectively University Trademarks, whether or not registered with either or both the state and federal government, and are the exclusive property of Tennessee Tech. Reproduction or use of these marks for any purpose not specifically allowed by this policy, whether or not for commercial purposes, must have Tennessee Tech authorization.

### **IV. Use of Trademarks**

- A. Sole Ownership/Copyright.** No one other than Tennessee Tech may claim trademark rights in or seek to register any design that uses the University's Trademarks.
- B. No Alterations.** University Trademarks may not be altered in any way.
- C. Approvals.** Each use of a University Trademark requires approval as set forth herein. Approval to use a trademark for a one-time application only (i.e. on a T-shirt) does not constitute approval to use the trademark again, or in connection with any other item, or to change the design in any way.
- D. Co-Branding.** University Trademarks may not be used in conjunction with the name or trademark(s) of any other entity without the prior written permission of Tennessee Tech. If permission is granted by Tennessee Tech to use both the University Trademark and another party's trademark in a design, the trademarks must be distinct and separate from each other, and the University's Trademarks must not be overshadowed or diminished in any way in comparison to the other entity's trademark. Approval of any such dual use of Tennessee Tech's

6. Sexually suggestive products - including, but not limited to, inappropriate slogans imprinted on clothing and the configuration of certain novelty items
7. Business names and or logos - all types
8. Products that present an unacceptable risk of liability
9. Products that are harmful to the mission or image of Tennessee Tech

Anyone wishing to obtain permission to use any University Trademark in conjunction with any good or service found on the excluded list may apply in writing for an exemption to the Vice President of University Advancement. All decisions are at his or her discretion and are final.

#### **VI. Use of Trademarks in Publications**

- A. University trademarks may be used on the cover or within the text of a publication when there is an article about Tennessee Tech, its officers, students or alumni.
- B. Tennessee Tech marks may be used in sports publications approved by the University Athletic Director.
- C. Tennessee Tech marks may be used in literary works that generally provide historical information about and promote the goodwill of Tennessee Tech. Trademarks may be licensed for such use with permission granted by the Executive Director of Communications & Marketing. Schedule cards and schedule posters that include Tennessee Tech's name, but no logos or slogans, are not subject to licensing fees and are considered for informational use.

#### **VII. Use of Trademarks in Advertisements**

- A. Permission to use University trademarks in advertising must be approved by the Executive Director of Communications & Marketing, who also serves as the university's licensing manager. University trademarks may be used in the following kinds of advertising:
  1. By a commercial entity that is a licensee of Tennessee Tech but only when there is an underlying related product, which is licensed and only when the licensed product is being advertised (approval granted through license agreement). Retailers or licensed manufacturers may use pictures in advertisements showing licensed products with Tennessee Tech indicia for sale.
  2. By a commercial entity in ads that are of an informational, congratulatory or team spirit nature. These ads may not contain solicitation for the sale of their products or services but the company name/logo may appear.

## **IX. Student-Athletes and Coaches**

Any and all uses of the names, numbers and/or images of University student-athletes and coaches must comply with both Tennessee Tech policies and NCAA regulations. Questions should be directed to the Executive Director of Communications & Marketing who will consult as appropriate with the athletic department.

## **X. Special Event Trademarks**

Any special events featuring University Trademarks, including NCAA playoff games, bowl games, rivalry series, and single special follow the same guidelines as uses of other University trademarks.

## **XI. Policy for Internal Use**

- A. Eligibility:** Use of a University Trademark by an organization implies association with Tennessee Tech. Therefore, only Registered Student Organizations (RSOs) and official campus departments or groups are allowed to use University Trademarks in conjunction with their organization's name.
- B. University departments, groups and registered student organizations** may not assign trademark usage rights, or otherwise grant permission to use any University Trademark, to any other internal or external entity for any purpose without prior review and approval by the Executive Director of Communications & Marketing.
- C. Registered Student Organization Names:** A registered student organization or sport club team may use the University name in its title, publications or letterhead to show its status as a registered student organization at Tennessee Tech, but may not use the name in a manner as to create confusion between it as an organization and Tennessee Tech itself, nor in a manner that would in any way constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Tennessee Tech. The general rule is that Tennessee Tech name cannot precede the name of the student organization. Examples include but are not limited to the following:
  - 1. Permissible:** ABC Club at Tennessee Technological University; ABC Club at TTU; ABC Club-TTU Chapter.
  - D. Not Permissible:** Tennessee Technological University ABC Club; TTU ABC Club; ABC Club of Tennessee Technological University.

## **XII. Trademark Uses That Do Not Require Approval by the Director of Marketing**

15 USC § 1101 et seq. and related regulations; TCA §47-25-501 et seq. and related regulations.

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

Karen Lykins

March 25, 2014

**DATE**

Mark Hutchens

March 25, 2014

**DATE**

**REVIEWED**

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**University Counsel**

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**DATE**

**REVIEWED**

**Administrative Council**

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**DATE**

**REVIEWED**

**University Assembly**

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**DATE**

**APPROVED**

\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
**DATE**

**Policy No:**

**Policy Name:** Tennessee Tech University Equal Employment Opportunity and Affirmative Action

**Policy Subject:** Equal Opportunity and Affirmative Action

**Date Revised:**

**I. Purpose**

This policy establishes the standards for a consistent process and treatment of employees regarding equal employment opportunity and affirmative action.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Diversity and Legal Affairs with recommendations for revision presented to the President or his designee.

**III. Policy/Procedure**

- A.** It is the intent of Tennessee Tech to promote and insure equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, disability, age, genetic information, status as a protected veteran and to fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended; applicable federal and state statutes and all regulations promulgated pursuant thereto.
- B.** Tennessee Tech will not discriminate against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, disability, age, status as a protected veteran, or genetic information, and any other category protected by federal or state civil rights law related to the university.
- C.** Similarly, Tennessee Tech shall not, on the basis of a protected status, subject any student to discrimination under any educational program. No student shall be discriminatorily excluded from participation in nor denied the benefits of any educational program on the basis of a protected status.
- D.** Tennessee Tech strives to maintain its campus as a place of work and study for faculty, staff and students, free of harassment on the basis of race, color, religion,



creed, ethnic or national origin, sex, disability, age, status as a protected veteran, genetic information and any other category protected by federal or state civil rights law. Such harassment is a form of discrimination, and harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated.

- E. Tennessee Tech specifically finds that diversity of students, faculty, administrators and staff is a crucial element of the educational process and affirms its commitment to enhancing education through affirmative action to increase diversity at all levels.
- F. Tennessee Tech will take affirmative action to ensure that all individuals are treated during the employment process without regard to their race, color, religion, ethnic or national origin, sex, disability, age, or status as a protected veteran. Such action shall include, but not be limited to, actions to:
  - 1. Recruit, hire, train, and promote persons in all job titles, without regard to any of the foregoing prohibited factors;
  - 2. Base decisions on employment so as to further the principle of affirmative action and equal employment opportunity;
  - 3. Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
  - 4. Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, and institution sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to any of the foregoing prohibited factors.

**IV. Interpretation**

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

**V. Citation of authority for policy**

TBR Policy 5:01:02:00

**RESPONSIBLE PROPOSER(S) AND REVIEWER(S)**

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**Director of Diversity and Legal Affairs**

\_\_\_\_\_  
**DATE**